Applicant Tracking System

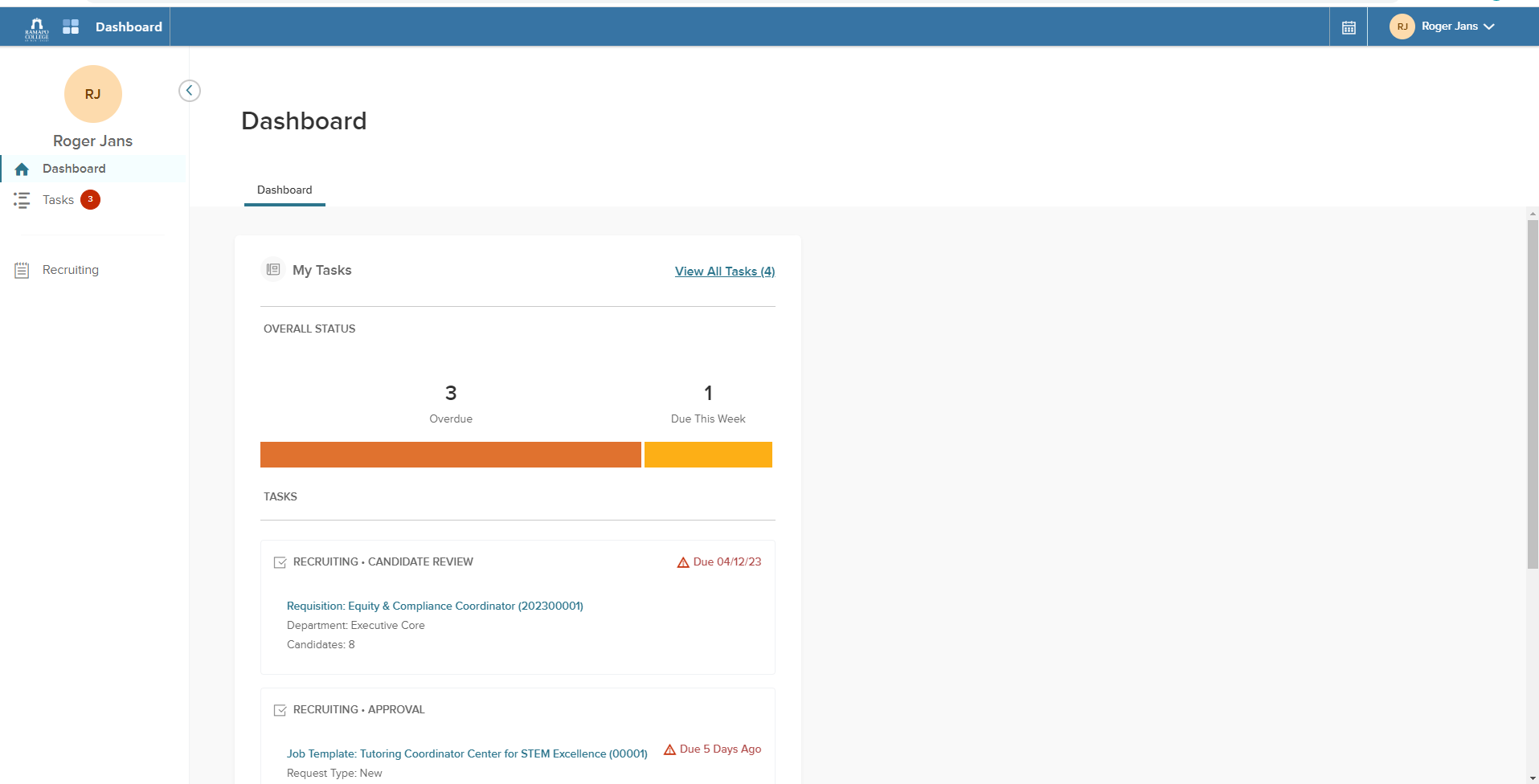
NEOED

Hiring Manager Training Manual

Dashboard View

May 2023

