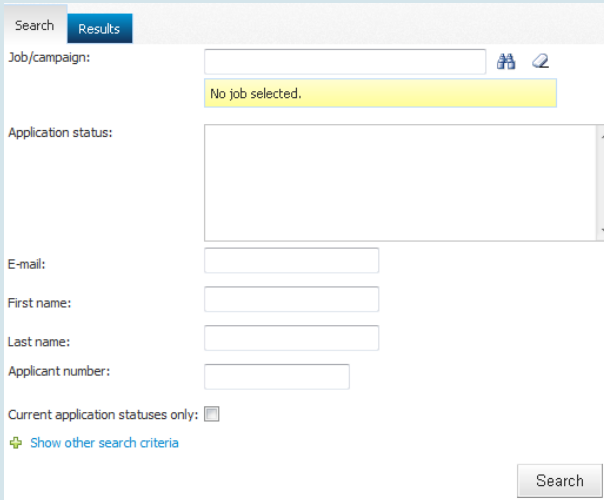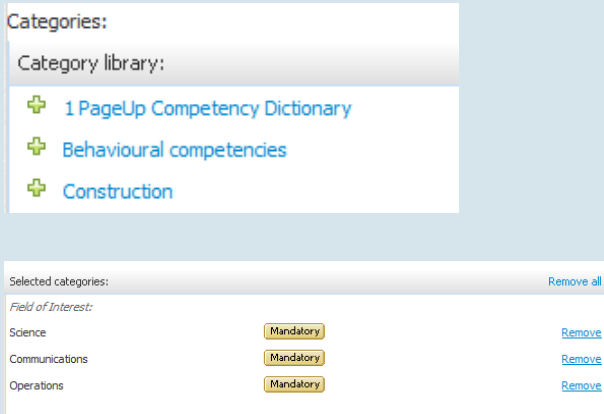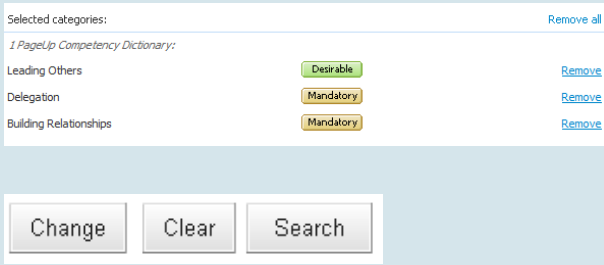# Quick Reference Guide – Category searching

Performing a category search can help you to create a shortlist of applicants who have applied to a specific job.

Applicants are categorized in two ways;

1. Categorizing may be performed automatically via the application form. The application form may be set up to automatically categorize applicants if a particular response is selected. Alternatively,

2. Applicants may be manually categorized by recruiters. Check with your Super User if you are not sure if your applicants are being categorized.

What you need to do	What you will see
STEP 1: Go to Manage applications Navigate to the **Manage applications** page, click the **Search tab** and then click the blue **Show other search criteria** link.	
STEP 2: Add categories Review the **Category library.** Look for the category group on which you are interested in searching. Click the name of the category group to expand it. Click **Add** to add the categories you want to use as your search criteria.	
STEP 3: Specify whether categories are mandatory or desirable When you add a category, it is **mandatory** by default. Mandatory means the search will only show you applicants in this category. Click the **Mandatory** button to change it to **Desirable**. A **Desirable** search means that applicants who are not in the category will still be included but those in the category will be ranked more highly. Click the **Search** button to run your search	

STEP 4: Review your results

The applicants who meet your criteria are listed.

If you have performed a **Desirable** search, the green boxes show you how the applicants have been ranked.

To view all applicants again, click the **'i'** button next to the job title and click **View all applications**.

Search	Results	

Go Green Advisor

Select	Submitted	Status	First name
☐☐☐	11 Nov 2011	New	🟢 Andy
☐☐☐	11 Nov 2011	New	🟢 Robert
☐☐☐	11 Nov 2011	New	🟢 Sally
☐☐☐	11 Nov 2011	New	🟢 Terry