



Job Aid (April 25, 2015 PeopleSoft update)

Changes to job search functionality in Jobs and Find a Job

Below is a summary of changes to the job search experience introduced by the PeopleSoft update on April 25, 2015.

The most significant change for users accustomed to the former interface is new filters — Location (State, Region, and City), Jobs Posted In, Job Family, and Full/Part Time Status — that were previously freeform and multi-select fields. (See screenshot at bottom.)

| Area of search | Differences |
|---|--|
| Overall changes | |
| Landing page | 150 Job Openings are randomly selected and displayed on the landing page without any search results being entered. The openings are sorted by posted date in descending order. |
| My Saved Searches | <p>All saved searches will be displayed. The previously saved searches can be deleted.</p> <ul style="list-style-type: none">• If a saved search was created before the update, the job seeker will still be able to run the search but will NOT be able to edit the search criteria. <p>For saved searches created after the update, the job seeker will be able to run <i>and</i> edit the search.</p> |
| Maximum of 150 results displayed may result in discrepancy between number of positions indicated and displayed | <p>The number of open positions is shown next to each item within a filter. When there are more than 150 results within a selection it will not match the number of search results since this is maximized at 150.</p> <p>Previously the user was shown a pop-up dialog box; now text above the search results states:</p> <p>“More than 150 matches found. Only the first 150 results can be displayed. If these results don't include what you were looking for, please refine your search criteria and search again.”</p> |
| Name changes | |

**Basic Search >
Fewer Options**

The names given to options that move users from one search mode to another have changed:

**Advanced Search >
More Options**

- “Basic Search” is now “Fewer Options”
- “Advanced Search” is now “More Options”

**Clear Search >
Reset Search**

“Clear Search” is renamed “Reset Search”; selecting this feature removes all search criteria and filters that have been applied.

**Saved Jobs >
My Favorite Jobs**

“Saved Jobs” is renamed “My Favorite Jobs”

- There is a change to the selection method: instead of clicking the “Save Job” button, the job seeker now clicks the star-shaped icon to select the job as one of their “My Favorite Jobs.”

Position changes

Screening link

The link to “View Screening” for CloudCords applicants is now next to the “My Contact Information” link at the top rather than in the “Quick links” box.

- Note: the “View Screening” links only appears for job seekers who have applied to a Teller and/or Personal Banker 1 position in their application history.

Apply button

Job seeker must go into Job Details to see the “Apply” button — it is no longer displayed on the search results list.

Search results

New Job Opening displays

Two additional items display for each Job Opening that were not before: Department and Posted Date.

- Posted Date will be the original posted date for the Job Opening. If the date is edited, the new posted date will appear.

Jobs posted to multiple locations

The location for a Job Opening will display “Multiple” on the search results page if the job is posted to more than one location. If there is just one location on the Job Opening, the Location displays the City and the State abbreviation. The Job Opening details will list the individual locations if there are multiple locations on the Job Opening.

Location: all locations listed on every job

Geography selections in the filters include all locations listed on every job that matches the filtered selection.

- For example, selecting the Location (State) filter Alabama will display all regions or cities listed as a location on every job that has at least one location in Alabama.

Sorting by salary midpoint and posting close date (for Jobs *only*)

Sorting by salary midpoint or posting close date is not available.

Search functions

Re-ordering search results

Sort operates through selecting from a drop-down menu of sortable fields (located in the upper right of the job display area), rather than clicking on the column header.

- The available fields are: Department, Job Family, Job ID, Job Title, Location, and Posted Date.

The job seeker can click the arrow to the right of the drop-down menu of sortable fields to alternate the sorting of the selected field between ascending and descending order.

Job Families

The Job Family filter only allows one option to be selected at a time — users can no longer search on multiple job families at once.

(This item has been identified as an opportunity for potential enhancement at a later date.)

Posting date

Jobs Posted In filter only allows selection by calendar year and month.

- There is no longer an option to filter results by jobs posted within the following time periods: anytime, last three months, last week.
- Months are displayed as numeric values, not names.

(This item has been identified as an opportunity for potential enhancement at a later date.)

