Recruitment

Dashboard: Overview

You will be presented with the below screen when you log in to PageUp People. This is the Manage Tasks screen & will show you a summary of your current recruitment activities. There are a number of important features to highlight here:

1. **Teams and Users**: Displays your own team and any other team and users you have access to. (You can view the jobs other recruiters by clicking on their name)
2. **Current Jobs**: Shows jobs you have listed and their status (i.e. Pending, Active). Click on the ‘+’ symbol to view the Job title, Job number (Automatically created), number of applicants and number of Positions available.
3. **Tasks**: You can add, edit or delete tasks. **NOTE**: Black means it is in the future, Red means it is due today or overdue.
4. **Main menu**: These are your Main menu options. Click on the menu option to navigate to that screen. You can also use the Tabs in the top left corner of the screen.
5. **Help**: Hover your mouse over Help to access “Live support”, “Online help” and the “Support centre”.
6. **Print icon**: You can use this on any page within PageUp where this icon displays.
7. **Recent items**: Displays the last 20 Applicants and/or jobs viewed.
8. **Quick search**: Type in an applicant’s name, job title or email address to quickly look up information.
9. **Charts**: Current positions and Positions per week graphs display based on information from **Current Jobs**. **NOTE**: this is read only and can not be changed.
10. **“i” icon**: Clicking in the “i” icon shows you a summary of the job including job number, Business unit, Site, Status, Owner, status and number of applicants, Sourcing channels and any job notes.