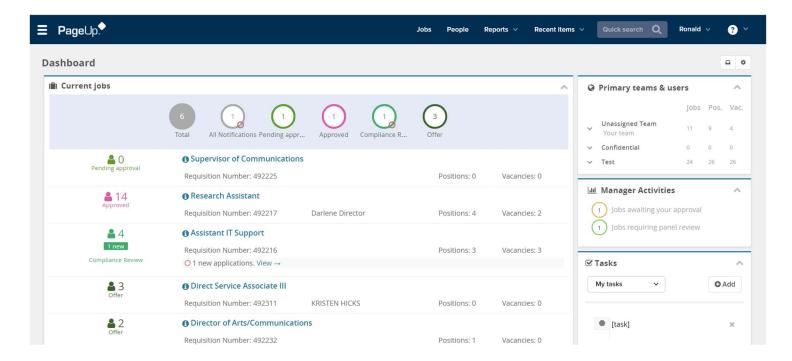# Recruiter Dashboard Overview

Page Overview

1. **Current Jobs:** This section shows active jobs where you are listed as the recruiter or hiring manager (reports to manager) on the job card
   a. **Summary:** These colored circles provide a summary of your jobs by job status. Click to display or hide jobs within that status below.
2. **Teams and Users:** If the user has access to view jobs raised by their own team members or by other teams, they will see a 'teams and users' controller.
3. **Manager Activities:** If the user is a hiring manager through the recruitment process, this section will display on the dashboard with any of the below notifications. From this section, the user will have the ability to quickly navigate to the relevant areas of the system.
   a. Jobs awaiting your approval
   b. Jobs with applicants for review
   c. Jobs requiring panel review
   d. Assigned applications for review
   e. Offers awaiting your approval
   f. New starters
   g. New starter tasks
   h. Scheduled Emails
4. **Tasks:** This area allows you to create tasks for yourself or assign tasks to other users.
5. **Activities Performed:** This section allows the user to see a record of activities and helps to highlight when application status changes have not been made. **Note:** If there have been no activities performed by a user in the week the box will not be displayed. After the user has performed an activity, it will display for the remainder of the week.