

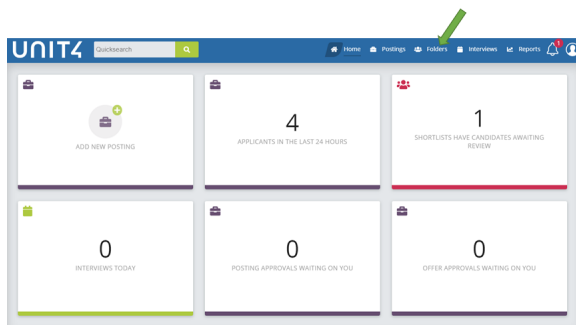
Using Candidate Filters in Unit4 Recruit (U4R) - Hiring Committee

Overview

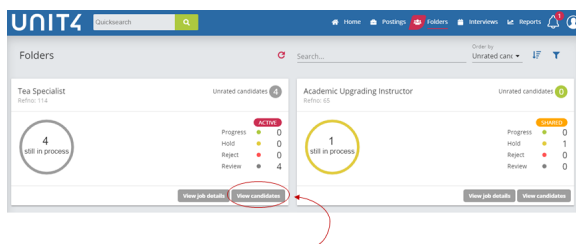
This Guide will demonstrate how to use the Filter functionality in U4R in order to refine candidate results according to requirements of the posting.

Candidate Filters

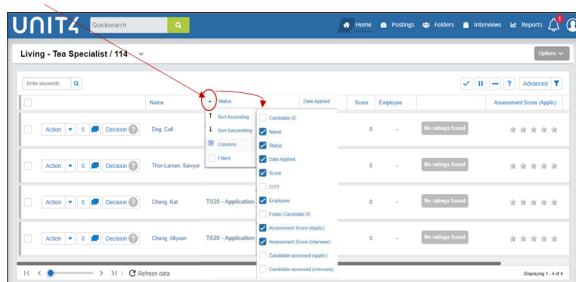
1. Login to your **Unit4 Recruit Dashboard**: u4r.selkirk.ca
2. Click on "**Folders**". This is where you access candidates, instead of using the shared email folders.



3. In the '**Folders**' page; it shows folders that are *Owned* by you, or *Shared* folders from postings that you are on the hiring committee for.
4. If you have multiple postings, they will all show up here.



5. Click on "**View Candidates**" to access all of the candidates for that posting.
6. At a glance, you can see the status of each of the candidates in the folder.
7. Use the dropdown menu to filter. Choose your columns, then whether you want to sort '**Ascending**' or '**Descending**'.



Related Articles:

- [Hiring Manager Checklist](#)
- [Using Candidate Filters in Unit4 Recruit \(U4R\) - Hiring Committee](#)
- [Rating Applicants in Unit4 Recruit \(U4R\) - Hiring Committee](#)
- [Create a Hiring Committee Account in Unit4 Recruit \(U4R\)](#)