# Table of Contents

**Job Dashboard** ..... 1

# 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.

| 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:<br>•<br>Contact Information<br>•<br>Criminal History<br>•<br>Availability.<br><br>The colored bars depict the percentage of the questions you have completed on the Profile Questions page.<br><br>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.<br>Click the job post's title, or click **Go to Job Details** to view the Job Detail page. |

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

Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/jobdashboard?rev=1488484373**

Last update: **2019/12/10 09:30**