

# Jobvite Dashboard\*—Hiring Manager Job Aid

All actions and tasks can be accessed from your Dashboard. Use the navigation ribbon at the top OR the quick links below. Your Dashboard is completely customizable.

Settings shown are recommendations.

**HELP— Interactive Help, walk-throughs for common tasks & access to training info**

**Navigation Ribbon**

**Account Settings**

**Edit Settings**

**Click to add a Requisition or use the top navigation ribbon & select Requisitions**

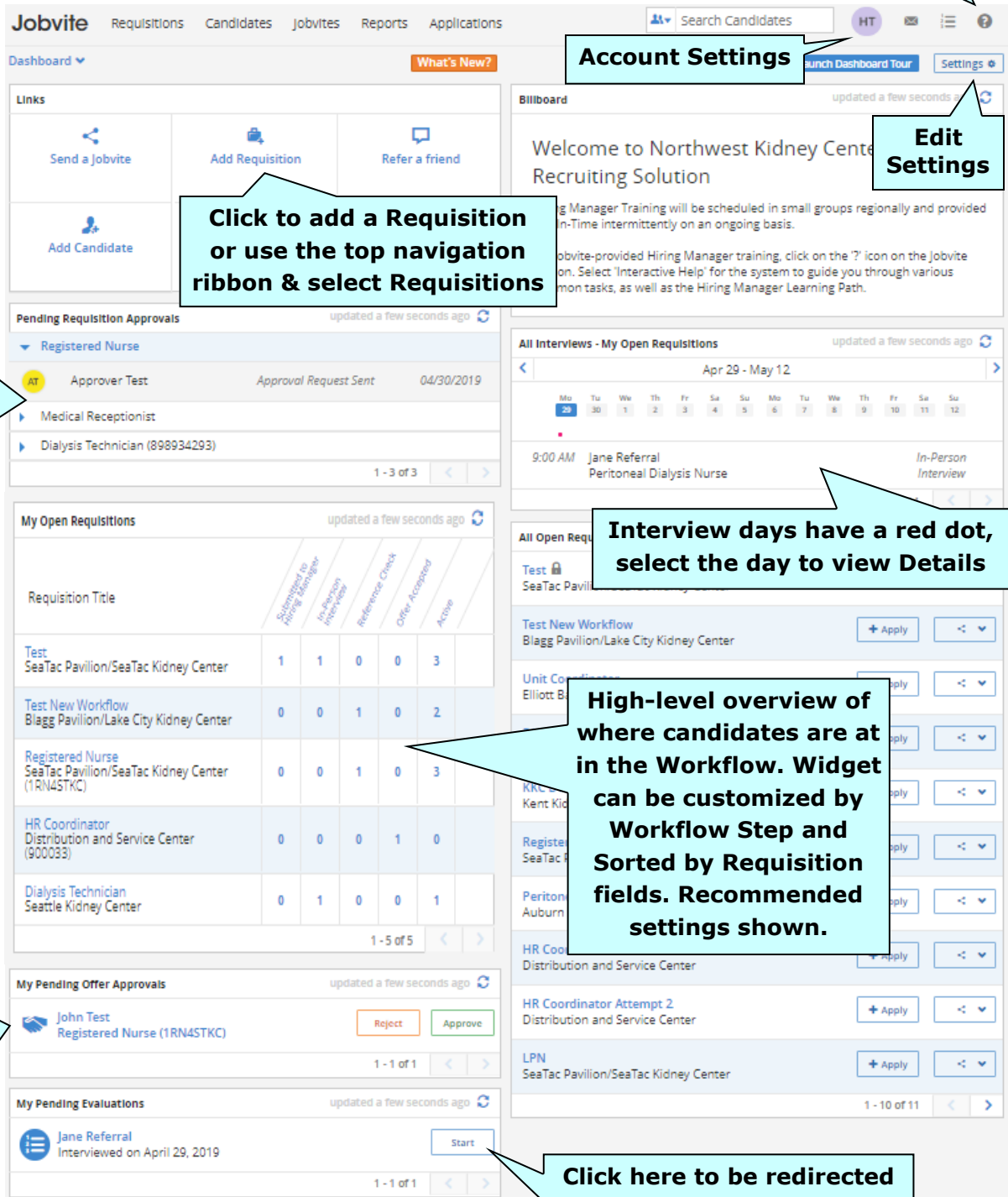
**Track your Requisitions, shows date sent & which approver needs to act on it**

**Interview days have a red dot, select the day to view Details**

**High-level overview of where candidates are at in the Workflow. Widget can be customized by Workflow Step and Sorted by Requisition fields. Recommended settings shown.**

**Access Offer details for a candidate (replaces PAF for new hires only)**

**Click here to be redirected to the Evaluation Form for that specific candidate**



**\*Settings changes from Default:** Removed Widgets for Metrics, My Referrals, Pending Offer Approvals, Pending Evaluations—My Open Requisitions, My Pending Requisition Approvals & Tasks. Moved remaining Widgets from original spots.

**If you have questions about customizing your dashboard, please contact your Recruiter.**