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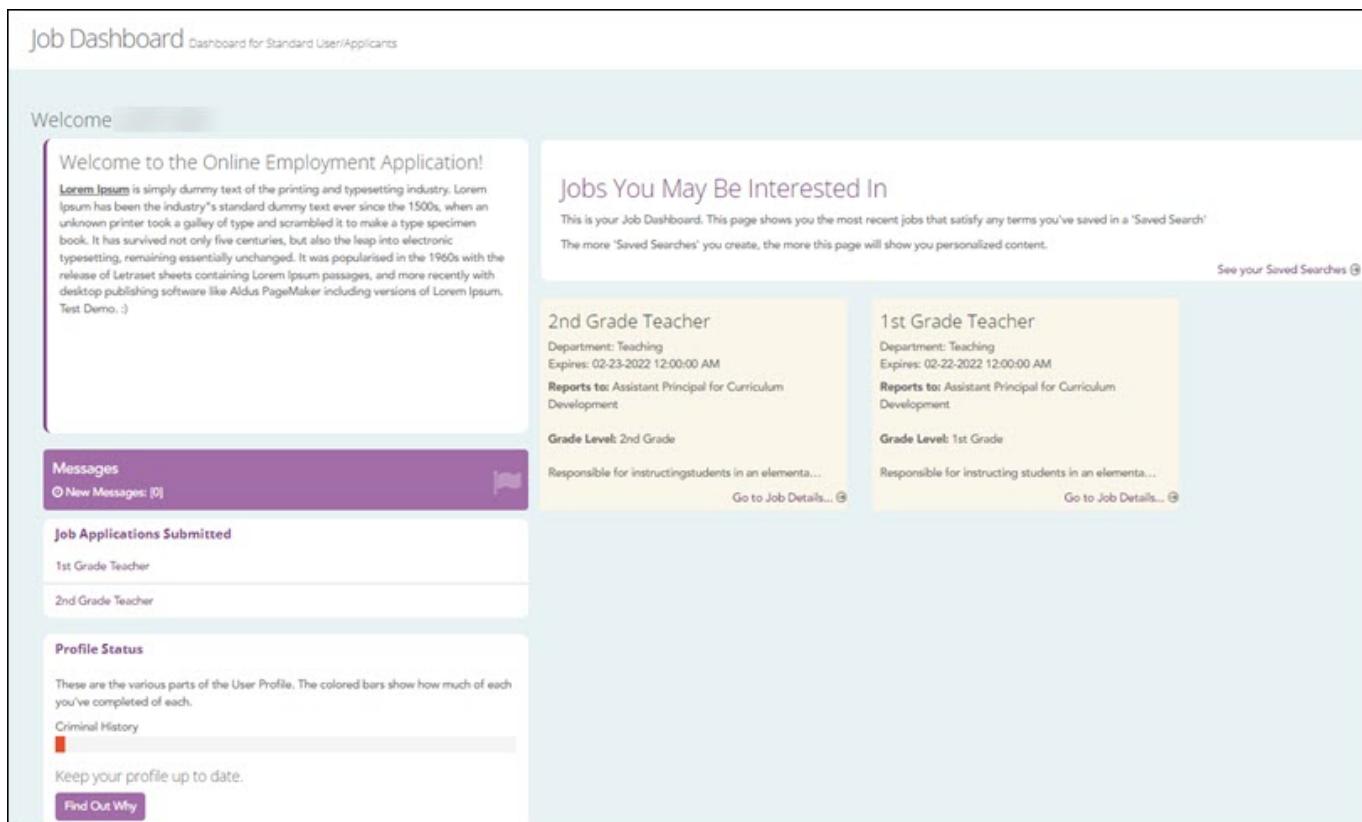
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Job Dashboard

CareerPortal's Job Dashboard provides an all-in-one experience for your job search and application process. The Job Dashboard makes it easy to view your saved search results, access your messages, and view jobs that you have applied for.

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

Your Job Dashboard is divided into several sections for quick access to important information.



The screenshot shows the 'Job Dashboard' interface. At the top, a header bar displays 'Job Dashboard' and 'Dashboard for Standard User/Applicants'. Below the header, a 'Welcome' section contains a message about 'Welcome to the Online Employment Application!' and a 'Test Demo.' link. A 'Messages' tile shows '0 New Messages'. A 'Job Applications Submitted' tile lists '1st Grade Teacher' and '2nd Grade Teacher'. A 'Profile Status' tile provides an overview of user profile completion. To the right, a 'Jobs You May Be Interested In' section lists two job postings: '2nd Grade Teacher' and '1st Grade Teacher', each with a 'Go to Job Details...' link. A 'See your Saved Searches' link is also present.

Messages

The tile displays the number of new messages in your [inbox](#). Click **Messages** to go to your inbox.

Job Applications Submitted

The tile displays a list of all of the jobs that you have applied for.

Profile Status

Three categories are listed:

- Contact Information
- Criminal History
- Availability.

The colored bars depict the percentage of the questions you have completed on the [Profile Questions](#) page.

Click the **Find Out Why** button to review why it's important to keep your profile up to date.

Jobs You May Be Interested In

This section displays job posts related to keywords in your [saved searches](#). If there are less than nine jobs that are relevant to your searches, the most recently posted jobs are displayed.

Click the job post's title, or click **Go to Job Details** to view the [Job Detail](#) page.

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<https://help.ascendertx.com/careerportal/> - CP



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