1. When you log into Dayforce under the Recruiter role, you will see the full list of job requisitions available in all programs.
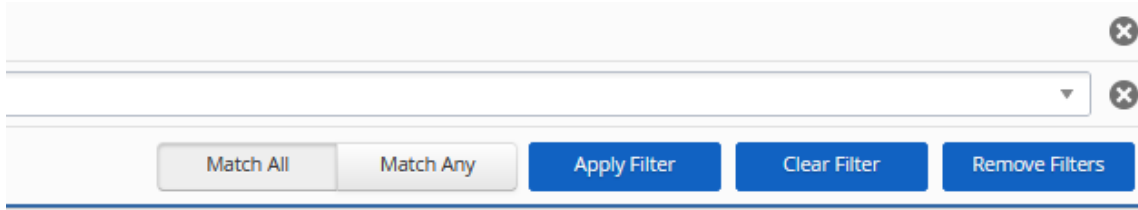

2. Click on the **Filter** button at the top of the screen and input the program that best suits your needs in the line that says *Job Requisition Title* (ie. Eastern, Bucks, Chester, Western, etc).

3. Make sure to hit **Apply Filter** to apply these changes to the screen.
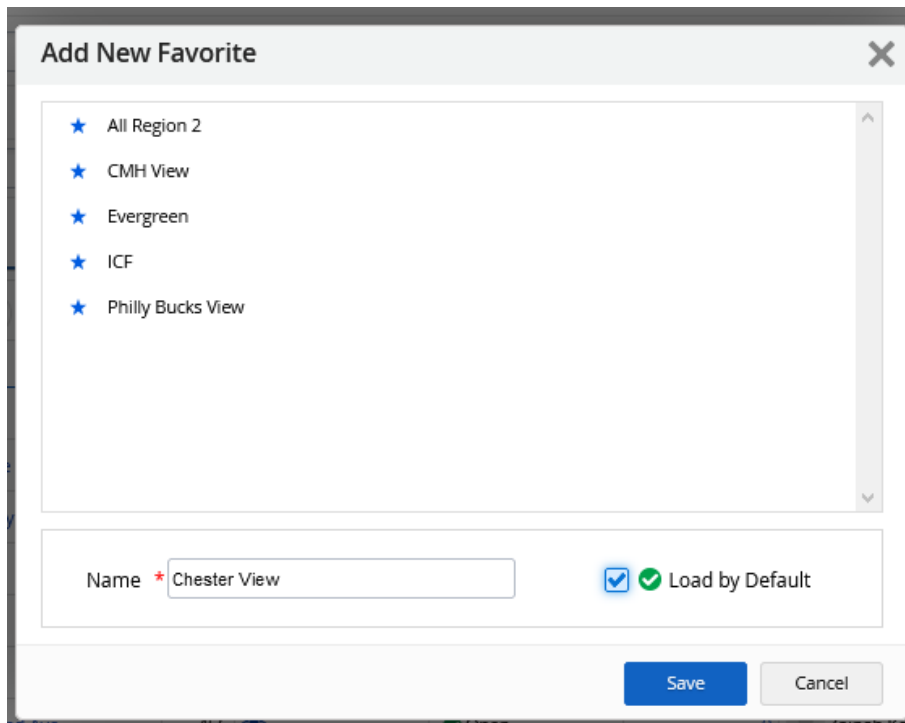
4. While the Filter is still active, choose the **Favorites** drop down and select *Save Filter as…*
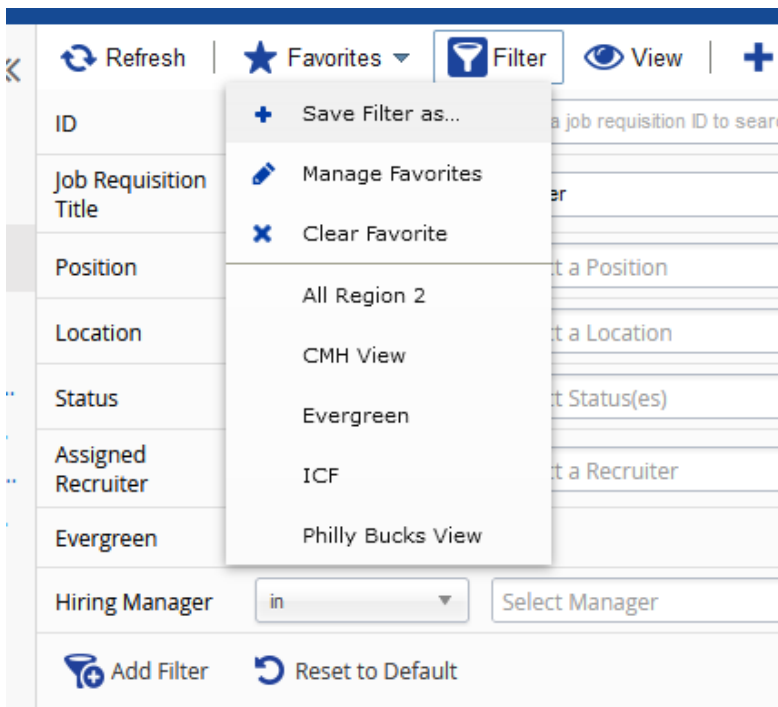
5. Save the filter with whatever title you choose to give it; make sure to check the box **Load by Default** and then hit **Save.** This will now be the default job requisition view you see when you sign in to Dayforce in the recruiting module.

