Originator/Hiring Manager/Approving Authority
Dashboard Overview

Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

Overview

The Originator/Hiring Manager/Approving Authority Dashboard interface is a simplified design for system users. It provides restricted access to full PageUp information, such as applicant details, history, and jobs.

The display of the recruitment workflow cards is based on what functionality a user has access to. It has dynamic flows of information - information only appears when there is an action for the hiring manager to complete.

Tile Overview

1. **Position Description**: *A Manage position description button* to search and view position descriptions. A *My position description* button to view details of your PD.
2. **Postings**: Create new jobs and view your current jobs (with statuses).
3. **Approvals**: Tile is not available to all HMs, only those with job approval responsibilities.
4. **Advertisements**: The number of the Advertisements with a link to view a list of your sourced jobs. Clicking the link will load the **My sourced jobs** page. There you can click to view the job ad and associated sourcing channel details.
5. **Applications**: The number of *Jobs have applicants for review* with a link to view Shortlisted applicants. As a Hiring Manager, the Shortlisted applicants screen provides you with a simplified application reviewing process and allows you to easily provide an outcome.
    a. The number of *Applicants assigned to you for review* with a link to view them. Clicking this link allows you to review and approve or decline the applicant to progress in the recruitment process - rather than setting a specific outcome.
6. **Applicant Progress Board**: Provides an aggregate Kanban view of the progress of all the applications for their job requisitions, a view of applications in list form, relevant applicant details and quick access to key links.
7. **Search Committee Review**: The number of Jobs requiring panel review with a link to view a list of jobs not closed awaiting your review.
8. **Offers**: The number of your New starters with a link to view a summary of them. Clicking the link will load the *My new starters* page. There you will be able to view details of an applicant's offer and any onboarding tasks.
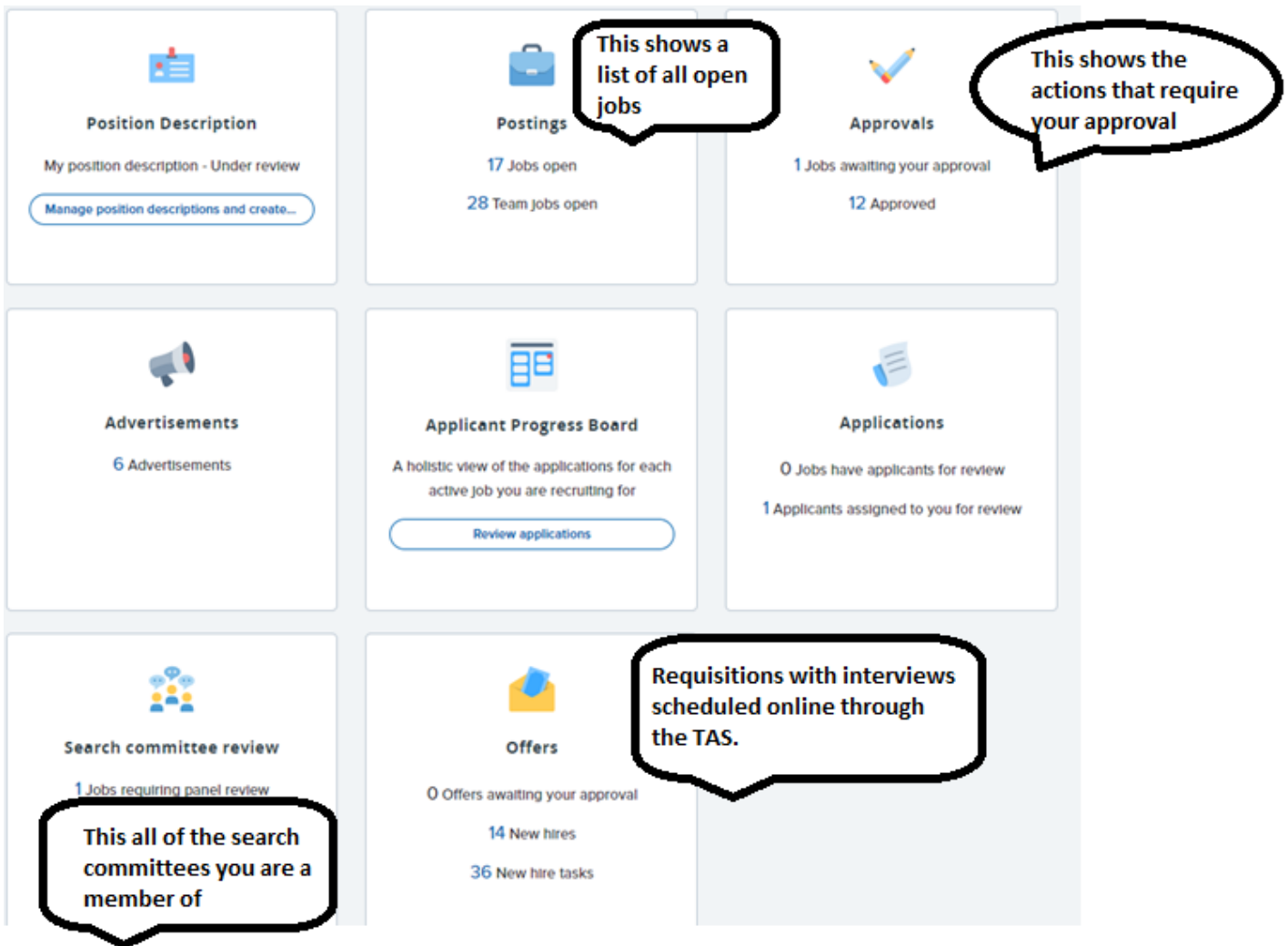
System Requirements:

1. Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)
2. Supported document formats: .doc, .docx .docm, .pdf, .txt, .rtf, .xls, .xlsm)
3. Supported browsers
   a. Google Chrome - Chrome is the recommended browser for the best experience - this is also demonstrated in the browser usage pattern that we see within our customers.   Operating Systems - Windows / Mac / Android / iOS
4. Also supported:
   a. Mozilla Firefox - Operating Systems - Windows / Mac
   b. Apple Safari - Operating Systems - Mac / iOS
   c. Microsoft Edge - Operating Systems – Windows (Note: Initially, Microsoft Edge was delivered through a Windows update. People subscribed to Windows Insider program may have beta versions that are not supported).

We strongly recommend upgrading to one of the supported browsers for using NMSU's Talen Acquisition System applications as well as for general internet security.

You may notice that the application may work in browsers other than those mentioned above. While this may be the case, where such functionality is upgraded, support of that functionality will then be realigned to our current supported browser commitments.

NOT SUPPORTED

Microsoft Internet Explorer (IE) - IE versions 11 and below are no longer being supported by Microsoft as of 17 August 2021. For more information refer to Microsoft's End of IE Support Announcement.