



Jobscience Staffing Dashboards

User Guide



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INTRODUCTION

This document outlines the installation of the **Jobscience Staffing Dashboards Package**. This particular package is designed to outfit those staffing companies who want extensive metrics. This document will also discuss the changes to existing page layouts that are necessary for some reports to run correctly.

STAFFING DASHBOARD OVERVIEW

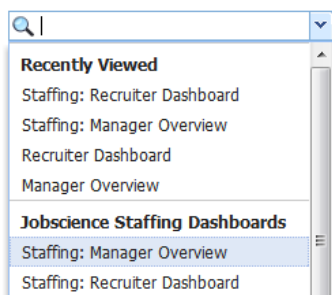
Accessing Jobscience Staffing Dashboards

All of the **Staffing 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, by default, be visible in some applications. If you see the **Dashboards** tab at the top of the screen, click the tab to be taken to the **Dashboards** 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 that screen.

To access the Jobscience Staffing Dashboards

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



Staffing: Manager Overview

The staffing reports are reports directed toward staffing and recruitment firms. This report shows the manager an overview of all the recruiters within the organization. Same comments regarding Description column as found in my edits of the HCM User Guide

Title	Layout	Description
Closed Activity This Week	Gauge	This chart shows all of the activity in the system this week that equals closed.



Recruiter KPI This Month	Vertical Bar Chart	This chart shows the sum of KPIs ⁹ based upon each recruiter in the system this month.
Forecasted Revenue This Month	Pie Chart	This chart shows the forecasted revenue based upon all open job orders this month.
Closed Activity Last Week	Gauge	This chart shows all of the activity in the system last week that equals closed.
Recruiter KPI Last Month	Vertical Bar Chart	This chart shows the sum of KPIs ⁹ based upon each recruiter in the system last month.
Forecasted Revenue Last Month	Pie Chart	This chart shows the forecasted revenue based upon all open job orders last month.

⁹ 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 show on the report. See **Adding a field into a page layout** for more details. (Same regarding initial cap title of section "Adding A Field..." as included in my edits of HCM User Guide.

Staffing: Recruiter Dashboard

The staffing reports are reports directed toward staffing and recruitment firms. The purpose of this dashboard is to allow Staffing firms to look at the activity of a particular recruiter.

Title	Layout	Description
Closed Activity This Week	Gauge	This chart shows all of the activity in the system this week that equals closed.
Recruiter KPI This Month	Vertical Bar Chart	This chart shows the sum of KPIs ⁹ based upon each recruiter in the system this month.
Forecasted Revenue This Month	Pie Chart	This chart shows the forecasted revenue based upon all open job orders this month.
Closed Activity Last Week	Gauge	This chart shows all of the activity in the system last week that equals closed.
Recruiter KPI Last Month	Vertical Bar Chart	This chart shows the sum of KPIs ⁹ based upon each recruiter in the system last month.
Forecasted Revenue Last Month	Pie Chart	This chart shows the forecasted revenue based upon all open job orders last month.



Configuring Jobscience HCM Dashboards

Most of the reports in **Jobscience Staffing 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 a Job Order object. This example can be repeated for all Objects within the system.

To add a field to a page layout

I would number these steps.

1. Click **Setup / Create / Objects / Job Order**.

Click **Edit** beside the desired Page Layout.

2. 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 is 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	Descrip

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

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