



Jobscience Recruiting Dashboards

User Guide



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INTRODUCTION

This document outlines the user experience of the Jobscience Recruiting Dashboards Package. This particular package is designed to outfit those who want extensive metrics on their employee activity, the effectiveness of their recruiters, and their hiring pipeline. These reports and dashboards are perfect to get broad and deep metrics on your Recruiting department.

RECRUITING DASHBOARD OVERVIEW

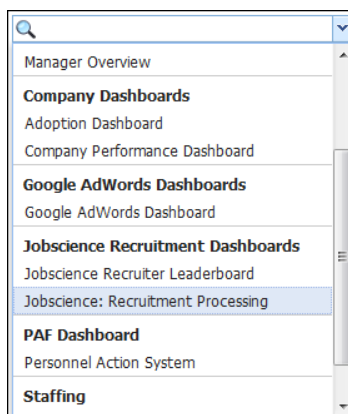
Accessing Jobscience Recruiting Dashboards

All of the Recruiting Dashboards reside under the **Dashboards** tab within Salesforce. You can access the **Dashboards** tab in one of two ways:

- **Visible:** **Dashboards** is a common tab and can be visible by default in some applications. If you see it at the top of the screen, click the **Dashboards** tab to be taken to that screen.
- **Hidden:** If you do not see the **Dashboards** tab, click on the **+** icon located at the end of the tab bar. This icon brings you to the **All Tabs** screen. Select **Dashboards** from the list to be taken to the **Dashboards** screen.

To access the Recruitment Dashboards

1. Within the **Dashboards** tab, select the **View Dashboard** drop-down.
2. Scroll to the section labeled **Recruitment Dashboards**.



Jobscience: Recruiter Leaderboard

This dashboard is designed to give a snapshot of recruiters within your company.

Title	Layout	Description
Leaderboard	Table	Counts the status of each job order by recruiter.



Applicant Flow by Recruiter	Table	Counts the amount of applicants by recruiter.
Search Wall of Fame	Table	Counts the number of searches by users in the system.
Recruiter KPIs	Table	Counts the number of Key Performance Indicators (KPI) ¹ each recruiter achieved last month.
Most Active Staff	Table	Counts the activity of users in the system.

¹ KPI Count is a formula that sums the number of items in each stage of the Job Order. This formula is an additional field that must be added to the Job Order page layout to display on the report. For more details, see **Adding a Field into a Page Layout** within the **Configuring Jobscience Recruiting Dashboards** on page 5.

Jobscience: Recruitment Processing

This dashboard is designed to give a snapshot of recruitment as it relates to time and sources.

Title	Layout	Description
Pipeline	Funnel	The pipeline shows all Job Orders in the system and in which overall stage they reside.
Sources	Pie	This chart shows the strength of applicant sources amongst all the candidates in the system.
Job: Average Days Open	Gauge	This chart shows the average number of days a Job Order is open from the post date.
Pipeline	Stacked Horizontal Bar Chart	This chart shows by recruiter in which stages their Job Orders reside.
Source by Job	Stacked Vertical Bar Chart	This chart shows by Job Order which sources are most popular.
Total Searches Run	Gauge	This gauge counts how many searches were completed in the system over all time.
Search Type	Table	This table counts the amount of searches grouped by type.

Configuring Jobscience Recruiting Dashboards

Most of the reports in **Jobscience Recruiting Dashboards** run with fields that are already contained within objects installed through **Jobscience Recruiting**; however, some fields must be added to their objects in order to be visible and reportable.

Adding a Field into a Page Layout

In this example, a field is added to the Job Order object. This example can be repeated for all Objects within the system.



To add a field to a page layout

- Click **Setup / Create / Objects / Job Order**.
- Click **Edit** next to the desired Page Layout.
- Use the floating box on the top to find the field you would like to add to the page layout. If it has already been added to the page, it will be unselectable. If it is selectable, click the field and drag it into the layout at the desired location on the page.

Save Quick Save Preview As... Cancel Undo Redo Layout Properties

Fields

Buttons
Custom Links
Visualforce Pages
Custom S-Controls
Related Lists

Quick Find Field Name

Section	Burden Pct	Chatter Hash Tags	Client Address	Contact	Conversion Date	Date Closed	Days to
Blank Space	Business Unit	Clearance	Client Phone	Contact Email	Conversion Fee	Date Posted	Depart
Application Count	CDate	Clearance Type	Closed Reason	Contact Phone	Conversion Fee Pct	Days Gauge	Depart
Bonus	Chance this searc...	Client	Close Pct	Contract	Created By	Days Open	Descri

Job Order Details

Job Title

Sample Job Title

Primary Recruiter

Sample User

Job Function

Sample Job Function

Department

Sample Department

Location

Sample Location

Shift

Sample Shift

Metro

Sample Metro

Post Job

☒

Record Type

Sample Record Type

Owner

Sample User

Posting

Sample Posting

Priority

Sample Priority

Openings

7,138

Remaining

55,343

Question Set

Sample Question Set

Passing Score

1,200

Job Status Details

Status

Sample Status

Date Posted

2/10/2012

Date Closed

2/10/2012

Closed Reason

Sample Closed Reason

Stage

Sample Stage

Days Open

42,101

Days Gauge

Sample Days Gauge

Days to Fill

888.26

- Click the **Save** button to save the current view.