



**Purpose:** HRAdmin, Recruiter, and Manager use this job aid to display additional data and filter search results on the Recruiting Dashboard.

All requisitions on the **Job Requisitions Tab** are assigned to the user.

Display additional columns of data by using the **Display Options** tool.

Click the **Scroll Arrow** in a section to view more columns.

The screenshot shows the Recruiting Dashboard interface. At the top, there is a navigation bar with 'Job Requisitions' selected. Below it, a 'Job Requisitions' section contains a 'Requisition Statistics' dropdown menu with options: 'All job requisitions', 'Job requisitions pending approval', 'Open Job Requisitions', 'Closed Job Requisitions', and 'Open and Pending Job Requisitions'. The 'Open and Pending Job Requisitions' option is selected. Below the menu is a table with columns 'Job Title' and 'Req Id'. Two rows are visible: 'HEALTH INFORMATION TECH DIRECTOR' (Req Id 1045) and 'INFORMATION TECHNOLOGY MANAGER' (Req Id 1042). A 'Filter Job Requisitions' button is also present. An 'Approve' button is visible on the left. The 'Display Options' dialog box is open, showing various columns that can be checked or unchecked. The 'Req Id' checkbox is checked. The 'Update Screen' button is highlighted at the bottom right of the dialog.

All job requisitions  
Job requisitions pending approval  
Open Job Requisitions  
Closed Job Requisitions  
Open and Pending Job Requisitions

**Filter Job Requisitions**  
by status: *Open, Closed*  
or *Pending* approval.

Click the **Checkbox** to select all options within that section to display on the dashboard.

Click a **Checkbox** to select an option to display on the dashboard. *Selections in this image are default settings.*

**Update Screen** saves selections to be displayed on the dashboard. Selections remain even after the user logs out.

# RECRUITING DASHBOARD Display & Filter Tools

Sort data by keywords and other data criteria by using the **Filter Options** tool.

Filter Job Requisitions | Open and Pending Job Requisitions | Filter Options | Display Options

- Keywords
- Job Requisition ID
- Job Requisition Type
- Position Number

- Hiring Manager
- Recruiter
- Screener
- HR Administrator
- OPM Staff
- Primary Coordinator

- Department
- Org Unit
- Cost Center
- Personnel Area

Filter Options ✕

Use the options below to limit the items you want to see.

Enter Keywords:  • Title Only

Job Requisition ID:

Job Requisition Type:

Parent Job Requisition ID:

Position Number:

Users:

- Hiring Manager
- Recruiter
- Screener
- HR Administrator
- OPM Staff
- Primary Coordinator

Filter By:

Search Division  Search Department

Search Location

Filter By:

- Department
- Org Unit
- Cost Center
- Personnel Area

[Clear Filters](#)

Cancel
Update Screen

**Clear all filters**

**Clear all filters** displays on the toolbar when filters are selected.

**Update Screen** saves selections to be displayed on the dashboard. Selections remain even after the user logs out.