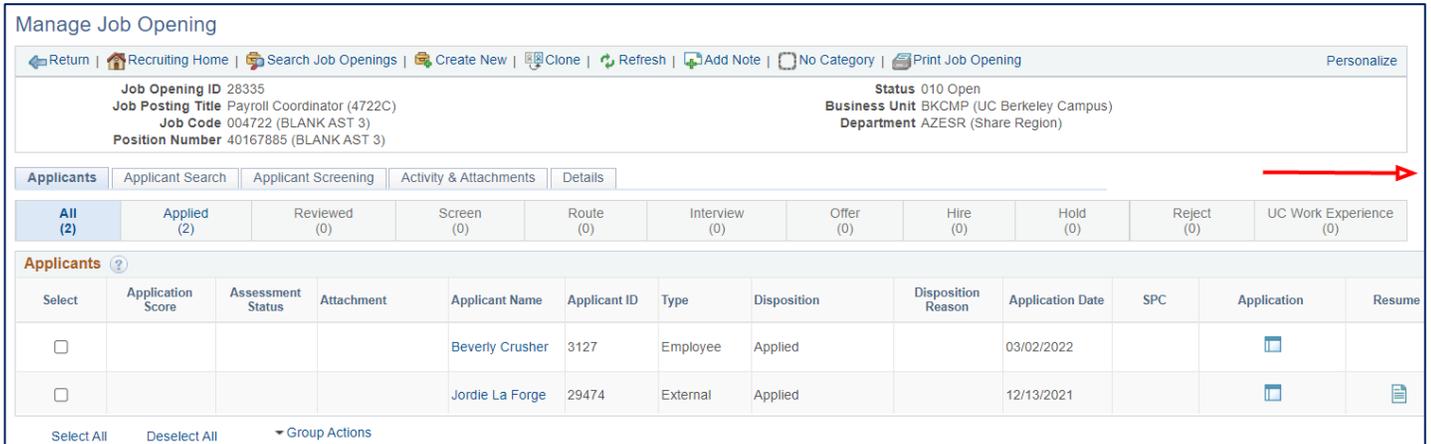


Personalization: Hiding Extra Columns in TAM

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.



The screenshot shows the 'Manage Job Opening' interface. At the top, there are navigation links: Return, Recruiting Home, Search Job Openings, Create New, Clone, Refresh, Add Note, No Category, and Print Job Opening. A 'Personalize' link is located in the top right corner, highlighted with a red arrow. Below the navigation is a summary box for Job Opening ID 28335, Job Posting Title Payroll Coordinator (4722C), Job Code 004722 (BLANK AST 3), Position Number 40167885 (BLANK AST 3), Status 010 Open, Business Unit BKCMP (UC Berkeley Campus), and Department AZESR (Share Region). Below this is a tabbed interface with 'Applicants' selected. A summary row shows counts for Applied (2), Reviewed (0), Screen (0), Route (0), Interview (0), Offer (0), Hire (0), Hold (0), Reject (0), and UC Work Experience (0). The main table lists two applicants: Beverly Crusher (Employee, Applied, 03/02/2022) and Jordie La Forge (External, Applied, 12/13/2021). At the bottom, there are 'Select All', 'Deselect All', and 'Group Actions' options.

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



The screenshot shows the 'Grid Customization' menu. At the top, there is a 'Personalize' link highlighted with a red box, followed by 'Find', 'View All', and navigation controls for '1-2 of 2'. Below this is a table with columns: Interest, Mark Reviewed, Route, Interview, Reject, and Print. Each column has a corresponding icon (stars, checkmark, people, calendar, red circle with slash, printer). To the right of the table is a dropdown menu labeled 'Other Actions'.

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.

Grid Customization

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order

- Select
- Application Score (hidden)
- Assessment Status (hidden)
- Attachment (hidden)
- Applicant Name
- Applicant ID
- Type
- Disposition
- Disposition Reason
- Application Date
- SPC
- Application
- Resume
- Interest
- Mark Reviewed
- Route (hidden)
- Interview
- Reject
- Print (hidden)
- (column 39)

Sort Order

Descending

[Copy Settings](#) [Share Settings](#) [Delete Settings](#)

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.

Select	Applicant Name	Applicant ID	Type	Disposition	Disposition Reason	Application Date	SPC	Application	Resume	Interest	Mark Reviewed	Interview
<input type="checkbox"/>	Beverly Crusher	3127	Employee	Applied		03/02/2022						
<input type="checkbox"/>	Jordie La Forge	29474	External	Applied		12/13/2021						

Select All Deselect All ▾ Group Actions

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