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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. |
| **Previous Next** | Navigate through your posted jobs approval queue. |

Read Approve/Deny Workflow to learn how to approve and deny job approval workflows.

### View button

| Field | Description |
|---|---|
| **View** | View the position on the Job Detail page.<br>•<br>The Job Detail page is used to approve or deny a job posting.<br>•<br>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.<br>Click **View Job Posting** to view the Job Detail page for the job.<br>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. | |
| | **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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