intelligence Jobs Dashboard

The Jobs dashboard displays details for all vacancies on your database.

intelligence Cheat Sheet: Jobs Dashboard

Apply filters

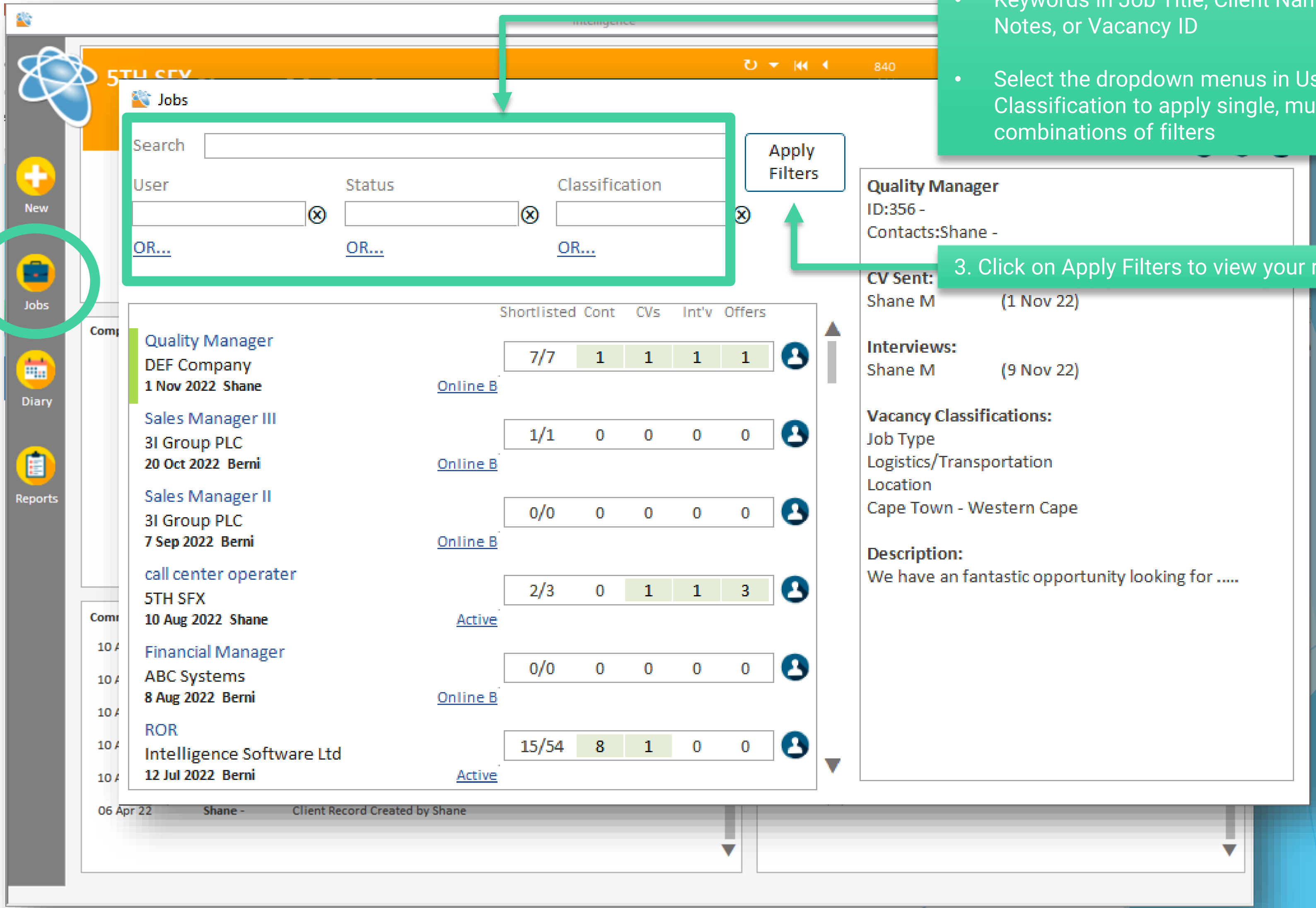
1. Select the Jobs button on the left-hand vertical menu to open the Jobs dashboard.

- The vacancies displayed show the Job Title, Client name, date loaded, and owning consultant.
- This box floats on top of the candidate or client screen – you can move it to side or to a 2nd screen as needed.

