



## Search for Resources and Requisitions

This job aid details the steps used to search for resources or job opportunities (i.e., requisitions) within IQNavigator. This job aid shows you how to find resource profiles you don't see on the resources tab and also how to find archived or closed job opportunities.

### To search for resource records:

1. Log in to IQNavigator using your *user name* and *password* and go to your Alternate UI dashboard.
2. Hover over the **Resources** tab in the Header Menu bar and click **Resources**. The **Resources** list screen appears.

**NOTE:** The default display is ACTIVE resources listed in alphabetical order by last name. A count of the total records along with a count of the visible records displays above the title bar.

This list of resources is specific to YOUR user role. You will need to change the search filter to view ALL resource records.



- Use the *Results per Page* pull-down selection option on the right-hand side of the screen to adjust how many records display per screen.
- Click any column header to change the sort order of the *Resources* list based on that column. Click the column header a second time to sort in reverse order.
- Use the *Filter* selection list in the upper left-hand section of your screen to search by resource status. Make your selection from the pull-down list then click the *GO* arrow → to update the *Resources* list. Filter options include:
  - Supplier organization active resources (default value)
  - Supplier organization inactive resources
  - Supplier organization archived resources
  - All resources
  - My active resources
  - My inactive resources
  - My archived resources



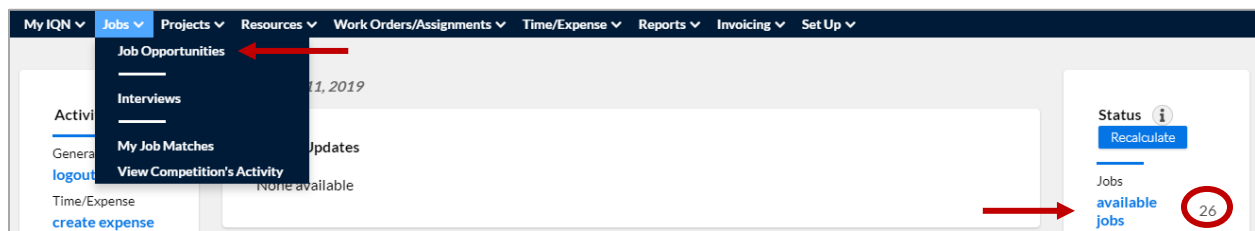
• Use the Search selection list in the upper middle of your screen to search by category. Make your selection from the Search pull-down list then enter a value in the **For** field that relates to your search category. Check your spelling for accuracy! Press **<Enter>** and the Resources list updates with your matched results. Filter options include:

- Email address
- Location
- Managing Supplier Location
- Resource ID
- Resource Name
- Supplier Organization Name
- Title
- Unique Resource ID

3. Scroll through your results list to locate the Resource(s) you seek.
4. *Optional:* Click on the Resource Name (ID) hyperlink to view the complete Resource profile record.
5. *Optional:* Use the pull-down selection list in the Resource Actions column to modify or adjust Resource records based on the options available.

## To search for job opportunities (requisitions):

1. Log in to IQNavigator using your *user name* and *password*. Your Home dashboard displays.
2. Hover over the **Jobs** tab in the Header Menu bar and click **Job Opportunities**. *Optional:* Click either the **view job opportunities** or the **available jobs** dashboard hyperlink. The **Job Opportunities** list screen appears.



**NOTE:** The default list will vary depending on the access method you selected. Use the Search & Filter feature at the top of your screen, or, use the column headers in the Job Opportunities list section to adjust the list. A count of the total records along with a count of the visible records displays above the title bar.



View by Date Range:

**Search & Filter**

Search Options: ☐ Always Show Search & Filter Options

Search Criteria: Criteria 1:

Filter:

Save Search As:  ☐ Is Default Search

Actions:

Displaying 0 - 0 of 0 items Results per Page:

**Job Opportunities**

Please create a search to find the job opportunities you are looking for. If you wish to see all of the records you are authorized to, click 'search' without specifying any search criteria. To avoid seeing this message in the future, please create and save a default search.

- Use the **Results per Page** pull-down selection option on the right-hand side of the screen to adjust how many records display per screen.
- Enter dates in the **View by Date Range** fields to narrow your search by date.
- Click any column header to change the sort order of the list based on that column. Click the column header a second time to sort in reverse order.
- Use the **Filter** selection list in the **Search & Filter** feature to search for either active or archived job opportunities.
- Use the **Criteria** options in the **Search Criteria** section of the **Search & Filter** feature to set new search parameters. (Details provided in the “How to use the Search & Filter feature for job opportunities” section below.)
- Click **search** in the **Actions** section when you have the search criteria filled out the way you want. The screen refreshes and displays an updated **Job Opportunities** list.

