

AHIRE Quick Reference Card: Create Sort Lists

ACCESSING AHIRE

1. Log into the AHIRE Application at:
<https://www.princeton.edu/acad-positions/priv/admin/>
2. Depending on your role, you will see either all listings or just listings for your department.
3. If you see no listings, click 'Show Only My Listings.'

HOW CREATE SORT LISTS FOR A LISTING

1. On the listings page, choose one of your listings in blue under the position column by clicking on the position title. This will be the position for which you will be creating sort lists.
2. The listing is now displayed with tabs. Select the 'Sort Lists' tab.
3. Sort lists allow reviewers to group applications as they narrow their search.
4. To add a sort list, click 'Add Sort List'. Enter a 'Label' for the list (required), a 'Description' (required), and a sort order (required – the list will sort multiple options). Included is a check box to restrict sort lists to posting admins only (optional). When you have finished creating sort list, click 'Save'. Note that you can create multiple sort lists.
5. Once created, a sort list can be edited or deleted. To edit the sort list, click the 'Edit' button to the right of the list name. To delete the sort list, click the 'Delete' button and follow the prompts.

Click listing in blue

Req No	Position	Department	Applications	Posting Date	Expiration Date	Status
D-17-CHM-00002	Assistant Professor	Chemistry	2 Application(s)	07/29/2016		Approved
D-17-PSY-00001	Assistant Professor	Psychology	2 Application(s)	09/14/2016		Approved

Click sort list

Label	App Count	Posting Admin Only
Biochemistry		No
Favorites	1	No
Top 10	1	No

Sort lists

Add new sort list

Edit or Delete a sort list

Add Sort List

Enter label for sort list

Enter description for sort list

Restrict to search/posting admin only

Enter sort order and save

Save **Cancel**

