

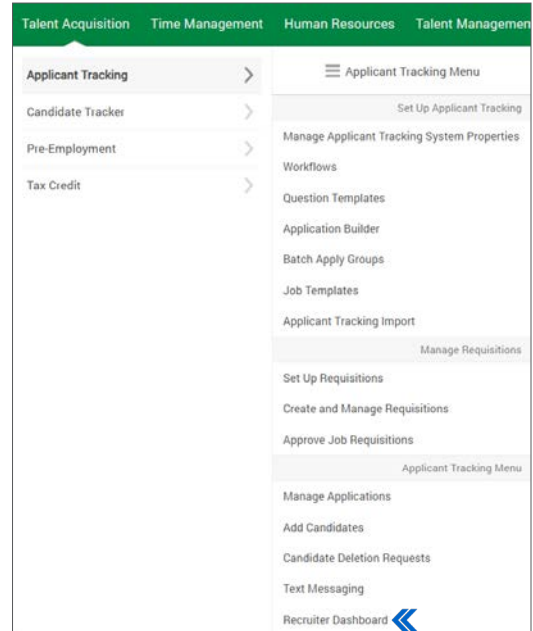
Show Me How

to Customize the Recruiter Dashboard

APPLICANT TRACKING

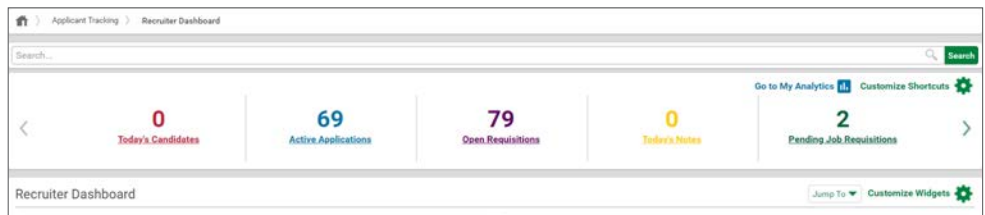
STEP 1

Navigate to Talent Acquisition > Applicant Tracking > Recruiter Dashboard.



STEP 2

From the Recruiter Dashboard header, you can review active applications, open requisitions and, if available, view pending job requisitions.



Show Me How

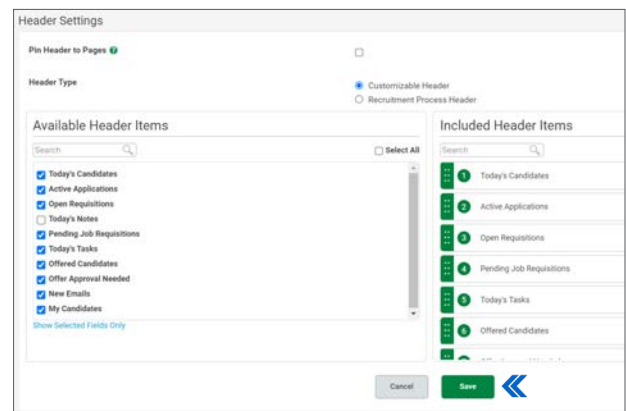
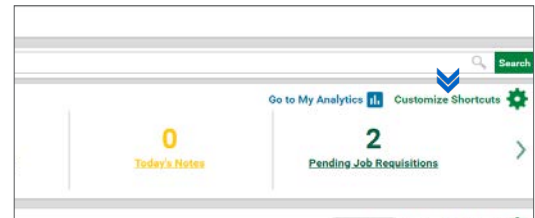
to Customize the Recruiter Dashboard

APPLICANT TRACKING

STEP 3

To customize your header, click "Customize Shortcuts."

You can include additional information and/or reorder items. Select the check box to pin the header to all pages. Click "Save" when finished.



STEP 4

To customize settings and add widgets, click "Customize Widgets." By clicking each widget's six-dot icon, you can drag and drop to your preferred display order. Click the check box to update and save your preferences. You can also remove widgets by clicking on the "x" on the widget.