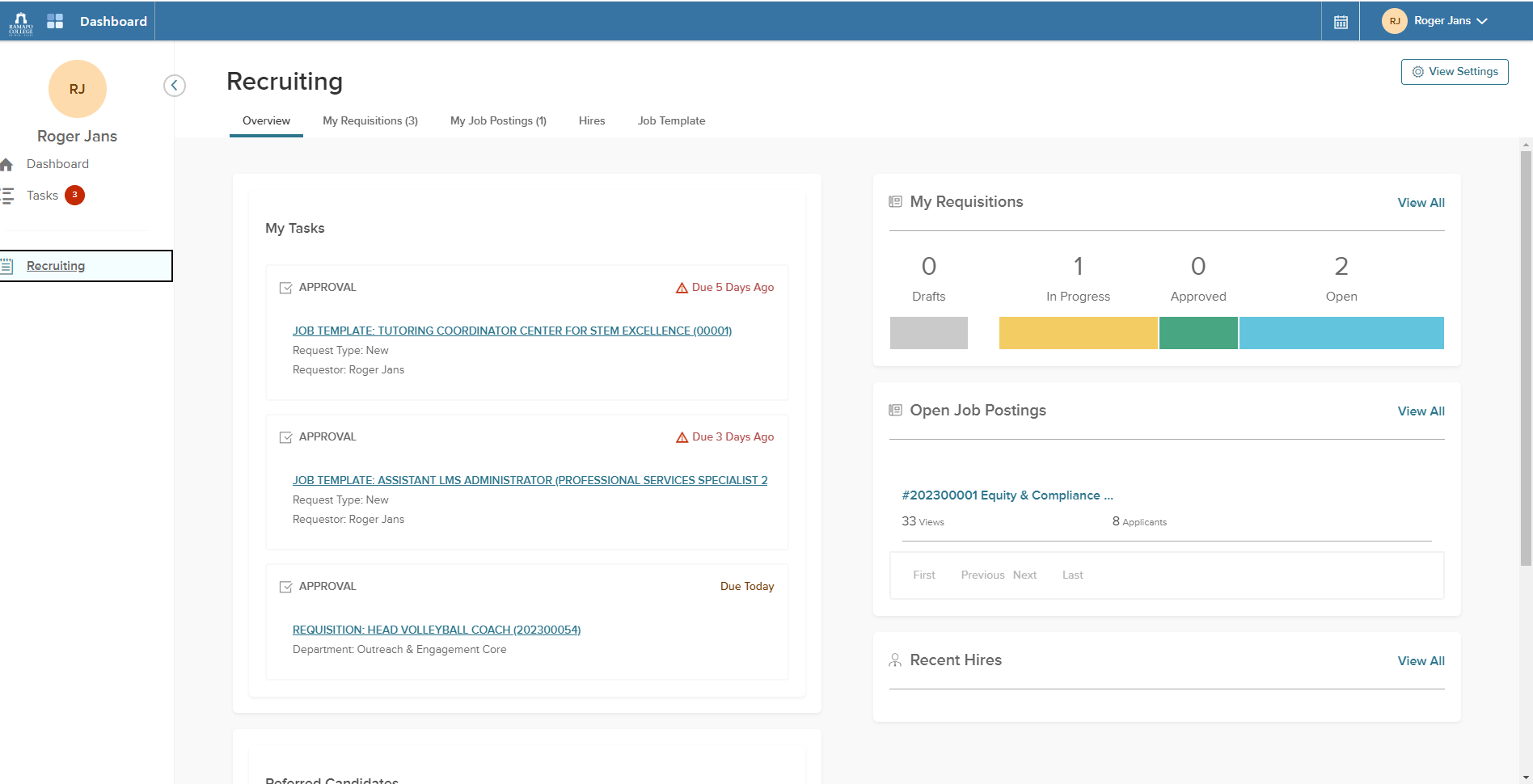
1. **Dashboard View – Starting point for all actions and landing page for all Tasks the are Due or Over Due**



