

## Creating Filters

### Introduction

This job aid explains how to create filters and advanced filters to retrieve a list of applications that match selected criteria. You can filter on date application was received, responses to questions and many other criteria. It also shows how to filter candidates on an eligible list.

**Navigation Path:** CandidateTrack – Exam Plan

Note: Advanced filters are unique to the user and cannot be seen by other agency users.

Step	Action	Comments
1.	Log into Insight – Human Resources	
2.	Go to CandidateTrack – Exam Plan	
3.	Search for the Exam Plan that contains the applicants you want to filter	You can either search by Exam Title or Exam Number
4.	Click on the Exam Plan title	

[Add New Exam Plan](#) | [Show Archived Exam Plans](#) | [List New Resumes](#)

[A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#)

Search for exam title or exam number:  Go

1 record found.  
Page 1 of 1

Exam #	Exam Plan <input checked="" type="checkbox"/>	Job # <input type="checkbox"/>	Job Posting	Analyst <input type="checkbox"/>	Action
432156	<a href="#">Clerical Supervisor - EHS</a>	20076363	<a href="#">Clerical Supervisor</a>	Sutherland, L	<a href="#">Edit</a> <a href="#">Archive</a>

Page 1 of 1

5.	Click on the Evaluation Step that holds the applicants you are filtering	
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[Edit Exam Plan](#)

Exam Title <b>Clerical Supervisor - EHS</b>	Department <b>Workers' Compensation</b>
Exam Number <b>432156</b>	Division <b>Human Resources</b>
	Vacancies <b>1</b>

**Job Posting**

Job #	Job Title	Status	Last Updated	Assigned To	Action
20076363	<a href="#">Clerical Supervisor</a>	Expired	01/21/09	<a href="#">Laura Sutherland</a>	<a href="#">Edit</a> <a href="#">Delete</a>

**Recruiting Plan** [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action
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**Evaluation Steps** [Add Step](#) [View Applicants \(6\)](#) [View Applicants by Step \(6\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	<a href="#">Application Received</a>	N/A	<a href="#">View Results</a>	6	<a href="#">Filter</a>
Step 2	<a href="#">Internal</a>	N/A	<a href="#">View Results</a>	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>
Step 3	<a href="#">Meets Minimum Qualifications</a>	N/A	<a href="#">View Results</a>	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>
Step 4	<a href="#">Interview</a>	100.000%	<a href="#">View Results</a>	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>

Step	Action	Comments
6.	In the "Select Action" drop-down menu, select "Filter", choose "All" in the "Select Candidate(s)" drop-down and then click "Go"	

[View Exam Plan](#) [Eligible List\(s\)](#)

**Step 1: Application Received**

[Step History](#) [Step Comments](#)

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> <a href="#">Crook, James</a>	203951	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 10:34 AM	N/A
<input type="checkbox"/> <a href="#">HCMA, POS</a>	204558	<a href="#">View</a>	Pass		<input type="checkbox"/>	Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> <a href="#">Johnson, John</a>	204219	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 01:59 PM	N/A
<input type="checkbox"/> <a href="#">Johnson, Sarah</a>	204773	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 10:37 AM	N/A
<input type="checkbox"/> <a href="#">Kent, Clark</a>	204505	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/21/08 10:21 AM	N/A
<input type="checkbox"/> <a href="#">Smith, Josh</a>	204561	<a href="#">View</a>	Pass		<input type="checkbox"/>	Online	05/22/08 10:25 AM	N/A

6 Records Found

Page: 1 of 1

Step	Action	Comments
7.	Verify the correct "Evaluation Step" is selected	This is required.
8.	Select which applicants you want to show from the "Show Applicants" drop-down menu	Choose "Active Only", "Archived" or "All (Active & Archived)"
9.	Choose a "Candidate Status" if applicable	This step is not required.
10.	If you want to filter by "Name" or "Person ID", select the appropriate radio button and enter the Name or Person ID in the "Search Text" box	
11.	If you want to filter by date, click on the calendar icons and select the pertinent "From" and "To" dates	
12.	Click "Filter"	

[Show Exam Plan](#) | [View Applicants By Step](#)
\* Required

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\* Evaluation Step:

Show Applicants:

Candidate Status:

Search By:  Name  Person ID

Search Text:

Date: From  To

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[Check All](#) [Uncheck All](#)  
 6 records found.

