

The Jobs dashboard displays details for all vacancies on your database.

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2. Edit Vacancy & Search for Candidates
3. Add the current candidate to the vacancy's shortlist
4. Shortlist counts

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## Apply filters

1. Select the Jobs button on the left-hand vertical menu to open the Jobs dashboard.

- The vacancies displayed show the Job Title, Client name, date loaded, and owning consultant.

- This box floats on top of the candidate or client screen – you can move it to side or to a 2<sup>nd</sup> screen as needed.

2. You can filter on any of the available fields, such as:

- Keywords in Job Title, Client Name, Description, Notes, or Vacancy ID
- Select the dropdown menus in User, Status or Classification to apply single, multiple or combinations of filters

3. Click on Apply Filters to view your results.

The screenshot shows the Intelligence Jobs Dashboard. On the left is a vertical menu with icons for New, Jobs, Diary, and Reports. The 'Jobs' icon is circled in green. The main area displays a list of job vacancies with columns for Job Title, Client Name, Date Loaded, Consultant, and a summary of metrics (Shortlisted, Cont, CVs, Int'v, Offers). A filter box is overlaid on the top of the list, containing a search field and dropdown menus for User, Status, and Classification. An 'Apply Filters' button is located to the right of the filter box. A detailed view of a 'Quality Manager' vacancy is shown on the right side of the dashboard.

Job Title	Client Name	Date Loaded	Consultant	Shortlisted	Cont	CVs	Int'v	Offers
Quality Manager	DEF Company	1 Nov 2022	Shane	7/7	1	1	1	1
Sales Manager III	3I Group PLC	20 Oct 2022	Berni	1/1	0	0	0	0
Sales Manager II	3I Group PLC	7 Sep 2022	Berni	0/0	0	0	0	0
call center operator	5TH SFX	10 Aug 2022	Shane	2/3	0	1	1	3
Financial Manager	ABC Systems	8 Aug 2022	Berni	0/0	0	0	0	0
ROR	Intelligence Software Ltd	12 Jul 2022	Berni	15/54	8	1	0	0

**Quality Manager**  
ID:356 -  
Contacts:Shane -  
CV Sent: Shane M (1 Nov 22)  
Interviews: Shane M (9 Nov 22)  
Vacancy Classifications:  
Job Type: Logistics/Transportation  
Location: Cape Town - Western Cape  
Description: We have an fantastic opportunity looking for .....

# intelligence Cheat Sheet: Jobs Dashboard

## Edit Vacancy & Search for Candidates

The screenshot displays the 'Intelligence' Jobs Dashboard. On the left is a navigation sidebar with icons for 'New', 'Jobs', 'Diary', and 'Reports'. The main area is titled 'Jobs' and contains a search bar, filter fields for 'User', 'Status', and 'Classification', and an 'Apply Filters' button. Below these is a table of vacancies with columns for 'Comp', 'Shortlisted Cont', 'CVs', 'Int'v', and 'Offers'. A dropdown menu is open over the 'Quality Manager' vacancy, showing options: 'Active', 'Filled by Us', 'Adhoc Search', 'Closed', and 'OnLine'. To the right, a detailed view of the 'Quality Manager' vacancy is shown, including its ID (356), contact (Shane M), CV sent date (1 Nov 22), interview date (9 Nov 22), and a description: 'We have an fantastic opportunity looking for .....

Comp	Shortlisted Cont	CVs	Int'v	Offers
Quality Manager DEF Company 11 Nov 2022 Shane	7/7	1	1	1
Sales Manager III 3I Group PLC 20 Oct 2022 Berni	Online B			
Sales Manager II 3I Group PLC 7 Sep 2022 Berni	Online B			
call center operater 5TH SFX 10 Aug 2022 Shane	2/3	0	1	1
Financial Manager ABC Systems 8 Aug 2022 Berni	Online B	0	0	0
ROR Intelligence Software Ltd 12 Jul 2022 Berni	15/54	8	1	0

Update the vacancy's status by clicking on the underlined item, and select the new status from the list.



