Log into NSU Careers \rightarrow Access the Recruitment Dashboard

| 🖀 About me 🗸 My team 🗸 My community 🗸 | |
|---------------------------------------|-----------------------------|
| Welcome you are logged in | Click Here to Access the |
| My Performance Reviews | Recruitment Dashboard |
| # My Development | |
| My Mandatory Activities 🗸 🗸 | |
| No data to display | |
| My Development Activities ~ | |
| No data to display | |
| Learning management | |
| Recruitment | |
| Administration | |
| Iteam Performance Reviews _ | |
| Ø Onboarding | |
| Onboarding | |

Once in the Recruitment Dashboard follow the below:

1. Click on the hamburger menu

| ≡ | PageUp. | | | | Jobs | People | Reports v | Se |
|---|----------------|-------------------|------------------|-----------|--------------|--------|-----------|--------|
| C | ashboard | 1. Click here | | | | | | |
| | 🛍 Current jobs | | | | | | | |
| | | | To | tal | 1 Shortle | sting | | |
| | å 38 | Finar Requisit | ion Number: 4965 | ate 24 | | | | Positi |
| | | | | | | | | |

2. Click Employee search



- 3. Type the name of the employee you are trying to impersonate
- 4. Click on the box next to the employee name.
- 5. Click view.

| This is a training/testing environment of the second se | onment. No e-mails are sent and a | any changes will not affect live data | a. Some services are u | nsupporte | l - for more in | formation, p | please see the Kno | wledge Portal. | | |
|---|-----------------------------------|---------------------------------------|------------------------|-----------|-----------------|--------------|--------------------|----------------|---------|------|
| ≡ PageUp. | | | Jobs | People | Reports 🗸 | Settings | Recent items v | Quick search Q | Dylan 🗸 | ? ~ |
| Select 🗸 | | | | | | | | | | |
| Employee search | | | | | | | | | | |
| | 3. E | Enter name of Employee | | × Search | | | | | | |
| Select First name Last name E-mail address | Team | Manager position | Manager full name | | | | | | | |
| 4. Select | Enrollment and Student Services | VP, Enrollment and Student Svc | | | | | | | | View |
| Employee | Enrollment and Student Services | VP, Enrollment and Student Svc | | | | | | | - | View |
| | | | | | | | | 5. Click | here | |

- 6. Employee card will appear, under the Performance reviews section click on Actions.
- 7. Click Edit.

| | | | | | Actions: | Select |
|---------------|------------------------|-------------|---------|----------------------|----------|------------|
| | | | | | | |
| Dotails | | | | | | |
| Details | | | | | | |
| Address: | Florida, United States | | | Phone No.: | | |
| E-mail: | @nova.edu | | | Cell No.: | | |
| Position: | Executive Assistant | | | Center / College: | _ | |
| Department: | | | | Department position: | 6 | Click Here |
| Performance | ce reviews | | | | | |
| Review proces | 55 | Start date | Manager | Status | | |
| NSU Annual P | erformance Review | Sep 1, 2020 | | Employee & Manag | Edit | Actions |
| | | | 7 Cli | ick "Edit" | | |

- 8. The Edit: Performance review box will appear. Under Manager, update the manager name and click on the binoculars.
- 9. Click Submit.