Name	Person ID	Master Profile	Disposition	SME	Email Notify	Source	DateReceived	Notices
<input type="checkbox"/> Crook, James	203951	<a href="#">View</a>	N/A		•	Paper	6/11/2008 7:34:00 AM	N/A
<input type="checkbox"/> HCMA, POS	204558	<a href="#">View</a>	Pass			Online	5/22/2008 5:26:54 AM	N/A
<input type="checkbox"/> Johnson, John	204219	<a href="#">View</a>	N/A		•	Paper	6/11/2008 10:59:00 AM	N/A
<input type="checkbox"/> Johnson, Sarah	204773	<a href="#">View</a>	N/A		•	Paper	6/11/2008 7:37:00 AM	N/A
<input type="checkbox"/> Kent, Clark	204505	<a href="#">View</a>	N/A			Online	5/21/2008 7:21:51 AM	N/A
<input type="checkbox"/> Smith, Josh	204561	<a href="#">View</a>	Pass		•	Online	5/22/2008 7:25:59 AM	N/A

Action:

Step	Action	Comments
13.	The candidates that fit the criteria will be returned, choose an “Action” from the drop-down and click “Submit” or click “View Candidates by Step” to return to the unfiltered view	

\* Required

[Show Exam Plan](#) | [View Applicants By Step](#)

\*\* Evaluation Step:

Show Applicants:

Candidate Status:

Search By:  Name  Person ID

Search Text:

Date From:  To:

[Check All](#) [Uncheck All](#)  
 3 records found.

Name ^	Person ID ^	Master Profile	Disposition ^	SME	Email Notify ^	Source ^	DateReceived ^	Notices
<input type="checkbox"/> <a href="#">Crook, James</a>	203951	<a href="#">View</a>	N/A		•	Paper	6/11/2008 7:34:00 AM	N/A
<input type="checkbox"/> <a href="#">Johnson, John</a>	204219	<a href="#">View</a>	N/A		•	Paper	6/11/2008 10:59:00 AM	N/A
<input type="checkbox"/> <a href="#">Johnson, Sarah</a>	204773	<a href="#">View</a>	N/A		•	Paper	6/11/2008 7:37:00 AM	N/A

Action:

14.	To create an advanced filter, in the “Select Action” drop-down menu, select “Advanced Filter”, choose “All” in the “Select Candidate(s)” drop-down and then click “Go”	
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Step 1: Application Received Step History Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Crook, James	203951	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 10:34 AM	N/A
<input type="checkbox"/> HCMA, POS	204558	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> Johnson, John	204219	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 01:59 PM	N/A
<input type="checkbox"/> Johnson, Sarah	204773	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 10:37 AM	N/A
<input type="checkbox"/> Kent, Clark	204505	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/21/08 10:21 AM	N/A
<input type="checkbox"/> Smith, Josh	204561	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/22/08 10:25 AM	N/A

6 Records Found Page: 1 of 1

Advanced Filter

Step	Action	Comments
15.	Click on "Create New Filter"	Any previously saved advanced filters will be listed for you to select or you may create a new filter.

Exam Plan **432156 - Clerical Supervisor - EHS**

Evaluation Step **Application Received**

[View Applicants By Step](#)

Candidates Selected **6** [Show Candidates](#)

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You currently have no saved filters to apply.

