Personalization: Hiding Extra Columns in TAM

If you would like to hide the extraneous columns on the Manage Job Openings page, use the steps below to “personalize” your view.

Scroll all the way to the right of the page.

Click the Personalization link just above the applicants (not the one in the top right of the page).

When the Grid Customization menu displays, in the Column Order list on the left, select the columns you no longer wish to see. Use CNTRL key & click to select several choices.

In this example, we’ve chosen to hide the ones not used at UC Berkeley: Applicant Score, Assessment Status, Attachment, Route, and Print. You could also hide others such as Mark Reviewed, or Reject. Then click the Hidden checkbox to the right of the list.
You could also change the order the columns display to you, but in this example, we will not do so.

We do not recommend changing the Sort Order of the columns, as a UCB standard is already set and each column can be clicked on to sort ad hoc as needed in a specific job opening, if desired.

We you have finished, click the OK button.

You will now see several less columns on the page.

Click the Personalization link to make further changes or delete these changes if you wish.