Hiring Manager Dashboard Overview

Overview
The Hiring Manager Dashboard interface is a simplified design for Hiring Managers. It provides restricted access to full PageUp information, such as applicant details, history, and jobs.

The display of the recruitment workflow cards is based on what functionality a user has access to. It has dynamic flows of information - information only appears when there is an action for the hiring manager to complete.

Tile Overview
1. **Position Description** *- A Manage position description button* to search and view position descriptions. A ***My position description*** button to view details of your PD.
2. **Jobs** - Create new jobs and view your current jobs (with statuses).
3. **Approvals** - Tile is not available to all HMs, only those with job approval responsibilities.
4. **Advertisements** - The number of the Advertisements with a link to view a list of your sourced jobs. Clicking the link will load the **My sourced jobs** page. There you can click to view the job ad and associated sourcing channel details.
5. **Applications** - The number of ***Jobs have applicants for review*** with a link to view Shortlisted applicants. As a Hiring Manager, the Shortlisted applicants screen provides you with a simplified application reviewing process and allows you to easily provide an outcome.
   a. The number of ***Applicants assigned to you for review*** with a link to view them. Clicking this link allows you to review and approve or decline the applicant to progress in the recruitment process - rather than setting a specific outcome.
6. **Applicant Progress Board** - Provides an aggregate Kanban view of the progress of all the applications for their job requisitions, a view of applications in list form, relevant applicant details and quick access to key links.
7. **Search Committee Review** - The number of Jobs requiring panel review with a link to view a list of jobs not closed awaiting your review.
8. **Offers** - The number of your new starters with a link to view a summary of them. Clicking the link will load the ***My new starters*** page. There you will be able to view details of an applicant's offer and any onboarding tasks.

![Eastern Michigan University logo]

≡ PageUp BETA   Jobs People Recent items ∨ Harry ∨ ❓ ∨

My Dashboard
Welcome Harry, this is your Dashboard where you will see all your tasks organized in various stages.

Position Description

My position description - Under review

[Manage position descriptions and create...]

New job

4 Jobs open

26 Team jobs open

[New job]

Approvals

2 Jobs awaiting your approval

1 Approved

Guidelines / Tips
Click HERE to access online reference materials

Advertisements

0 Advertisements

Applicant Progress Board

A holistic view of the applications for each active job you are recruiting for

[Review applications]

Applications

1 Jobs have applicants for review

0 Applicants assigned to you for review

Search committee review

1 Jobs requiring panel review

Offers

0 Offers awaiting your approval

8 New hires

0 New hire tasks