# 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.

| Field | Description |
|---|---|
| **View** | Opens the Job Detail page. |
| **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. |

| 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. |
| **See All Records** | Go to the My Queue page. |

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

# 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. You can perform your interview rating using the **Interview Rating Queue** page.

| Field | Description |
|---|---|
| **View** | Displays the Applicant Detail page. |
| **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. |
| **History** | If you have rated an interview, the **History** button will appear next to the applicant under the **Interview Rating Queue** section. View a specific interview history. The **Interview Rating History** window will display showing the same columns as the **Interview Rating Queue** with the addition of the **Comments** field, which is used to justify a interview rating.<br>Click View Applicant to view the Applicant Detail page for the job.<br>Click Cancel to close the pop-up window. |
| **See All Records** | Go to the Interview Rating Queue page. |

Read Interview Rating Queue to learn how to rate an applicant.

# 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.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/dashboard?rev=1574267734**

Last update: **2019/12/10 09:31**