[Create New Filter](#)

16.	Name the filter and select the criteria to be included in the filter	When selecting supplemental question criteria, it's best to choose "Yes/No" and "Select from Choices" questions because you know for sure the applicants had to select one of the given answer choices.
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Exam Plan **432156 - Clerical Supervisor - EHS**  
 Evaluation Step **Application Received**  
[View Applicants By Step](#)

**Group 1**  
 Group Type: **AND**

\* Required

Filter Name: **Experience Performing Lead Work and Typing Speed at**  
 Add Group: Group Type: <...> Join to Previous Group Using: <...>

**Basic Criteria**

Date Received <...>	Add to Group Group 1
Source <input type="checkbox"/> Online <input type="checkbox"/> Paper	Add to Group Group 1
Notification Type <input type="checkbox"/> Email <input type="checkbox"/> Paper	Add to Group Group 1
Step Raw Score <...>	Add to Group Group 1
Step Percentage Score <...>	Add to Group Group 1
Job Type <input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship	Add to Group Group 1
Work Type <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem	Add to Group Group 1
Shift Type <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)	Add to Group Group 1
Languages <input type="checkbox"/> American Sign <input type="checkbox"/> Amharic <input type="checkbox"/> Arabic <input type="checkbox"/> Cambodian <input type="checkbox"/> Cantonese <input type="checkbox"/> Chinese <input type="checkbox"/> Croatian <input type="checkbox"/> French <input type="checkbox"/> German <input type="checkbox"/> Hawaiian <input type="checkbox"/> Hindi <input type="checkbox"/> Hmong <input type="checkbox"/> Italian <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> Laotian <input type="checkbox"/> Mandarin <input type="checkbox"/> Mien <input type="checkbox"/> Oromo <input type="checkbox"/> Other <input type="checkbox"/> Persian <input type="checkbox"/> Portuguese <input type="checkbox"/> Russian <input type="checkbox"/> Somali <input type="checkbox"/> Spanish <input type="checkbox"/> Tagalog <input type="checkbox"/> Thai <input type="checkbox"/> Vietnamese	Add to Group Group 1
License Type	Add to Group Group 1
Typing WPM <...>	Add to Group Group 1

Step	Action	Comments
17.	Click "Update Filter"	<ul style="list-style-type: none"> <li>This allows you to see what criteria is included in the filter.</li> <li>It will note "Filter Updated Successfully".</li> </ul>

**Job-Specific Question Criteria**

Are you currently a BWC employee (This excludes college interns and consultants.)  Yes  No Add to Group Group 1

What is your typing speed? Add to Group Group 1

Less than 50 WPM (words per minute)  
 50 - 65 WPM  
 66 - 80 WPM  
 81 - 95 WPM  
 More than 95 WPM  
 Don't know

Are you able to travel?  Yes  No Add to Group Group 1

How many years experience do you have in project management? <...> Add to Group Group 1

Do you have current and/or previous experience performing lead work?  Yes  No Add to Group Group 1

Exam Plan **432156 - Clerical Supervisor - EHS**  
 Evaluation Step **Application Received**  
[View Applicants By Step](#)  
 Filter Name **Experience Performing Lead Work and Typing Speed at Least 66 WPM**

Filter Updated Successfully

**Group 1**

Group Type: **AND**

**DELETE** Do you have current and/or previous experience performing lead work? = Yes

Step	Action	Comments
18.	<p>To add another group, choose the appropriate “Group Type” and “Join to Previous Group Using” (i.e. “OR or “AND”). Then click “Update Filter”</p>	<ul style="list-style-type: none"> <li>▪ You can choose “OR” or “AND” for the “Group Type” and “Join to Previous Group”               <ul style="list-style-type: none"> <li>○ “Group Type” means how the criteria within the group will be connected.</li> <li>○ “Join to Previous Group Using” means how the groups will be joined together</li> </ul> </li> <li>▪ You will need to click “Update Filter” at the bottom of the page before you can choose the criteria for the second group.</li> <li>▪ You normally will add another group if you want to filter on answers to a “Select from Choices” question where several answers were desirable and a “Yes/No” question               <ul style="list-style-type: none"> <li>○ In the example below the first group contains a “Yes/No” question and the second group, a “Select from Choices” where the desired typing speed is greater than or equal to 66 WPM.</li> <li>○ The applicant would be filtered in if they answered <b>Yes</b> to the first question and 66-80 WPM, 81-95 WPM <b>OR</b> More than 95 WPM</li> </ul> </li> </ul>

Exam Plan [432156 - Clerical Supervisor - EHS](#)  
[View Applicants By Step](#)  
 Filter Name **Experience Performing Lead Work and Typing Speed at Least 66 WPM**