2. You can filter on any of the available fields, such as:

- Keywords in Job Title, Client Name, Description, Notes, or Vacancy ID
- Select the dropdown menus in User, Status or Classification to apply single, multiple or combinations of filters

3. Click on Apply Filters to view your results.



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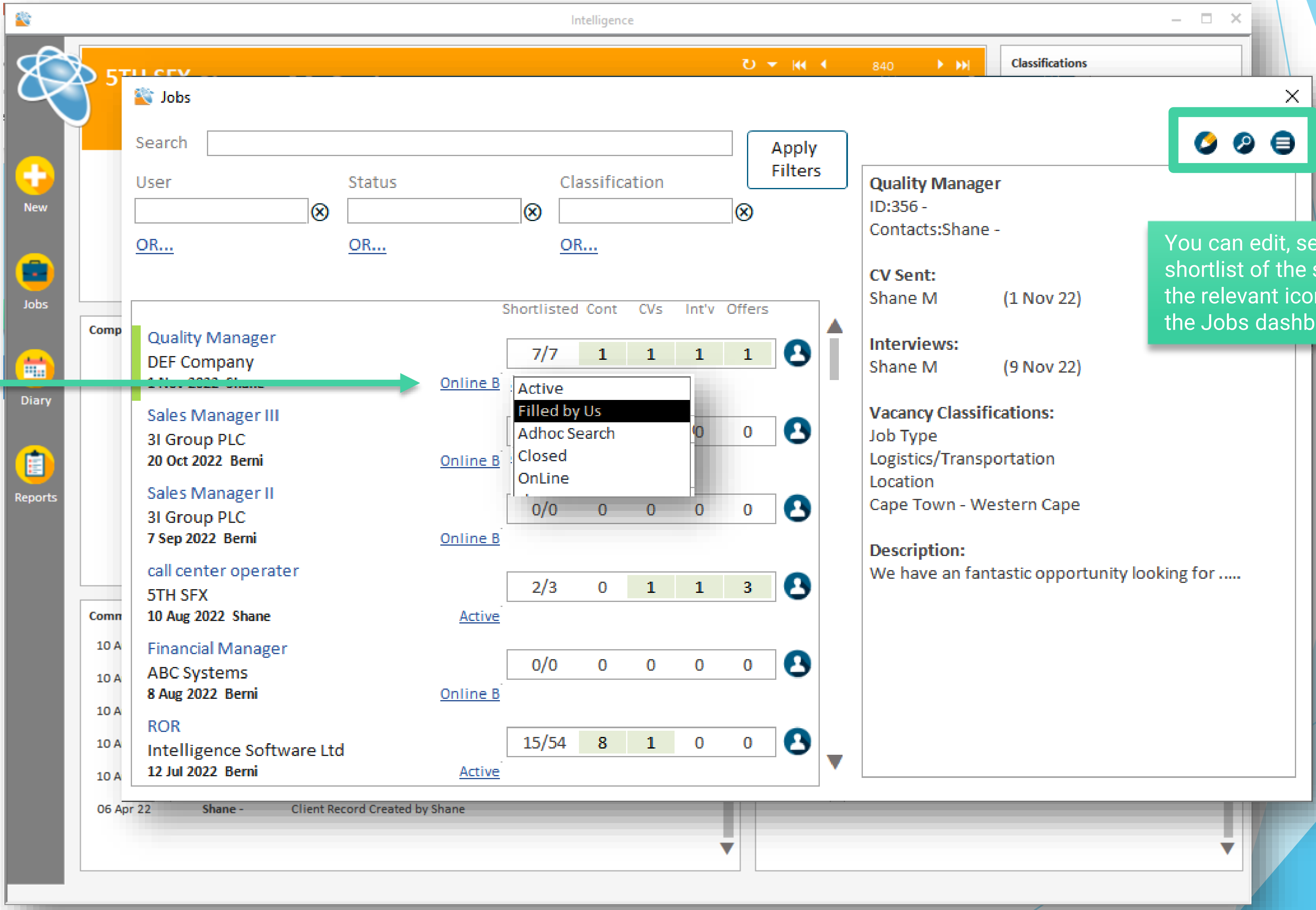
Edit Vacancy & Search for Candidates

Update the vacancy's status by clicking on the **underlined** item, and select the new status from the list.



