Modifying Recruiting Home Dashboard

Personalize My Job Openings & My Applicants

1. Click 'Personalize' in the section to update the grid.

2. To remove a column
   - Click on the column name
   - Click the box next to 'hidden'

3. To change the order the columns appear
   - Click the column name
   - Use the up/down arrow to move the column location

4. Change how information is sorted (i.e. sort by job opening number)
   - Click the column(s) to sort by
   - Click the arrow facing to the right so the column appears in the Sort Order box
   - If you want the column sorted descending (high to low, z to a) click the box by Descending
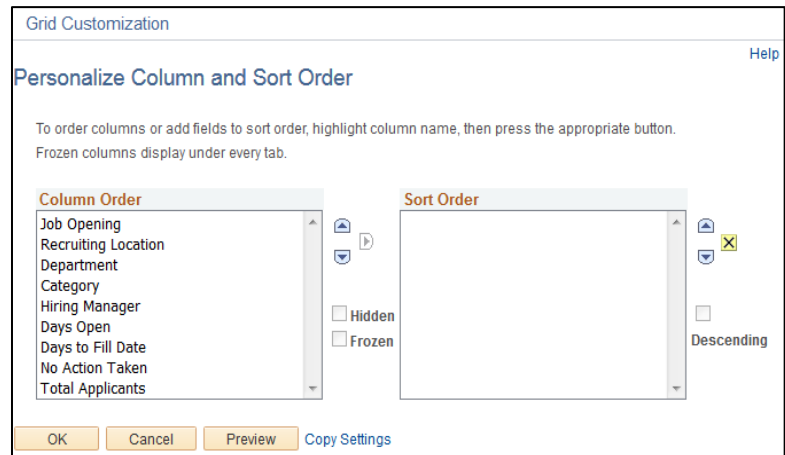
5. Click 'Preview' to double check results, click OK.

Add/Remove Content

1. Click 'Content' in upper right corner of page

2. On the Personalize Home Page, mark/unmark solutions to modify which sections appear on the page.
   a. You can see an example of each section by clicking on the solutions name.

3. Click 'Save'.