**Group 1**

Group Type: AND ▼

DELETE Do you have current and/or previous experience performing lead work? = Yes

\* Filter Name: Experience Performing Lead Work and Typing Speed at

Add Group: Group Type: OR ▼ Join to Previous Group Using: AND ▼

**Job-Specific Question Criteria**

Are you currently a BWC employee (This excludes college interns and consultants.)  Yes  No Add to Group

What is your typing speed? Add to Group

Less than 50 WPM (words per minute)

50 - 65 WPM

66 - 80 WPM

81 - 95 WPM

More than 95 WPM

Don't know

Are you able to travel?  Yes  No Add to Group

How many years experience do you have in project management?  Add to Group

Do you have current and/or previous experience performing lead work?  Yes  No Add to Group

Step	Action	Comments
19.	Choose the criteria you want to add to the second group, select "Group 2" in the "Add to Group" drop-down menu and click "Update Filter"	This will allow you to make sure the filter is how you want it before applying it to the applicants.

**Job-Specific Question Criteria**

Are you currently a BWC employee (This excludes college interns and consultants.)  Yes  No Add to Group

What is your typing speed? Add to Group

Less than 50 WPM (words per minute)

50 - 65 WPM

66 - 80 WPM

81 - 95 WPM

More than 95 WPM

Don't know

Are you able to travel?  Yes  No Add to Group

How many years experience do you have in project management?  Add to Group

Do you have current and/or previous experience performing lead work?  Yes  No Add to Group

20.	Review your filter and click "Apply and Save Filter"	<ul style="list-style-type: none"> <li>Make sure your "Group Type" and "Join to Previous Group" selections are correct</li> <li>You must "Apply and Save Filter" if you want the filter to be available for use after exiting the exam plan</li> </ul>
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Exam Plan <b>432156 - Clerical Supervisor - EHS</b> Evaluation Step <b>Application Received</b> <a href="#">View Applicants By Step</a> Filter Name <b>Experience Performing Lead Work and Typing Speed at Least 66 WPM</b>
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Filter Updated Successfully

**Group 1**

Group Type: **AND** ▼

DELETE Do you have current and/or previous experience performing lead work? = Yes

AND ▼

**Group 2**

DELETE GROUP

Group Type: **OR** ▼

DELETE What is your typing speed? = 66 - 80 WPM OR

DELETE What is your typing speed? = 81 - 95 WPM OR

DELETE What is your typing speed? = More than 95 WPM

Job-Specific Question Criteria	
Are you currently a BWC employee (This excludes college interns and consultants.)	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Add to Group <b>Group 1</b> ▼</span>
What is your typing speed?	<input type="checkbox"/> Less than 50 WPM (words per minute) <span style="float: right;">Add to Group <b>Group 1</b> ▼</span> <input type="checkbox"/> 50 - 65 WPM <input type="checkbox"/> 66 - 80 WPM <input type="checkbox"/> 81 - 95 WPM <input type="checkbox"/> More than 95 WPM <input type="checkbox"/> Don't know
Are you able to travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Add to Group <b>Group 1</b> ▼</span>
How many years experience do you have in project management?	<input type="text" value="&lt;..&gt;"/> <span style="float: right;">Add to Group <b>Group 1</b> ▼</span>
Do you have current and/or previous experience performing lead work?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">Add to Group <b>Group 1</b> ▼</span>
<input type="button" value="Update Filter"/> <input type="button" value="Apply Filter"/> <input type="button" value="Apply and Save Filter"/>	

Step	Action	Comments
21.	Click "View Filter" to view or update the filter; click "Unfilter" to show the original list of applicants	<ul style="list-style-type: none"> <li>There is a note that says "This Step is Filtered" to let you know the filtering was successful</li> <li>You should also note a reduction in the number of applicants, in this case from six applicants two.</li> </ul>
22.	To move the filtered applicants to the next step, choose "Change Disposition" from the "Select Action" drop-down, select "All" from the "Select Candidate(s)" drop-down and click "Go"	

View Exam Plan   Eligible List(s)

