

The Job Centric View can be accessed from the My Jobs page and allows users to manage all of their jobs and respective candidates from a single workspace.

Candidates per job in My Jobs

Every job in My Jobs will always display a pill with the total number of Candidates who are assigned to that job and for that location. The metrics for the job will begin as soon as the job is turned on in My Jobs and the final count will remain when the job is turned off.

When the job is turned on again at a later date, the count and the Job Centric view for that job will refresh with the new candidates assigned to that job and for that location.

Important Note: This number will include Candidates who are in Capture Incomplete status.

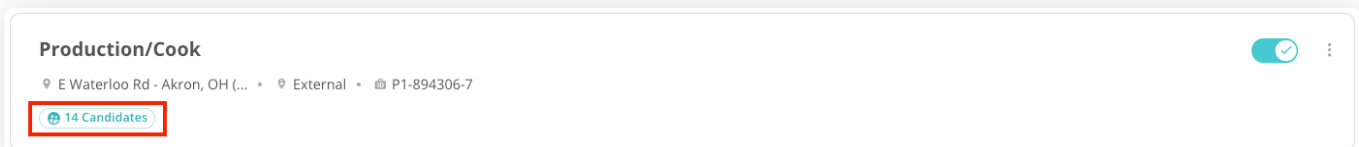
Job Centric View

The Job Centric View allows you to view all candidates for enabled and disabled jobs.

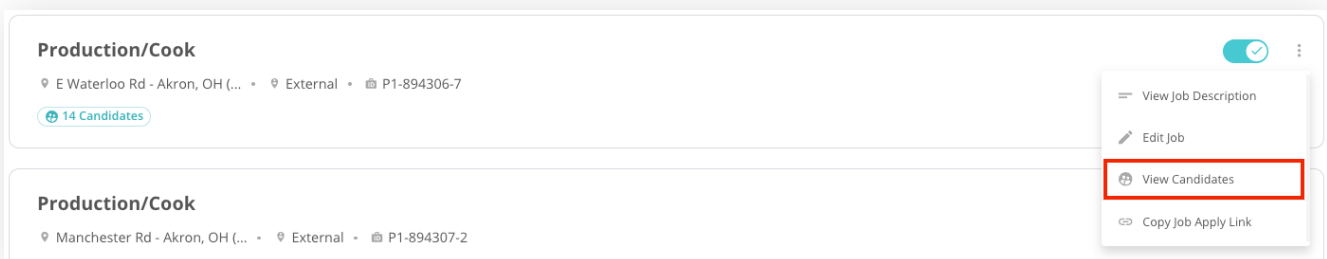
Note: Job Centric View shows candidates who applied to a job while it was actively posted. If a job is closed and then reopened, only candidates who applied to the reopened version will appear in Job Centric View.

You can navigate to the Job Centric View in one of two ways from the My Jobs page:

- Clicking the # Candidates pill.

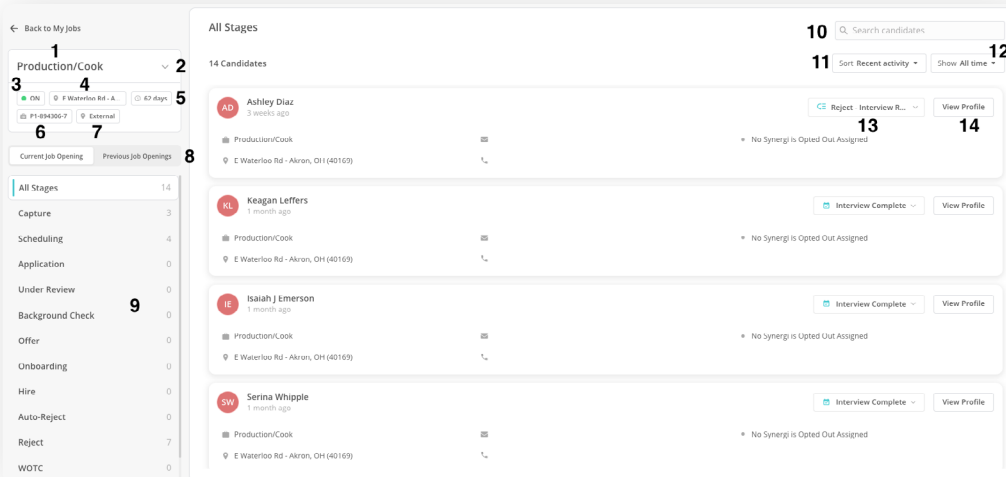


- Clicking the job's action menu, or three dot icon, and then selecting View Candidates from its drop-down menu.



Job Centric View Layout

The Job Centric View Layout is broken down into three different sections: job widget, job stages, and candidate list.



1. Job title – The title of the job. If there is an Internal Job Title for this job, then it will display first with the Public Job Title underneath it.
2. Switch jobs – When clicked, a list of the enabled and disabled jobs that you have access to will display in a list. Select the preferred job to refresh the page with the job's candidates.
 - Note: A search bar will display at the top of this list when 5+ jobs are included in the list.
3. Active status – The status of the job. This will display ON for active jobs or OFF for inactive jobs.
4. Location – The location of the job.
5. Active days – The number of days the job was last active. This will be grayed out if the job is inactive.
6. Job ID – The job ID associated with the job.
7. Job Type – The job posting type. Options include:
 - External
 - Internal
 - Internal and External
8. Job Opening view – This allows you to toggle between two different versions of the job. It is important to note that the Current Job Opening section will be updated to Recent Job Opening when the job is closed and vice versa when the job is opened again. This bar's sections include:
 - Current Job Opening – This will show all of the candidates who have applied since the last job opening.
 - Recent Job Opening – This will show all of the candidates from the last opening to the present.
 - Previous Job Opening – This will show all candidates from all previous job versions.
9. Job stages – A list of all stages tied to the selected job. Next to each stage will be the number of candidates that are in that stage currently. Click a stage to open its candidate's list.

10. Search bar – This will search the candidate names in the list for the characters entered.
11. Sort by – This sort selector will allow you to sort the candidates list based on one of the following:
 - Recent Activity
 - Unread Messages
 - Newest to Oldest
 - Oldest to Newest
12. Date Range filter – This filter will allow you to filter the candidates list based on a selected date range.
13. Candidate status – The candidate's current status. You can click this to complete status movements and next steps, if enabled.
14. View profile – When clicked, the candidate's profile will open in a slide-out drawer.

Need help?

Please reach out to your Area/Region Coach for specific questions. If you need additional help, please contact your dedicated support email.