Each of these change the view of jobs beneath it. The circle that is grey and labeled "Total" will show the total number of requisitions that you have open. The orange circle will show the number of requisitions that are pending approval. The green circle indicates the number of approved requisitions.

The Teams and Users box will display all the teams that you have access to and the members of that team. Along with stats on their jobs, position descriptions, and vacancies.

Dashboard

Current jobs

11 Total	1 Pending appro...	10 Approved

0 Pending approval — **HR Assistant for grant 1234** — Requisition Number: 492302 — Positions: 0 — Vacancies: 0

0 Approved — **a** — Requisition Number: 492224 — Positions: 0 — Vacancies: 0

1 Approved — **Executive Officer - SW** — Requisition Number: 492273 — Positions: 1 — Vacancies: 0

1 Approved — **HR Consultant** — Requisition Number: 492263 — Positions: 1 — Vacancies: 0

0 Approved — **Project Coordinator** — Requisition Number: 492239 — Positions: 1 — Vacancies: 1

0 Approved — **SW Posting Template** — Requisition Number: 492236 — Positions: 0 — Vacancies: 0

0 Approved — **SW Test Campaign** — Requisition Number: 492240 — Positions: 0 — Vacancies: 0

1 Approved — **SW_TEST JOB A** — Requisition Number: 492228 — Positions: 0 — Vacancies: 0

0 Approved — **SW_TEST JOB C** — Requisition Number: 492238 — Positions: 0 — Vacancies: 0

0 Approved — **Test Pool** — Requisition Number: 492237 — Positions: 0 — Vacancies: 0

1 Approved — **UAF Applicant pool** — Requisition Number: 492291 — Positions: 0 — Vacancies: 0

Teams & users

	Jobs	Pos.	Vac.
Default Team Your team	26	36	21
Confidential	0	0	0
Human Resources	4	3	3
SW Test Team	7	5	3
UAA Test Team	0	0	0
UAF Test Team	6	3	2
UAS Test Team	2	2	1

Manager Activities

16 Jobs requiring panel review
4 New hires
18 New hire tasks

Tasks

Assigned tasks   + Add

No tasks.

Activities performed

	M	T	W	T	F	S	S	Total
Interview 1	0	0	0	0	0	0	0	0
Line manager review 1	0	0	0	0	0	0	0	0
Interview 2	0	0	0	0	0	0	0	0
Interview 3	0	0	0	0	0	0	0	0
Offer accepted	0	0	0	0	0	0	0	0
Offer made	0	0	0	0	0	0	0	0
Offer declined	0	0	0	0	0	0	0	0

Each of these is a Job Card. By selecting one, you will be brought to that job card, only the jobs that you are listed as the PPA/CCC on, will show.

Manage Activities allows you to quickly access jobs that are requiring your review, any new hires, or your new hire tasks.

Any tasks that you have assigned to yourself or that someone else has assigned to you will show on your dashboard here.

This box keeps track of the activities that you have performed that week.