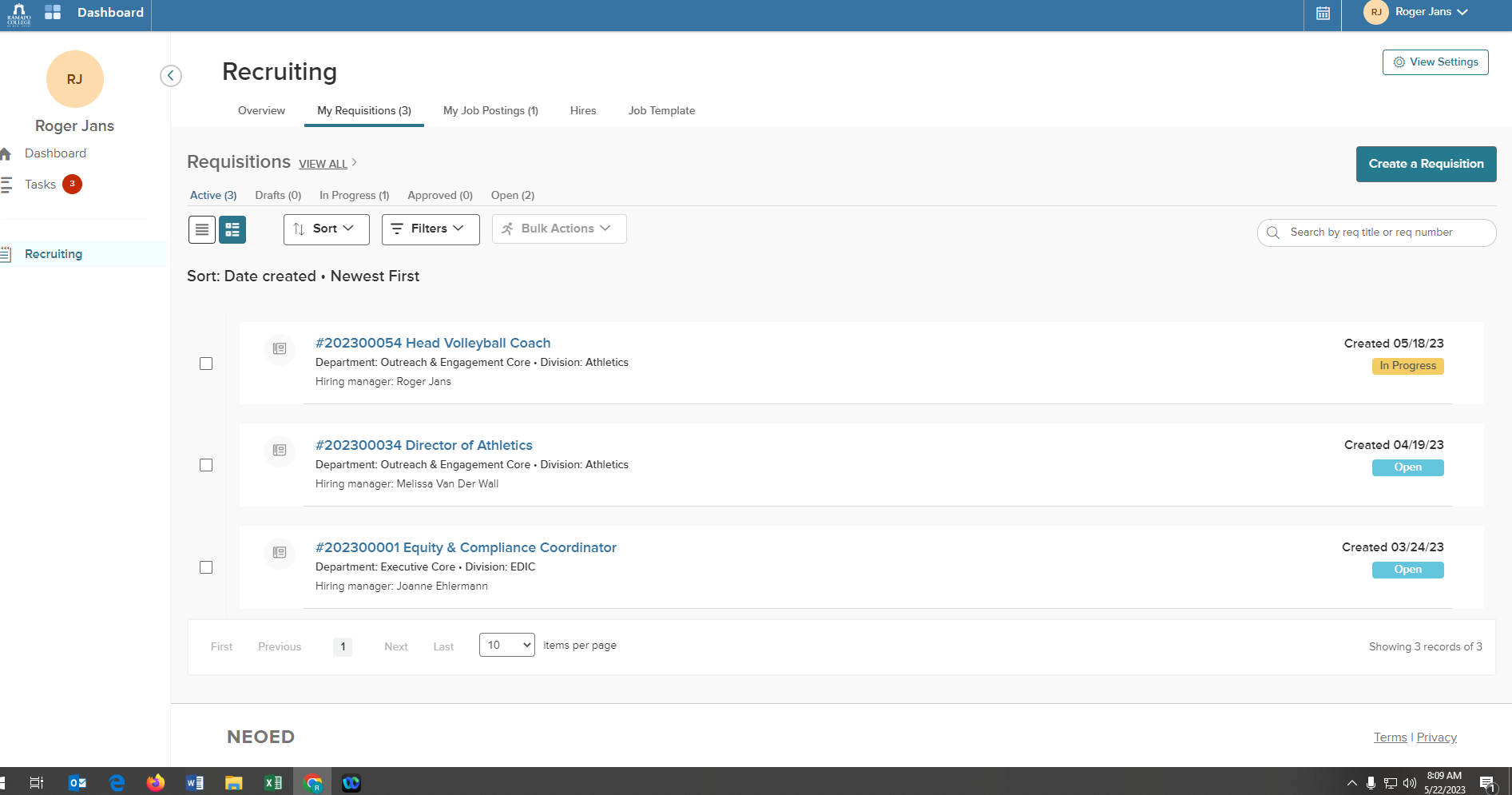
Select Recruiting Tab to see all actions