Location: select only one state, region, and city at a time

Search on multiple geographic selections at once is not available. Filters allow the job seeker to select only one Location (State) and/or Location (Region) and/or Location (City).


- For example, a job seeker can select Minnesota from the Location (State) & MN-WI-Minneapolis-St. Paul-Bloomington from Location (Region) & Minneapolis from Location (City), but cannot select multiple states or regions or cities at once.

Location: select City without State or Region

A city can be selected without selecting a state and/or region. A region can now be selected without selecting a state and/or a city.

Job search landing page

(As displayed to internal job seekers; external job seekers do not see the Recruiter or Hiring Manager fields)

Privacy Policy | Fraud Information | Sign off
Show MenuHelp Center

Job Search

[Job Search](#) | [My Notifications](#) | [My Activities](#) | [My Favorite Jobs](#) | [My Saved Searches](#) | [My Contact Information](#) Signed In as Karla

Welcome to our Job Search!

Filters make it easier to find the jobs that interest you. For best results:

- First enter one or more keywords to help narrow the jobs list.
- Then use the filters on the left to further narrow your selection by location, job family, or other attributes.

You also may enter search criteria without applying any filters or apply one or more filters without entering any search criteria. To remove a filter, click the "X" beside it.

Filter by

- Location (State)**
 - Alabama (192)
 - Alaska (55)
 - Arizona (1079)
 - Arkansas (16)
 - California (2728)
 - More...
- Location (Region)**
 - AK-Anchorage (23)
 - AK-Fairbanks (6)
 - AK-Non-Metropolitan Citi... (26)
 - AL-Anniston-Oxford (4)
 - AL-Auburn-Opelika (5)
 - More...
- Location (City)**
 - Aberdeen (11)
 - Abingdon (2)
 - Acworth (1)
 - Addison (17)
 - Adel (1)
 - More...
- Job Posted In**
 - 2015 (3004)
 - 2014 (9296)
 - 2013 (1)
- Job Family**
 - Accounting (65)

Keywords

Job Opening ID

Desired Pay

Recruiter

Hiring Manager

Telecommute Option: Show only jobs where the option to work from any location has been specifically noted.

[Search](#) [Reset Search](#) [Save Search/Job Agent](#) [Fewer Options](#)

[Submit/Update Profile](#)

12301 matches found. Only the first 150 results can be displayed. If these results don't include what you were looking for, please refine your search criteria and search again.

Search Results

| Job Opening | Midpoint | Close Date | |
|--|----------|------------|---|
| Marketing Database Decision Strategy Consultant 1 (Sr. Modeler) - 5028507 Department: WFB - WBR Bus Service/WBR-Staf Job Family: Marketing Location: Multiple Posted Date: 01/09/2015 | TBD | 07/31/2015 | ☆ |
| Business Initiatives Cnsltnt 2 - 5067238 Department: WFB - HR Group Job Family: Strategic Planning Location: Multiple Posted Date: 01/05/2015 | \$432000 | 07/22/2015 | ☆ |
| OPERATIONS PROCESSOR 3 - 5067217 Department: WFB - International Group Job Family: Operations Location: PA-Philadelphia Posted Date: 12/29/2014 | \$76500 | 07/03/2015 | ☆ |
| Account Executive, Private Risk Management 2 - 5067356 Department: WF Insurance Services USA, Inc Job Family: Insurance Location: GA-Atlanta Posted Date: 12/22/2014 | \$76500 | 07/09/2015 | ☆ |
| Bankruptcy Manager 1 - 5067237 Department: WFB - Consumer Lending Group Job Family: Loss Prevention Location: SC-Fort Mill Posted Date: 12/22/2014 | \$59000 | 06/27/2015 | ☆ |
| Business Systems Cons Mgr 3 - 5067446 Department: WFB - Corp Finance Job Family: Technology Location: CA-San Francisco Posted Date: 12/22/2014 | TBD | 07/21/2015 | ☆ |

Search Tips

Sort the field selected by ascending and descending order

Sortable fields

Department
Job Family
Job ID
Job Title
Location
Posted Date

Sort By: **Posted Date**

Click to add job to "My Favorite Jobs"