

# 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 view of the progress of all the applications for your 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 hires with a link to view a summary. Clicking the link will load the **My new hires** page. There you will be able to view details of an applicant's offer and any onboarding tasks.

The screenshot displays the 'My Dashboard' interface for a user named Harry. The dashboard is organized into a grid of tiles, each representing a different recruitment stage or action. The tiles are as follows:

- Position Description:** Shows 'My position description - Under review' and a button to 'Manage position descriptions and create...'. It also indicates '4 Jobs open' and '26 Team jobs open'.
- New job:** Features a 'New job' button and shows '4 Jobs open' and '26 Team jobs open'.
- Approvals:** Shows '2 Jobs awaiting your approval' and '1 Approved'.
- Advertisements:** Shows '0 Advertisements'.
- Applicant Progress Board:** Provides a 'Review applications' button and a description: 'A holistic view of the applications for each active job you are recruiting for'.
- Applications:** Shows '1 Jobs have applicants for review' and '0 Applicants assigned to you for review'.
- Search committee review:** Shows '1 Jobs requiring panel review'.
- Offers:** Shows '0 Offers awaiting your approval', '8 New hires', and '0 New hire tasks'.

On the right side of the dashboard, there is a 'Guidelines / Tips' section with a link to 'CLICK HERE to access online reference materials'.