Tasks that are due

**Step 2) Select Tabs to move within the System**

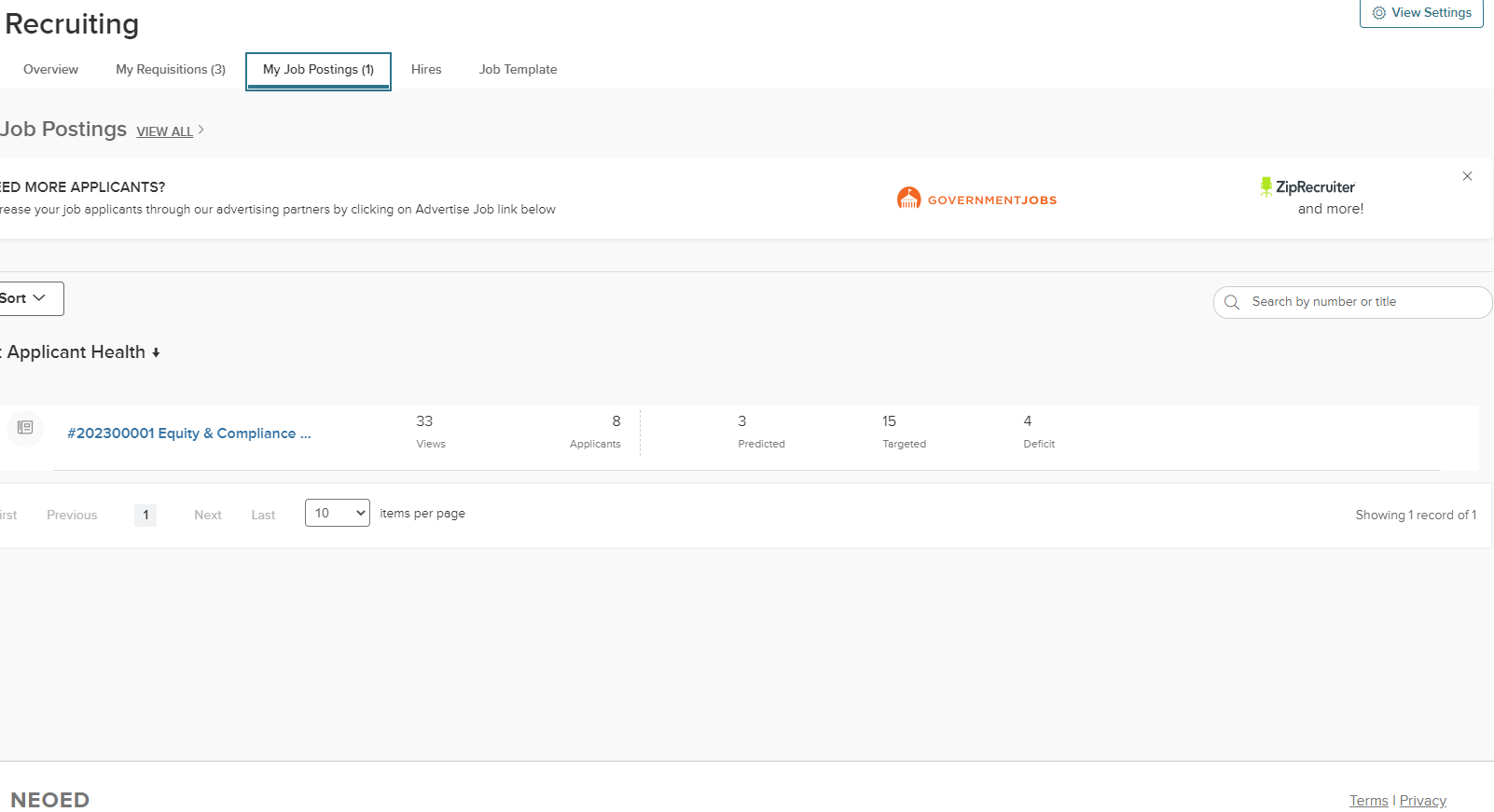


**Step 3) Each tab will have specific actions related to the Tab title**



