

# Recruiting Dashboard

The Recruiting Dashboard appears on the SuccessFactors home page for Org Chiefs. The Dashboard contains three tiles. Each tile provides a visualization of related reporting data:

- **Requisition Approval Status:** select tile to display the current approval step for pending job requisitions.
- **Job Posting Status:** select tile to display the posting status for open job requisitions.
- **Letter of Offer Status:** select tile to display the status for letters of offer that have been sent to successful candidates for open job requisitions.

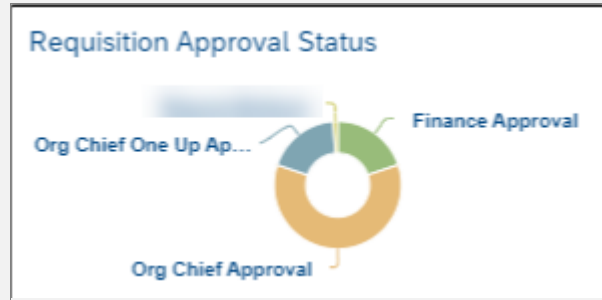
**Note:** If there is no current reporting data available for a tile, a message to indicate there is no data to be visualized displays.

**Requisition Approval Status**  
There is no data to be visualized.

**Requisition Approval Status**  
Org Chief Approval, Finance Approval, Org Chief One Up Ap...

**Job Posting Status – Open Requisitions**  
Updated, Expired, Posted

**Letter of Offer Status**  
Pending (Not Viewed), Accepted, Declined, Pending

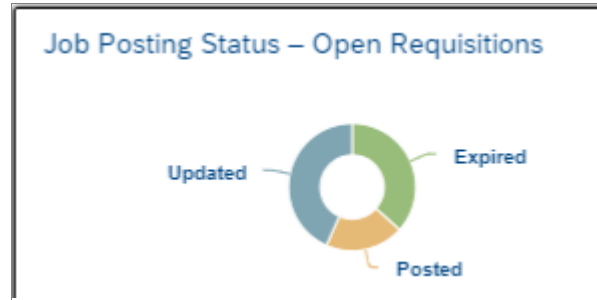


Includes data for all mandatory approvals and any additional approver(s) added to the job requisition approval Route Map.

- Org Chief
- Org Chief One Up
- Finance Approval
- Additional Approver (Approver's name)

**Reporting Data Available:**

- Job Req ID
- Job Title
- Position Number
- FTE
- Position Group
- Position Sub Group
- Personnel Area
- Personnel Sub Area
- Date Created
- Currently With Approver First Name
- Currently With Approver Last Name
- Org Chief First Name
- Org Chief Last Name



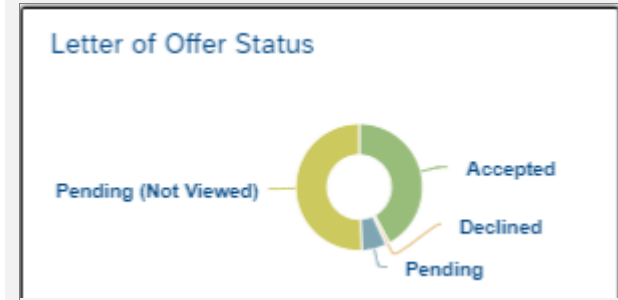
Includes data for the full history of job postings related to open job requisitions.

- Posted: active posting
- Expired: posting has expired
- Updated: posting dates were updated

**Reporting Data Available:**

- Job Req ID
- Position Number
- Job Title
- Hiring Status
- FTE
- Site
- Posting Start Date
- Posting End Date
- Field Label

**Note:** Job requisitions are typically associated with both an internal and an external job posting. These postings can be edited separately and are represented as two separate rows in the report data. This is not duplicate data.



Includes data for candidates currently in the Offer Letter folder within the Offer segment of the Talent Pipeline for an open requisition, who have had a letter of offer sent for approval.

- Accepted: offer viewed/accepted
- Pending Not Viewed: offer sent, but not viewed or accepted
- Pending: offer sent and viewed, but not yet accepted
- Declined: offer declined

**Reporting Data Available:**

- Job Req ID
- Position Number
- Job Title
- Personnel Area
- Personnel Sub Area (Union Affiliation)
- FTE
- Legal First Name
- Last Name
- Start Date
- Offer Extension Date
- Offer Status
- Email Address
- Cell Phone

**Job Posting Status – Open Requisitions**

**A**

**B**

**C** **Select All**

**D**

**E**

Job Re...	Position...	Job Title	Hiring S...	FTE	Site	Posting ...	Posting ...	Field La...
37422	20083619	General ...	Perman...	0.40	Health S...	Dec 20, ...	Dec 28, ...	Job Pos...
37422	20083619	General ...	Perman...	0.40	Health S...	Jan 2, 2...	Jan 10, ...	Job Pos...
37422	20083619	General ...	Perman...	0.40	Health S...	Dec 20, ...	Dec 28, ...	Job Pos...
37422	20083619	General ...	Perman...	0.40	Health S...	Jan 2, 2...	Jan 10, ...	Job Pos...
38801	20082785	Nursing ...	Temporary	0.70	Health S...	Dec 21, ...	Dec 28, ...	Job Pos...

**E** Click a column header to sort its contents ascending or descending.

Click *Columns* to access and select/deselect available columns to display in the output.

Sort Ascending

Sort Descending

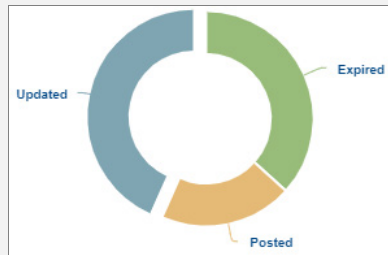
Columns >

- Job Req ID
- Position Number
- Job Title
- Hiring Status
- FTE
- Site
- Posting Start Date
- Posting End Date
- Field Label

**A**

- Not used
- Expand window
- Close window

**B**



Select a colour-coded status section to display the related reporting data (See E).

**C** **Select All** Select all chart statuses.

**D** Export selected data (See E) to Excel.

Select Excel from the drop-down .