Collaborator Role

Collaborator Dashboard

Afer successfully logging in, you will access the Collaborator Dashboard and start all tasks from this page:

Core Navigation Bar
- Click the Home Button to return to the Collaborator Dashboard at any time
- Access your Tasks list, Requisitions and Candidates lists or Offers list from the Core Navigation Bar

Auxiliary Navigation Bar
- Click the Home Button to return to the Collaborator Dashboard at any time
- Click Sign Out to exit the system.

Refresh - The center stage displays a Refresh button to allow users to update all the channels with the latest numbers.

Channels - display status-oriented data about your activities. From the links on the channels, you can access information on requisitions, candidates. Click the channel heading (i.e., View Requisitions, View Candidates, Tasks) to access.

Collapse the **Help** menu to increase your work space. Click the **Expand/Collapse button** again if you need to access Help files.

Accessing Candidates

From the **core navigation toolbar** on the dashboard, click Requisitions.

You are now viewing the requisitions you own or collaborate on. Click the **Number** in the candidate column.

You are now viewing the **candidate pool**:

Click the candidate name to view the candidate's profile. Scroll down and expand each section to view the information.

Use the Navigation Toolbar to move through your candidate pool without returning to the requisition.

Exporting Entire Candidate List to Excel

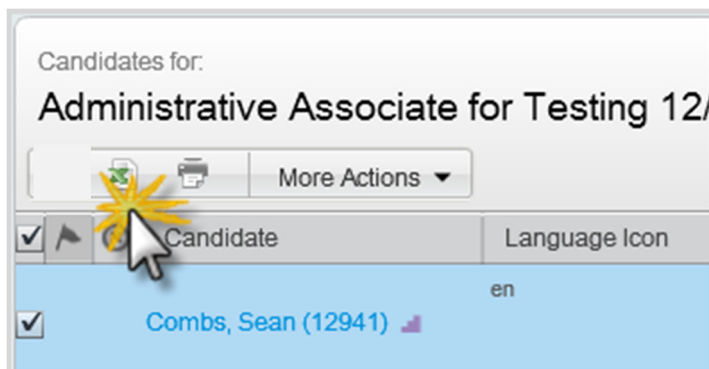- *Note: Please be sure to disable pop-up blockers to be able to open the Excel file.*

1. Click the Requisitions tab.

2. Locate the requisition.

3. Locate number to the left of the requisition title to access the candidate list.

			Title	ID	1 ▼	Status	Status Detail
□	⚑	👤					
		4	Administrative Associate for Testing 12/10	1400006Q		Open	Posted (Ongoing)

Requisitions

4. Click the number to access the candidate list.

5. Locate the Select All icon.

6. Check the box.

Candidates for:

Administrative Associate for Testing 12/

□	⚑	⊗	Candidate	Language Icon
			Combs View or edit the candidate information	
			Applicant, Erin (12860)	en
			Pickle, Dyl (11220)	en
			Major, Art (11060)	en

7. Click the Excel icon.

2.

8. Depending on your browser setting, you may be prompted to Open or Save the file on your desktop. Select your preference.

9. Click ok.

10. An Excel spreadsheet will open.

Note: For best results, it is recommended that no more than 50 candidates be selected at a time.

Printing a Candidate File

1. Go to the Requisitions tab.

2. Click the **Number** to the left of the requisition title to access the candidate list.

3. You are now viewing the candidate list.

4. Place a checkmark next to the candidate(s) name.

5. Click **Print File**.

6. Select which sections you wish to print.

7. Click **Print (PDF).**
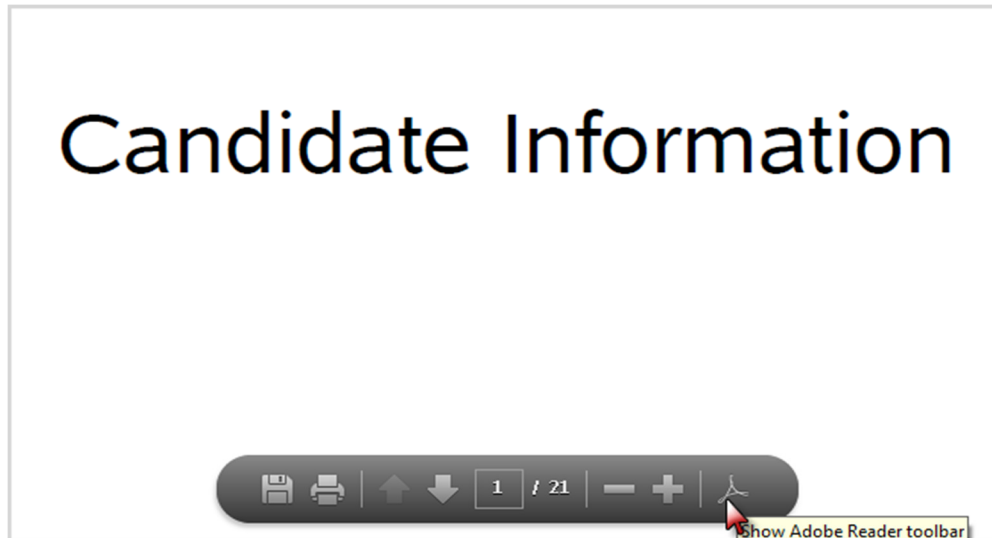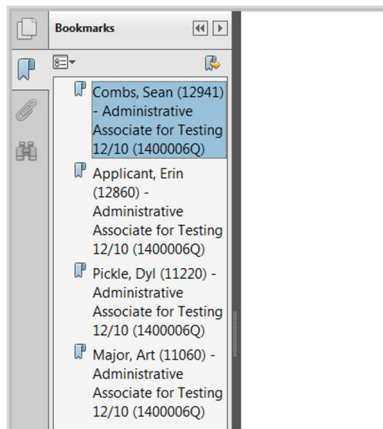
8. Based on your browser settings, a new window or tab will open asking to Open or Save file or the document will open in a new browser tab.

9. If you print multiple candidates, activate the adobe reader toolbar to use the bookmarks to navigate to each candidate's information.

10. A **Table of Contents** will appear on the left hand side of the file.

Note: The **Bookmark** *function will allow you to navigate directly to a candidate's file. For best results, it is recommended that no more than 50 candidates be selected at a time.*