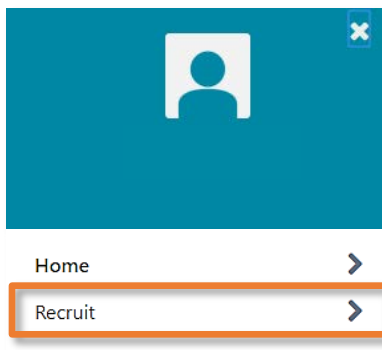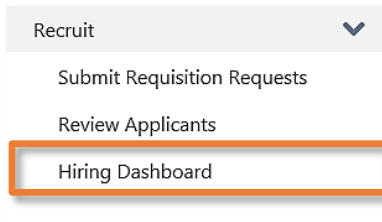# The Hiring Dashboard

Note: Several of the options hiring managers have in the system are dynamic. This means you will not have access to some of the links and pages referenced below until you have an open requisition. Once candidates are advanced into the pool, you will see the options related to the Hiring Dashboard.

Navigating to the Hiring Dashboard

1   From any screen within MyCareer@PCC, click on the Show Navigation Menu icon (☰) in the upper right corner of the screen to reveal the Navigation Menu and then click on Recruit.

2   From the resulting submenu, click on **Hiring Dashboard**.

Doing so will open the Hiring Dashboard page.

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Using the Hiring Dashboard

The Hiring Dashboard can be helpful in organizing and tracking your open requisitions. The three sections of the Hiring Dashboard are the **Applicants Snapshot**, **Approvals and Interviews** and **Requisitions**.

Note: You can rearrange the section on the Hiring Dashboard at any time. To do so, click the Settings icon (⚙) in the upper right corner of the screen. This will open the Manage Sections modal.
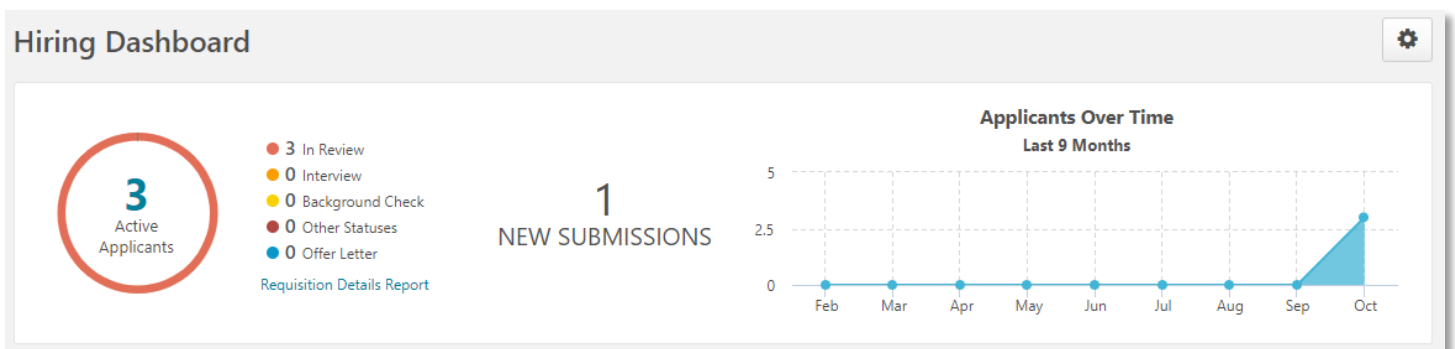
Use the checkboxes on the left to control section visibility (uncheck the box to hide it). To rearrange the order, just drag and drop the sections into the desired configuration.
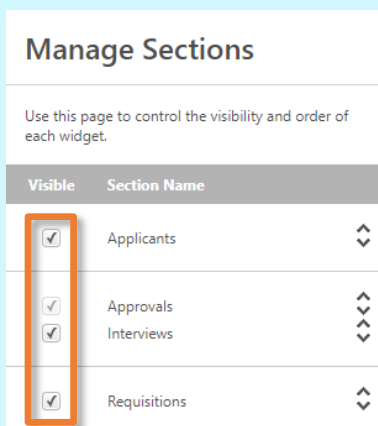
Applicants Snapshot

The Applicants Snapshot provides an overview of all of your open requisitions.

The doughnut chart on the left will show you how many active applicants you have in all of your open requisitions as well as the breakdown of the statuses in which they currently reside. On the right is a line graph which displays number of applicants over time for all of your open requisitions.

Approvals and Interviews

This section will be used for recruiting approvals and interview management. We are not currently using the features in this section (as we enable and configure more of this functionality, we will update this document).

Requisitions

The Requisitions Section is where you will be able to review current open requisitions and the number of active applicants associated with each one.

Next to each requisition is a list of statuses being used for that requisition. You can also see the number of active applicants in each status.

If you click the requisition name from the list you will be taken to the page for that requisition where you can review the information included on the posting.

If you click on the number applicants associated with the **In Review** statuses you will be taken to the Resume/CV Review tool for those applicants.

If you click on the number of Active Applicants you will be taken to the **Manage Applicants** screen where you can review the candidate pool for your requisition. For more information on reviewing applicants and using the **Manage Applicants** screen, please see the Reviewing Applicants guide.