

Table of Contents

Dashboard 1

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

The **Posted Jobs Approval Queue** allows you to view your job approval workflow. A job approval workflow is part of the job posting process where selected users approve or deny a job posting before it is made available to applicants. Job posts that need your approval are listed in a grid in this section. The actual job approval or denial is performed on the Job Detail page. 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 | Opens the Job Detail page . |
| GO BACK | Click GO BACK to return to the previous page. |

History button

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.

| 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 | Cancel and return to the previous page. |
| 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. |
| 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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