You can edit, search for candidates or view the shortlist of the selected vacancy by selecting the relevant icon on the top right hand side of the Jobs dashboard.

# intelligence Cheat Sheet: Jobs Dashboard

## Add the current candidate to the vacancy's shortlist

The screenshot shows the Intelligence Jobs Dashboard. The main window displays a list of vacancies with columns for 'Shortlisted Cont', 'CVs', 'Int'v', and 'Offers'. A candidate's profile is visible on the right side of the dashboard. A green callout box points to a yellow person icon in the 'Shortlisted Cont' column of the 'call center operator' vacancy, indicating that the current candidate has been added to the shortlist.

Vacancy	Shortlisted Cont	CVs	Int'v	Offers
Quality Manager	1/1	0	0	0
Sales Manager III	1/1	0	0	0
Sales Manager II	0/0	0	0	0
call center operator	2/3	0	1	1
Financial Manager	0/0	0	0	0
ROR	15/54	8	1	0

**Quality Manager**  
ID:356 -  
Contacts:Shane -  
**CV Sent:**  
Shane M (1 Nov 22)  
**Interviews:**  
Shane M (9 Nov 22)  
**Vacancy Classifications:**  
Job Type  
Logistics/Transportation  
Location  
Cape Town - Western Cape  
**Description:**  
We have an fantastic opportunity looking for .....

Click on the person icon to add the CURRENT candidate to this vacancy's shortlist. The current candidate is the visible profile on the candidate screen.

The icon will be YELLOW when the current candidate is already shortlisted to this vacancy.

# intelligence Cheat Sheet: Jobs Dashboard

The screenshot shows the Intelligence Jobs Dashboard. At the top, there is a search bar and an 'Apply Filters' button. Below this are filter sections for User, Status, and Classification, each with a dropdown menu and an 'OR...' link. The main area displays a list of vacancies with columns for Shortlisted, Cont, CVs, Int'v, and Offers. A green box highlights the 'Quality Manager' vacancy row, which has 7 shortlisted candidates, 1 contact, 1 CV, 1 interview, and 1 offer. To the right, a detailed view of the 'Quality Manager' vacancy is shown, including the candidate name 'Shane M' and the date '1 Nov 22' for CVs sent, and '9 Nov 22' for interviews set up. The detailed view also includes vacancy classifications and a description.

Vacancy	Shortlisted	Cont	CVs	Int'v	Offers
Quality Manager DEF Company 1 Nov 2022 Shane	7/7	1	1	1	1
Sales Manager III 3I Group PLC 20 Oct 2022 Berni	1/1	0	0	0	0
Sales Manager II 3I Group PLC 7 Sep 2022 Berni	0/0	0	0	0	0
call center operator 5TH SFX 10 Aug 2022 Shane	2/3	0	1	1	3
Financial Manager ABC Systems 8 Aug 2022 Berni	0/0	0	0	0	0
ROR Intelligence Software Ltd 12 Jul 2022 Berni	15/54	8	1	0	0

**Quality Manager**  
ID:356 -  
Contacts:Shane -

**CV Sent:**  
Shane M (1 Nov 22)

**Interviews:**  
Shane M (9 Nov 22)

**Vacancy Classifications:**  
Job Type  
Logistics/Transportation  
Location  
Cape Town - Western Cape

**Description:**  
We have an fantastic opportunity looking for .....

Next to each vacancy are counts per shortlist action. This means that you have immediate visibility on your vacancies to assist you in planning what actions need to be take next.

The counts shown are:

- the number of candidates who have been shortlisted (if any),
- the number of candidates who have been contacted,
- the number of candidates' CVs that have been submitted
- the number of candidates' interviews that have been set up,
- and the number of offers made

The selected vacancy will display relevant details on the right – including the candidate name and date of when CVs have been submitted, and interviews set up.