Working With My Alerts

In the 'My Alerts' Section of the Recruiting Home Dashboard, you will only see alerts for applicants and job openings that you appear on the hiring team (i.e. Recruiter, Hiring Manager, etc.).

Personalize Which Alerts Appear

1. Select **Personalize** from the widget drop down in the top right corner of the My Alerts section.

2. On the **Personalize My Alerts** page, mark/unmark the alerts that you would like to appear.
   a. Only alerts that have instances will appear in My Alerts

3. Click **Save**.

Alerts & What They Indicate

1. Job opening to approve
   - Displays the number of job openings waiting for the user's approval.

2. Questionnaire Requests
   - Displays the number of applicants who have not yet submitted updated applications for job openings with questionnaires; applicants who are currently in Draft Status.
   - Only applicants who are linked to currently open job openings are included.
   - Use this page to review open questionnaire requests and to send email reminders to selected applicants.

3. Unevaluated Answers
   - Displays the number of open-ended screening question evaluations that have not been completed for the user's job openings.
   - Use this page to see the applicants, job openings, and evaluators for the incomplete evaluations.

4. Unconfirmed Interviews
   - Displays the number of unconfirmed interviews where the user is an interviewer.

5. Interviews Today
   - Displays the number of interviews scheduled for the user on that specific day.

6. Interview Evaluations
   - Displays the number of incomplete interview evaluations where the user is the evaluator.
   - Two types of evaluations are included in the count: Evaluations that were saved as draft but not submitted, and Evaluations that have not been started for an interview that has already occurred (based on the interview date).

7. Job Offers to Approve
   - Displays the number of job offers waiting for the user's approval.

8. Offers to Prepare
   - Displays the number of applications that:
     - Have a draft (unsubmitted) offer
     - Are in the Interview phase with an Interview status that is the designated "complete" status.
     - OR Are in the Offer phase, but no offer record exists. This occurs only when a user manually changes an applicant's disposition using the Edit Disposition action.

9. Open Online Job Offers
   - Displays the number of expired or soon-to-expire open online job offers for your job openings.
   - The number includes offers that will expire within the number of days that you specify on the Personalize My Alerts page.
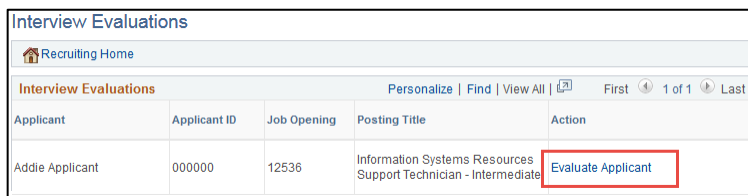
10. Hires to Prepare
    - Displays the number of applicants with an Offer Accepted disposition for the user's job openings.

Working With My Alerts – Interview Evaluations

There are two ways to remove instances from the **My Alerts – Interview Evaluations**

1. Complete the interview evaluation, regardless of how far in the past it occurred,
   NOTE: entering an interview evaluation does NOT change the applicant's disposition. The interview evaluation only appears in the interview section.
   a. Click **Interview Evaluation** in My Alerts
   b. Select the **Evaluate Application** hyperlink next to the applicant.
   c. Enter an **Overall Rating** and **Recommendation**.
   d. Click **Submit**

2. If the individual receiving the alert was not actually part of the interview panel
   - Navigate to the **Manage Interviews** page and click **Edit Interview Schedule**.
   - Click the garbage can next to the name to remove.