**Step 1: Application Received**

THIS STEP IS FILTERED. View Filter   Unfilter

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> HCMA, POS	204558	<a href="#">View</a>	N/A			Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> Smith, Josh	204561	<a href="#">View</a>	N/A			Online	05/22/08 10:25 AM	N/A

2 Records Found   Page: 1 of 1

Change Disposition: [All]   **Go**

Step	Action	Comments
23.	Select the "Passed" radio button and click "Save"	You must "Pass" the filtered applicants and "Advance to Next Step" before exiting the page

Exam Plan: 432156 - Clerical Supervisor - EHS  
Evaluation Step: Application Received  
Candidates Selected: 2

\* Required

Applicant: Name   Person ID  
 HCMA, POS   204558  
 Smith, Josh   204561

\* Pass/Fail Step:  Passed    Failed    Other

Reject Reason: == Select ==

Comments:

**Save**

24.	Choose "Advanced to Next Step" from the "Select Action" drop-down, choose "Passing" from the "Select Candidate(s)" drop-down and click "Go"	<ul style="list-style-type: none"> <li>▪ You will notice the "Disposition" for the candidates is now "Passed"</li> <li>▪ You also will notice the step is still "filtered"</li> </ul>
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View Exam Plan   Eligible List(s)

**Step 1: Application Received**

THIS STEP IS FILTERED. View Filter   Unfilter

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> HCMA, POS	204558	<a href="#">View</a>	Pass			Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> Smith, Josh	204561	<a href="#">View</a>	Pass			Online	05/22/08 10:25 AM	N/A

2 Records Found   Page: 1 of 1

Advance to Next Step: [Passing]   **Go**

Step	Action	Comments
25.	Click the “+” next to “Step 2” to see the candidates you passed to the next step	<ul style="list-style-type: none"> <li>You will see there are no candidates under Step 1 since you passed them all to Step 2</li> <li>The step is still filtered, click “Unfilter” to view the candidates that were filtered out</li> </ul>

[View Exam Plan](#)   [Eligible List\(s\)](#)

**Step 1: Application Received**

 Step History    Step Comments

THIS STEP IS FILTERED.   [View Filter](#)   [Unfilter](#)

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
0 Records Found <span style="float: right;">Page: 1 of 1</span>								
<input type="text" value="== Select Action =="/>			<input type="text" value="== Select Candidate(s) =="/>			<input type="button" value="Go"/>		

**Step 2: Internal**

26.	Click “View Exam Plan” to return to the Exam Plan	
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[View Exam Plan](#)   [Eligible List\(s\)](#)

**Step 1: Application Received**

 Step History    Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Crook, James	203951	<a href="#">View</a>	<span style="color: orange;">o</span> N/A		<input type="checkbox"/>	Paper	06/11/08 10:34 AM	N/A
<input type="checkbox"/> Johnson, John	204219	<a href="#">View</a>	<span style="color: orange;">o</span> N/A		<input type="checkbox"/>	Paper	06/11/08 01:59 PM	N/A
<input type="checkbox"/> Johnson, Sarah	204773	<a href="#">View</a>	<span style="color: orange;">o</span> N/A		<input type="checkbox"/>	Paper	06/11/08 10:37 AM	N/A
<input type="checkbox"/> Kent, Clark	204505	<a href="#">View</a>	<span style="color: orange;">o</span> N/A		<input type="checkbox"/>	Online	05/21/08 10:21 AM	N/A

4 Records Found Page: 1 of 1

**Step 2: Internal**

 Step History    Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> HCMA, POS	204558	<a href="#">View</a>	<span style="color: orange;">o</span> N/A		<input type="checkbox"/>	Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> Smith, Josh	204561	<a href="#">View</a>	<span style="color: orange;">o</span> N/A		<input type="checkbox"/>	Online	05/22/08 10:25 AM	N/A

2 Records Found Page: 1 of 1

Step	Action	Comments
27.	If you do not move the filtered applicants to the next step, you can re-apply your filter by returning to your Exam Plan	Notice your saved filter in the “Advanced Filter” section of the Exam Plan
28.	Once again, click on the Evaluation Step that holds the applicants you are filtering	

