

- Update profile
- Employee search
- Dashboard**
- New task
- Dashboard
- CRM Dashboard
- Performance**
- Performance center
- Jobs**
- New job
- My search committee jobs
- Manage jobs
- My jobs
- My sourced jobs
- My job approvals
- Manage job templates
- Manage forms
- Manage position descriptions and create a new requisition
- Applicants**
- New applicant
- Applicant search
- Talent search
- Manage applicant pool
- Manage applications
- My applicants
- Shortlisted applicants
- Manage offer approvals
- New new hires
- My new starter tasks
- Manage reference check requests
- Communication center
- Events**
- New event
- Manage events
- My events
- ...
- Agencies
- Documents
- Reports
- Surveys
- System settings
- Users

Logout

Recruiter Side Menu

Opens window to allow you to edit your personal information.
Opens a functionality to search on UA employees by various filters.
Allows you to add a task to yourself or someone else.
Takes you to your dashboard view from anywhere else on the site.
Allows you to view performance links (will this lead to the PM module?????)
Creating a new job.... (We are not using this?)
A view of all the job where you are on the search committee for
This will take you to view all the jobs listed in your team visibility
These are the jobs that you created
A list of your jobs that are currently sourced, on the UA Careers website
Any jobs that need your approval will be displayed here
Creating/Editing Job templates can be accessed from here (NOT for everyone)
The creation /editing of forms can be accessed via this link
This link will take you to all the PDs listed in your team. From here you can create a new PD or Requisition.
Link to create a new applicant
Functionality that allows you to search on applicants by various criteria
Another applicant searching functionality, more of a generic type of applicant
Another applicant searching functionality.
Manage the applications on a specific job you have searched for
Any applicants that are assigned to you
A list of applicants that have been shortlisted
If offers have been assigned to you, you will be able to manage them here.
Where to see and manage new hires where you have been assigned
In relation to any new hires you are assigned, these are where you see your tasks
Allows you to view or complete reference checks
Controlling e-Zines (We want????)
How you will create a new event for interview booking
Managing events that have already be created
Any interviews that you have scheduled will show here.
Where to create and manage agencies
Managing documents that have been uploaded into the system
Takes you to the reports functionality
Create and manage surveys from here
Settings main page
ALL the users in the UA system and their permissions
Click to logout of the system