3. Scroll through the list in the **Job Opportunities** section to locate the requisition(s) you seek.
4. *Optional:* Click the **Job Title** hyperlink to view the complete job opportunity (requisition) record.
5. *Optional:* Use the options in the **Actions** column to respond to job opportunities. (NOTE: See the “Submit Candidate to a Job Opportunity” or the “Decline a Job Opportunity” Supplier Job Aid for step-by-step instructions.)

#### How to use the Search & Filter feature for job opportunities:

1. Click the **+ Search & Filter organization active job opportunities** hyperlink located beneath the Header Menu bar to expand this section and reveal the feature options.



Search & Filter (supplier organization active job opportunities)						
Displaying 1 - 26 of 26 items						
Job Opportunities <a href="#">Default Sort Order</a> <a href="#">Export</a>						
Job Title >	Job ID >	Job Submitted To >	Requisition Type >	Available Positions (Total) >	Available Positions (Current) >	Available P
Accountant I	8889706		Non-Recurring	1	1	1
TM - Automation and Control Engineer-4 (Outside US/Canada)	8804930		Non-Recurring	1	1	1

2. Use the pull-down selection list in the Criteria 1 field to choose your first search value. The screen refreshes to display the additional settings associated to the search criteria you selected.

Search & Filter (supplier organization active job opportunities)

Search Options:

Search Criteria: Criteria 1: select value

Save Search

Actions: [Search](#)

Displaying 1 - 26 of 26 items

Job Opportunities [Default Sort Order](#) [Export](#)

Job Title > Job ID > Job Submitted To > Requisition Type > Available Positions (Total) > A

Accountant I 8889706 Non-Recurring 1

select value

# Draft Candidates

# of competition resources submitted

# of firms responding

# Positions Awaiting Start Date

# Positions Closed/Canceled

# Positions Effective

# Positions Eliminated

# Positions Eliminated When Job Closed

# Positions Not Released

# Positions Offered

Add'l Rate ID Bill Rate

Add'l Rate ID Mark Up

Add'l Rate ID Pay Rate

Available Positions (Current)

Available Positions (Total)

Available Positions by Date

Background Check Required


Buyer Organization

CAC 1 - segment 1

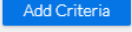
Positions by Date >

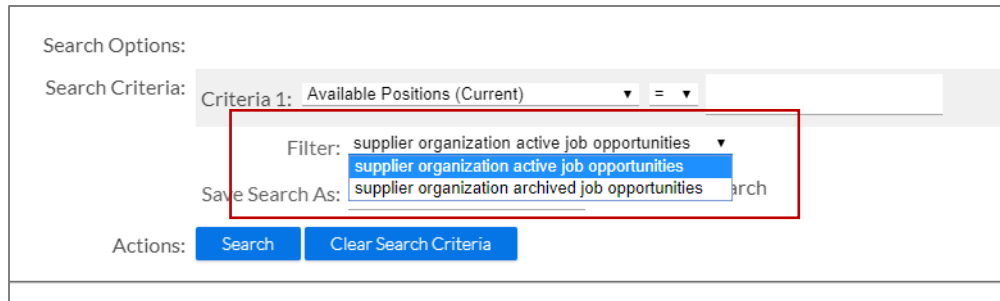
Settings will vary based on the value type. Options include:

- A pull-down selection list to indicate that the search value should be equal to (=), less than (<), less than or equal to (<=), greater than (>), or greater than or equal to (>=) the value that you enter in the adjacent blank data field.
- A Yes/No selection list.
- A text entry field with 'contains', 'starts', and 'exactly' selection options. This has an additional checkbox to indicate whether the results should be case sensitive.
- A category specific selection list (e.g., Currency, Education Level).
- Selection boxes with the standard 'select all', 'select', 'remove', or 'remove all' select buttons.

 Review your Criteria settings to make sure they include enough detail for accurate search results.



3. *Optional:* Click the **add criteria** button (  ) if you plan to search by more than one category.
4. Set the Filter selection list to search for either active (current open requisitions) or archived (closed or cancelled requisitions) job opportunities.



The screenshot shows a 'Search Options' form. Under 'Search Criteria', 'Criteria 1' is set to 'Available Positions (Current)'. A red box highlights the 'Filter' dropdown menu, which is open and shows two options: 'supplier organization active job opportunities' (highlighted in blue) and 'supplier organization archived job opportunities'. Below the filter, the 'Save Search As' field contains the text 'supplier organization archived job opportunities' followed by a 'Search' button. At the bottom, the 'Actions' section contains a 'Search' button and a 'Clear Search Criteria' button.

5. Click **search** in the Actions section when you have the search and filter criteria filled out the way you want. The screen refreshes and displays your results in the Job Opportunities section.