[Edit Exam Plan](#)

Exam Title <b>Clerical Supervisor - EHS</b>	Department <b>Workers' Compensation</b>
Exam Number <b>432156</b>	Division <b>Human Resources</b>
	Vacancies <b>1</b>

**Job Posting**

Job #	Job Title	Status	Last Updated	Assigned To	Action
20076363	Clerical Supervisor	Expired	01/21/09	Laura Sutherland	<a href="#">Edit</a> <a href="#">Delete</a>

**Recruiting Plan** [Add New](#)

Ad Type	Ad Name	Requested Date	Start Date	End Date	Action

**Evaluation Steps** [Add Step](#) [View Applicants \(6\)](#) [View Applicants by Step \(6\)](#) [App Flow](#)

Step	Evaluation Step	Weight	Results	At Step	Action
Step 1	<a href="#">Application Received</a>	N/A	<a href="#">View Results</a>	6	<a href="#">Filter</a>
Step 2	<a href="#">Internal</a>	N/A	<a href="#">View Results</a>	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>
Step 3	<a href="#">Meets Minimum Qualifications</a>	N/A	<a href="#">View Results</a>	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>
Step 4	<a href="#">Interview</a>	100.000%	<a href="#">View Results</a>	0	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Filter</a>

**Advanced Filters** [Add New](#)

Filter Name	Created	Action
Experience Performing Lead Work and Typing Speed a...	01/21/09	<a href="#">Edit</a> <a href="#">Delete</a>

29.	In the “Select Action” drop-down menu, select “Advanced Filter” and in the “Select Candidate(s)” drop-down, select “All” then click “Go”	
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**Step 1: Application Received**

[Step History](#) [Step Comments](#)

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> Crook, James	203951	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 10:34 AM	N/A
<input type="checkbox"/> HCMA, POS	204558	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> Johnson, John	204219	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 01:59 PM	N/A
<input type="checkbox"/> Johnson, Sarah	204773	<a href="#">View</a>	N/A		<input type="checkbox"/>	Paper	06/11/08 10:37 AM	N/A
<input type="checkbox"/> Kent, Clark	204505	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/21/08 10:21 AM	N/A
<input type="checkbox"/> Smith, Josh	204561	<a href="#">View</a>	N/A		<input type="checkbox"/>	Online	05/22/08 10:25 AM	N/A

6 Records Found

Page: 1 of 1

Step	Action	Comments
30.	Click "Apply Filter"	You will see the filter you previously saved in the drop-down menu

Exam Plan <a href="#">432156 - Clerical Supervisor - EHS</a>
Evaluation Step <b>Application Received</b>
<a href="#">View Applicants By Step</a>
Candidates Selected <b>6</b> <a href="#">Show Candidates</a>

Select Filter: Experience Performing Lead Work and Typing Speed at Least 66 WMP [Apply Filter](#) [View/Edit Filter](#)

[Create New Filter](#)

31.	Click "View Exam Plan" to return to the Exam Plan	
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[View Exam Plan](#) [Eligible List\(s\)](#)

**Step 1: Application Received**

THIS STEP IS FILTERED. [View Filter](#) [Unfilter](#)

Step History  Step Comments

Candidate	Person ID	Master Profile	Disposition	SME	Email Notify	Source	Received	Notices
<input type="checkbox"/> <a href="#">HCMA_POS</a>	204558	<a href="#">View</a>	<span style="color: orange;">N/A</span>			Online	05/22/08 08:26 AM	N/A
<input type="checkbox"/> <a href="#">Smith, Josh</a>	204561	<a href="#">View</a>	<span style="color: orange;">N/A</span>			Online	05/22/08 10:25 AM	N/A

2 Records Found Page:  of 1

Change Disposition All [Go](#)

32.	Click "View Candidates" to view the list of candidates	
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**Eligible Lists** [Add New](#) [Show Archived Eligible Lists](#)

List Name	List Type	Expiration Date	# On List		Action
			Total	Active	
<a href="#">Default List</a>	Normal	06/20/2008	2	0	<a href="#">Edit</a> <a href="#">Archive</a> <a href="#">View Candidates</a>

