Anatomy of a Screen: Recruiting Home for Unit Recruiters

The purpose of this job aid is to orient unit recruiters to layout of the Recruiting Home page.

**Feature** | **Description**
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1. Quick Links | Displays links to common tasks. You have the ability to drag and drop pagelets to rearrange them.
2. Browse Job Opening | Using <Browse Job Openings> or <Browse Applicants> may degrade system performance. Use <Search...> instead.
3. My Job Openings | Click a job opening link to access the Manage Job Opening page. You can work with applicants for the job opening from there.
4. My Applicants | Displays applicants to jobs you are associated with (are on the hiring team or have created), except for those applicants in a disposition of “Reject.”
5. Category | Category is a way to assign a personal category to a job opening. Click the category icon to access the My Job Categories page, where a single click assigns a category and returns you to My Job Openings.
6. No Action Taken | Displays the number of applicants in a disposition of “Applied”. Click the number to access the Manage Job Opening page, pre-filtered to show only applicants in an “Applied” disposition.
7. Refresh | Click the refresh icon if you are not seeing information you think you should be able to see.
8. Settings | Use the pagelet settings to change the type of job openings that are displayed. “Jobs Associated with me” displays jobs you have created or where you’re a member of the hiring team.
9. My Alerts | You are alerted about hires to prepare, interviews, and jobs to approve.
10. Today’s Interviews | Click <Interview Calendar> to view interview appointments that are set up in Recruiting Solutions.
11. My Applicant Lists | Click a list name to access the Manage Applicant List page. You can create custom lists of applicants and then take action on them. The pagelet displays up to five private and public lists.