

Principal Hiring Dashboard

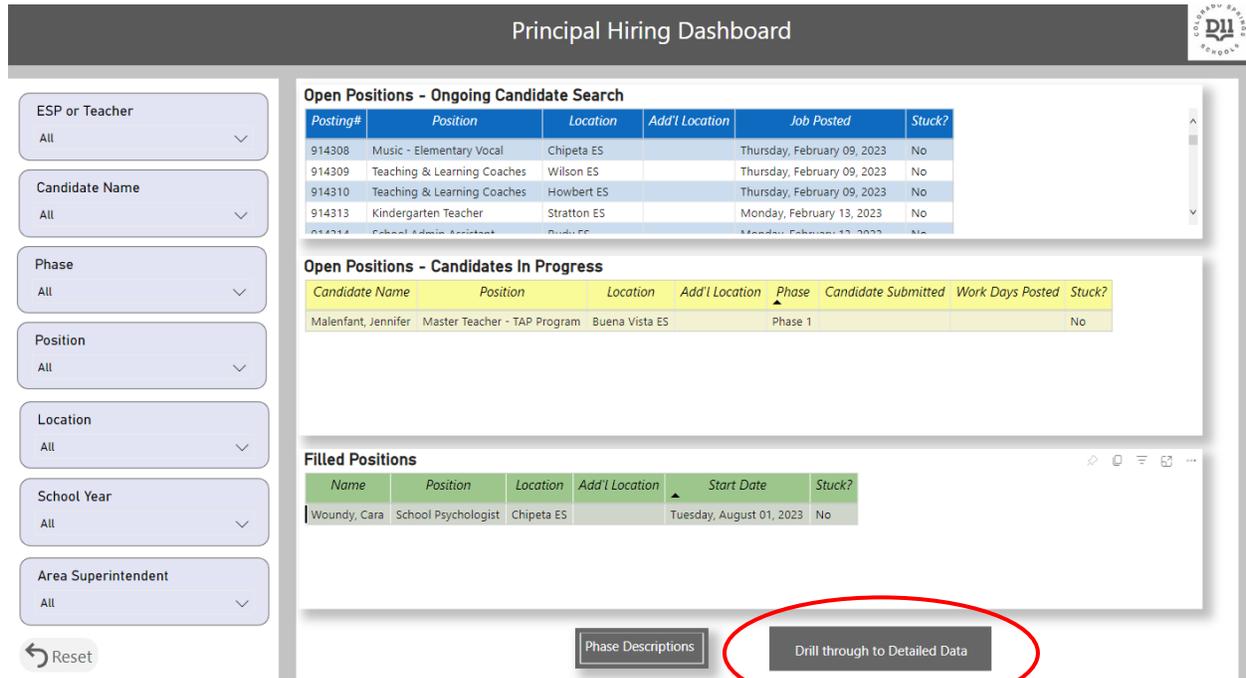
The dashboard is intended to simplify and expedite information sharing between HR and Hiring Managers regarding candidates. Principals and Hiring Managers will use it to:

- Understand where their candidates are in the hiring/onboarding process.
- Provide updates to candidates and help them navigate the process.

Principals can access their own personal dashboard view through the Human Resources app in Power BI or by clicking [here](#).

Navigating Dashboard

Your dashboard has three tables on it:



The screenshot shows the Principal Hiring Dashboard interface. On the left, there are several filter dropdowns: ESP or Teacher (All), Candidate Name (All), Phase (All), Position (All), Location (All), School Year (All), and Area Superintendent (All). Below these is a 'Reset' button. The main content area is divided into three sections:

- Open Positions - Ongoing Candidate Search:** A table with columns: Posting#, Position, Location, Add'l Location, Job Posted, and Stuck?. It lists five positions with their respective details.
- Open Positions - Candidates In Progress:** A table with columns: Candidate Name, Position, Location, Add'l Location, Phase, Candidate Submitted, Work Days Posted, and Stuck?. It lists one candidate: Malenfant, Jennifer.
- Filled Positions:** A table with columns: Name, Position, Location, Add'l Location, Start Date, and Stuck?. It lists one filled position: Woundy, Cara.

At the bottom of the dashboard, there are two buttons: 'Phase Descriptions' and 'Drill through to Detailed Data'. The 'Drill through to Detailed Data' button is circled in red.

1) Open Positions – Ongoing Candidate Search

This table contains all of your currently posted vacancies and some basic information about them. You can find your eligible applicants for these positions in PeopleSoft.

2) Open Positions – Candidates in Progress

When your [Recommendation for Employment](#) has been received by the HR team, candidate information will be listed here, with some basic information about where they are in the process. To learn more, click a candidate's name and then *Drill through to Detailed Data* (see below)

3) Filled Positions

Candidates will move here when they have successfully completed the hiring process. No action is required, it is mostly for your future reference.

Phase Descriptions

Phase	Description	What can you do?
Phase I	The vacancy has been posted.	Check the Peoplesoft job posting for any discrepancies.
Director Approval	The hiring recommendation has been given to the Directors.	
Compensation	The candidate's information has been given to the Compensation Department.	
Compensation - OB	The candidate has begun onboarding tasks while being processed by the Compensation Department.	
Comp Hold	The candidate is currently on hold in compensation.	Review the "hold notes" field for more details.
Offer	The offer has been received from the compensation department. The candidate is currently in the queue to be contacted.	
Offer-VM	A voicemail was left while attempting to contact the candidate regarding the offer.	If more than two business days have lapsed, reach out to the candidate to let them know HR is trying to reach them.
Offer-PNDG	The candidate needs time to think about whether to accept or decline the offer.	
Offer-OB	The candidate has begun onboarding tasks while the offer is being processed.	
Hold	The candidate is currently on hold.	Review the "hold notes" field for more details.



Phase	Description	What can you do?
OB-Delay	There has been an onboarding delay.	Review the other fields for more detail. (background, POPPS, notes)
Onboarding	The candidate is in the onboarding process.	
Start Date Pending	The candidate has been cleared to start. However, we are waiting to confirm the start date.	Contact the candidate to confirm a start date that works for you both, then notify your recruiter BEFORE they begin.
JOB FAIR	The candidate was initially contacted at a job fair.	
DQ	The candidate has been disqualified.	Respond to email to either recommend another candidate or repost.
Phase 3	The candidate is ready for data entry.	
Pending Papervision	HR USE ONLY.	
Archive	The hiring process has been completed. The candidate's file is ready to be archived.	

Help still needed?

Please contact your recruiter with any questions or concerns about using the Principal Hiring Dashboard or about any of the content you see included for your school.