Step	Action	Comments
33.	From the "Select Action" drop-down choose "Filter Candidates", choose "All Candidates" from the "Select Candidate(s)" drop-down and then click "Go"	If you do not want to filter all candidates, you can also mark the box next to the applicable candidates and choose "Selected Candidates", or any of the other options, from the "Select Candidate(s)" drop-down

432156 Clerical Supervisor - EHS: Default List

[View Exam Plan](#) [Show Evaluation Steps](#) [Show Ranks Sequentially](#) [Show Referrals](#)

Include Active Candidates Only
 
 Primary Sort:    
 Secondary Sort:

Search by Name

2 records found.  
Page 1 of 1

2 candidates on list.

Name	Master Profile	Person ID	Total Score	Exam Score	Date Received	Date Eligible	Status
<input type="checkbox"/> Smith, Josh	<a href="#">View</a>	204561	90.00	90.00	05/22/08	02/20/09	Inactive
<input type="checkbox"/> HCMA, POS	<a href="#">View</a>	204558	80.00	80.00	05/22/08	02/20/09	Inactive

Select Action: 
Select Candidate(s):

34.	Choose the appropriate "Filter Criteria type", "And" or "Or"	<ul style="list-style-type: none"> <li>▪ "And" will include all criteria in the selection (i.e. the candidates returned must meet all the selected criteria)</li> <li>▪ "Or" will return all candidates that meet at least one of the selected criteria</li> </ul>
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Clerical Supervisor - EHS

Candidate	Person ID	Status
Smith, Josh	204561	Active
HCMA, POS	204558	Active

Filter Criteria type  AND  OR

Basic Filter

Job Type	Work Type	Shift Type	Languages
<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Internship	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Per Diem	<input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> Weekends <input type="checkbox"/> On Call (as needed)	<input type="checkbox"/> American Sign <input type="checkbox"/> Amharic <input type="checkbox"/> Arabic <input type="checkbox"/> Cambodian <input type="checkbox"/> Cantonese <input type="checkbox"/> Chinese <input type="checkbox"/> Croatian <input type="checkbox"/> French

Step	Action	Comments
35.	Choose one or more of the listed criteria and click "Filter Now"	

**SUMMARY OF QUALIFICATIONS** - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination.

Please list below the specific course work areas at the high school level or beyond relevant to the position or examination for which you are applying. Also indicate the number of courses you have successfully completed in each area. NOTE: A transcript may not be substituted for this section, although you may be required to submit a transcript.

**Job Specific Filter**

Are you currently a BWC employee (This excludes college interns and consultants.)  Yes  No

What is your typing speed?  Less than 50 WPM (words per minute)  50 - 65 WPM  66 - 80 WPM  81 - 95 WPM  More than 95 WPM  Don't know

Are you able to travel?  Yes  No

How many years experience do you have in project management?

Do you have current and/or previous experience performing lead work?  Yes  No

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36.	Candidate(s) who meet the criteria will be returned; take the next appropriate action (e.g. refer candidate(s), send notification, etc.)	<ul style="list-style-type: none"> <li>▪ See "Creating Eligible Lists" for more information on referring candidate(s)</li> <li>▪ Note: Filters cannot be saved so if you do not take any action and leave the current page, you will need to re-create the filter</li> </ul>
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432156 Clerical Supervisor - EHS: Default List

[View Exam Plan](#)
[Show Evaluation Steps](#)
[Show Ranks Sequentially](#)
[Show Referrals](#)

[Include Active \(Filtered\) Candidates Only](#)
[Show Unfiltered List](#)

Primary Sort: Total Rank  Ascending   
 Secondary Sort: Name  Ascending

Search by Name

1 record found.  
Page 1 of 1

Filter returned 1 record.

Name	Master Profile	Person ID	Total Score	Exam Score	Date Received	Date Eligible	Status
<input type="checkbox"/> Smith, Josh	<a href="#">View</a>	204561	90.00	90.00	05/22/08	02/20/09	Inactive

Select Action  Select Candidate(s)