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Dashboard

The Dashboard provides an all access view into your organization's applicant search and job posts while also providing a means to easily navigate within CareerPortal. The Dashboard is divided into four tiles and three sections that either take you to other CareerPortal pages, provide data from other CareerPortal pages, or allow you to perform administrative functions.

Basic Navigation See [Navigation and Search](#) for more information about basic navigation and [search](#) options on the page.

Current Posted Jobs, Applications, Applicant Watch, and Messages tiles

The **Current Posted Jobs**, **Applications**, **Applicant Watch**, and **Messages** tiles are located at the top of the page.

Field	Description
Current Posted Jobs	The tile displays the number of jobs that you have posted. Click VIEW MORE to go to the Posted Jobs page.
Applications	The tile displays the number of applications that have been submitted for jobs you have posted. Click VIEW MORE to go to the Search Applicants page.
Applicant Watch	Click VIEW MORE to go to the Applicant Watch page.
Messages	Click VIEW MORE to go to your Messages page to view and respond to messages.

Posted Jobs Approval Queue

A list of job posts ready for your approval is displayed in the **Posted Jobs Approval Queue** section. Use the **Search** field to quickly [search](#) through your queue.

Field	Description
Position	Provides the position's title.
Department	Displays the Department title.
Status	Provides the job's approval status. Pending Approval will remain the status until all approvers have approved the posting.
Assigned	Displays the user who the job post is assigned to.
Date Created	Provides posting creation date and time stamp.

Read [Approve/Deny Workflow](#) to learn how to approve and deny job approval workflows.

- Click Previous or Next to navigate.

View button

Field	Description
View	View the position on the Job Detail page. <ul style="list-style-type: none"> The Job Detail page is used to approve or deny a job posting. See Approve/Deny Workflow to learn how to approve or deny a job position on the Job Detail page.
GO BACK	Click GO BACK to return to the previous page.

History button

Field	Description
History	If you have approved or denied a job posting, the History button will appear next to the job under the Posted Jobs Approval Queue section. View a specific workflow history. The Posted Job Approval History window will display showing the same columns as the Posted Jobs Approval Queue with the addition of the Comments field, which is used to justify a posting's denial. Click View Job Posting to view the Job Detail page for the job. Click Cancel to close the pop-up window.
Cancel	Click Cancel to return to the previous screen.
View Job Posting	Display the Job Detail page.

Read [Approve/Deny Workflow](#) to learn how to approve or deny a job position on the [Job Detail](#) page.

Interview Rating Queue

A list of job applicants who are in various stages of the interview process is displayed in the **Interview Rating Queue** section. Use the **Search** field to quickly [search](#) through your queue. You can perform your interview rating using the Interview Rating Queue page.

Field	Description
Applicant	Displays the applicant's name.
Position	Provides the position that the applicant is applying for.
Department	Displays the department to which the department belongs.
Progress	Provides the applicant's progress within the application process.
Average Rating	Displays the applicant's average rating based on all who have the applicant in their interview workflow.

- Read [Interview Rating Queue](#) to learn how to rate an applicant.
- Click Previous or Next to navigate.

View Button

Field	Description
View	View an applicant's applicant detail page. The Applicant Detail page is used to rate an applicant. See Interview Rating Queue to learn how to rate an applicant.

Field	Description
Go Back	Click GO BACK to return to the previous page.

History button

Field	Description						
History	View an applicant's interview rating history.						
	<table border="1"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>View Applicant</td> <td>Go to the applicant detail page.</td> </tr> <tr> <td>Cancel</td> <td>Cancel and return to the previous page.</td> </tr> </tbody> </table>	Field	Description	View Applicant	Go to the applicant detail page.	Cancel	Cancel and return to the previous page.
	Field	Description					
View Applicant	Go to the applicant detail page.						
Cancel	Cancel and return to the previous page.						
See All Records	Go to the Interview Rating Queue page.						

Messages

Under **Unread Messages**, a list of unread messages is displayed.

- Select the message that you want to view or click **See All Records** to go to the [Messages](#) page.

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