You can edit, search for candidates or view the shortlist of the selected vacancy by selecting the relevant icon on the top right hand side of the Jobs dashboard.

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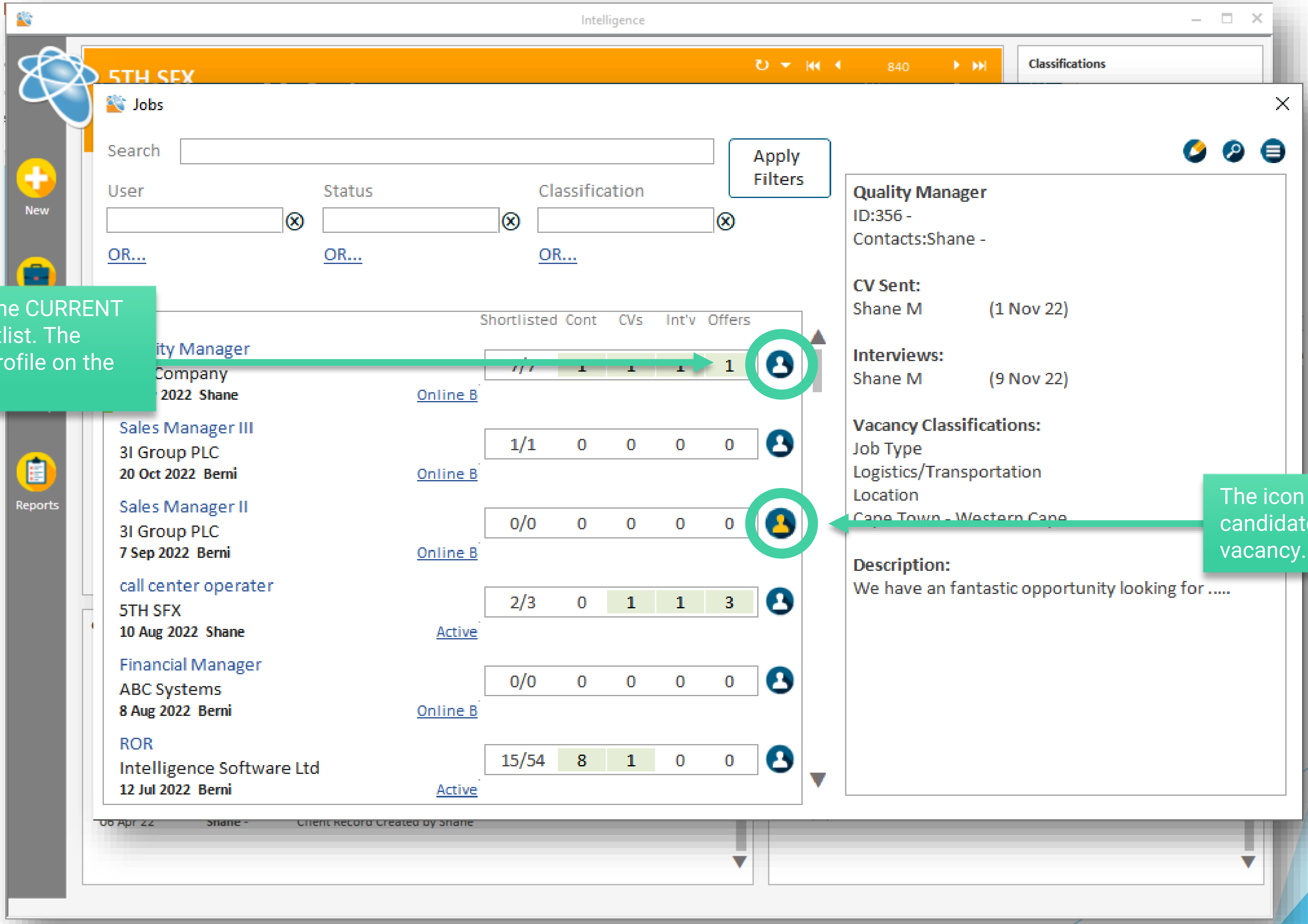
Add the current candidate to the vacancy's shortlist



Click on the person icon to add the CURRENT candidate to this vacancy's shortlist. The current candidate is the visible profile on the candidate screen.

The icon will be YELLOW when the current candidate is already shortlisted to this vacancy.