6. You can choose to further filter your view if you wish by selecting **Status** which would only pull job requisitions that are in that status.

7. You can also choose to have multiple statuses shown if you wish. Always remember to hit **Apply Filter** when you are done modifying to have any changes you make reflected in the job requsition list.

8. Click the filter box to collapse it and showcase just the job requisitions.

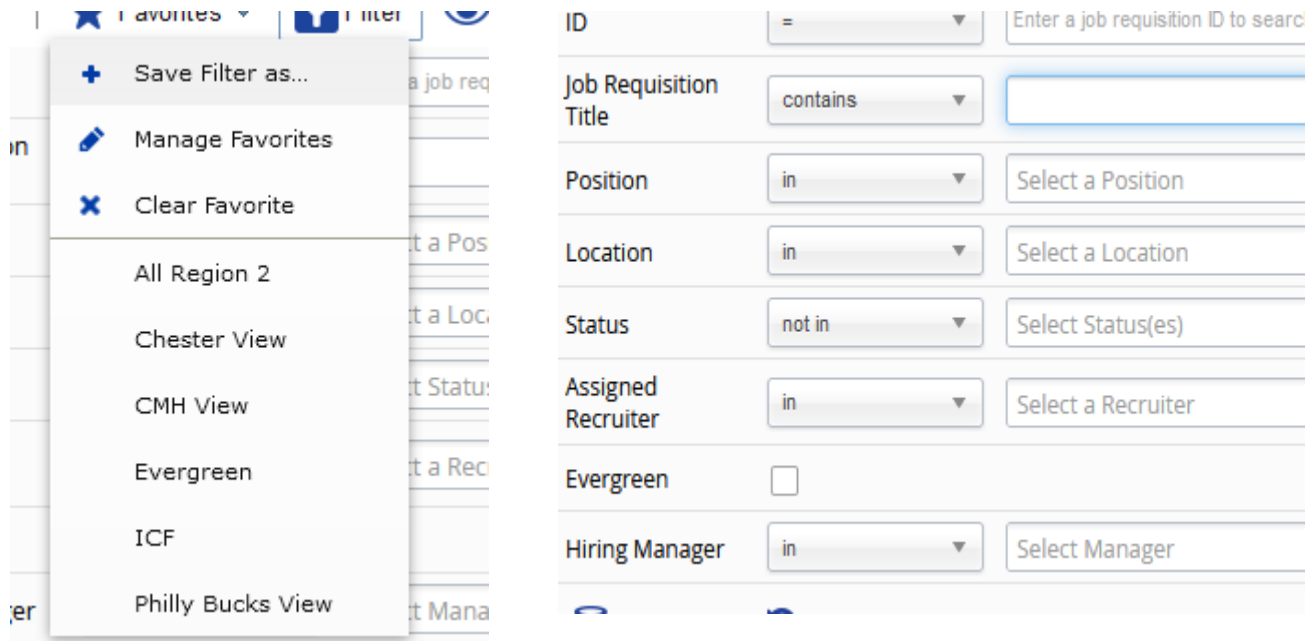**IMPORTANT**: If you click on one of the statuses at the top, it will take you out of your filtered view and populate *all* of the job requisitions in that status. If you want to filter by status please use steps 6 & 7.

9. You can create as many favorites as you would like with different options like specific locations or hiring manager.

10. You can manage your favorites by selecting the **Favorites** button and then *Manage Favorites* where you can delete or even change your default view if you choose.

Manage Favorites   ✕

   💾 Save   🔄 Refresh | ✅ Load by Default   🚫 Clear Default   ✖ Delete

   ★ All Region 2
   ★ Chester View
   ★ CMH View
   ★ Evergreen
   ★ ICF
   ★ Philly Bucks View

   ⬆ Select a favorite from the list above to edit.