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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.

See CareerPortal Navigation and Search for more information on basic navigation and available search options.

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

Field	Description
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.

With CareerPortal's Job Dashboard, everything that you need is only a click away.

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