

Job Tracker Dashboard

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In the Job Tracker tab, and should see a list of all Published and Unpublished job postings. From this screen, you can:

1. Click into existing job postings to edit, publish, or unpublish roles.
2. Create a new job
3. Import job postings directly from your career site*
4. Filter and search through existing roles by publication status, recruiter, or city

Bulk Actions

After you select the checkbox for a role or more, you'll be able to unpublish the role in bulk or you'll be able to update the assigned recruiter for the selected roles. If you select a role or roles that are unpublished then the [Unpublish Jobs](#) button will not be displayed.

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