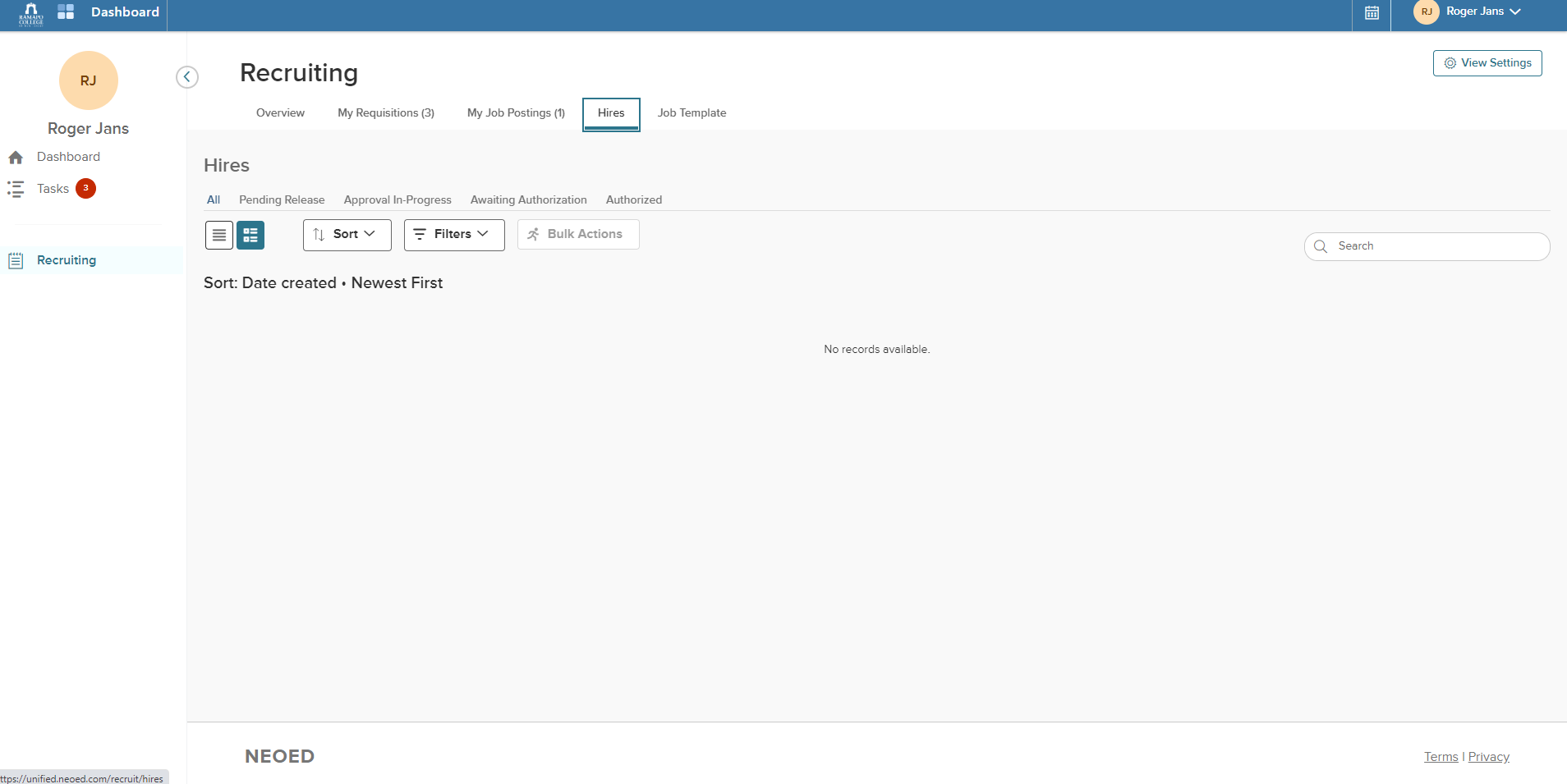
Create a Position Request

**Step 4 – View a Posting**



Select Your Posting you would like

Step 5) -



Step 6) Job Template (Job Posting) View