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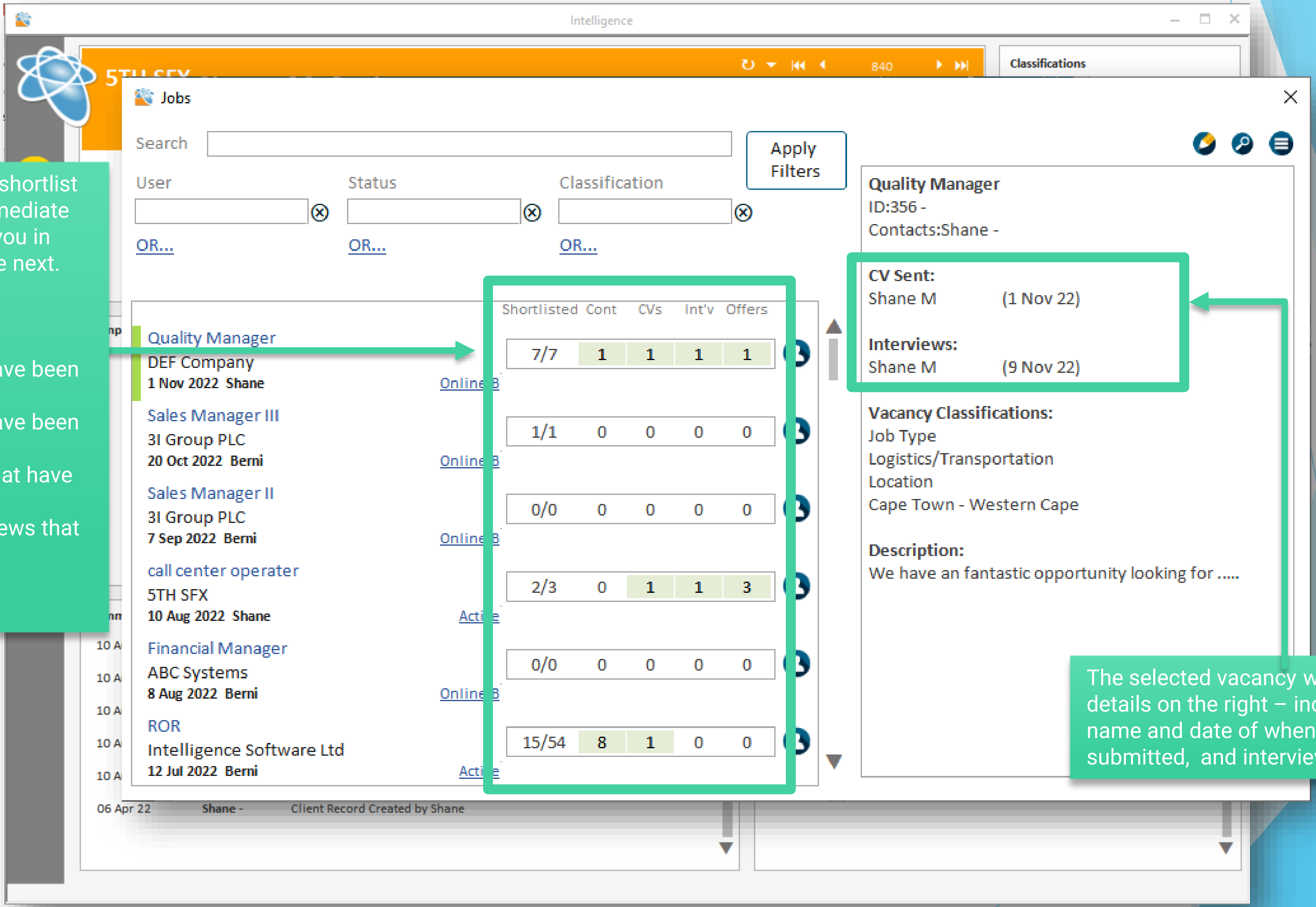
Next to each vacancy are counts per shortlist action. This means that you have immediate visibility on your vacancies to assist you in planning what actions need to be take next.

The counts shown are:

a. the number of candidates who have been shortlisted (if any),
b. the number of candidates who have been contacted,
c. the number of candidates' CVs that have been submitted
d. the number of candidates' interviews that have been set up,
e. and the number of offers made



The selected vacancy will display relevant details on the right – including the candidate name and date of when CVs have been submitted, and interviews set up.

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