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	
Team Performance Reviews	
Ø Onboarding	
Onboarding	

## Once in the Recruitment Dashboard follow the below:

1. Click on the hamburger menu

<b>≡ Page</b> Up.		Jobs	People	Reports 🗸	Settings	Recent items v
Dashboard	1. Click here					
illi Current jobs						
	1 Total	1 Shortlist	ting			
<b>å</b> 38	Financial Aid Associate Requisition Number: 496524				Positions: 0	Vacancies: 0

## 2. Click Employee search

Search	nment. No e-mails are se 2. Click here	ails are sent and any changes will not affect live data. Some services are unsur Knowledge Portal.								
Employee search		Jobs	People	Reports 🗸	Settings	Recent items 🗸				
Talent search										
Dashboard										
New task							~			
Dashboard										
<mark>Jobs</mark> New Job	Total	Short	isting							
My search committee jobs	Financial Aid Associate	2								
Manage jobs	aquicition Number: 49652	-			Positions: 0	Vacancias: 0				
My jobs	equisition Number: 496524	•			Positions: 0	vacancies: 0				
My sourced jobs										

- 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.

<b>∃ Page</b> Up.			Jobs	People	Reports 🗸	Settings	Recent items v	Quick search	Q,	~	? ~
Select	~										
Employee search	n										
		3. Туре	Name (	of Emplo	yee to Contro	Ы	× Search				
Select 💌 First name	Last name	E-mail address	Team			Manager	position	Manager	r full nar	ne	
Barran	4. Click Here	nket@nova.edu	Enrollm	ent and Stu	dent Services	VP, Enroll	ment and Student Svc				View
<b>•</b>	Drenner	orenner@nova.edu	Enrollm	ent and Stu	dent Services	VP, Enroll	ment and Student Svc	The second second	e bienet		View
		tejada@nova.edu	Enrollm	ent and Stu	dent Services	VP, Enroll	ment and Student Svc				View
		dylanr@pageuppeople.com	Enrollm	ent and Stu	dent Services	VP, Enrolli	ment and Student Svc	5. Click	5. Click here		
		browstep@nova.edu	Enrollm	ent and Stu	dent Services	Executive	Vice President/COO				View

- 6. The employee card will appear. In the middle of the employee card, under Performance reviews click on the review Status.
- 7. A Change status box will open, select the step status in which you need the review moved to.
- 8. Click Submit.

## NSU CAREERS QUICK GUIDE: HR CONTACT- SEND REVIEW TO ANOTHER STEP IN THE REVIEW PROCESS

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e	Change status					hQ,	· ·	? ~					
Florida United	Select a status to move this	item to							10				
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	8. Click Here		7	Director of ESS Training			Approved	EH					
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	496278		9	Administrative Assistant	t II		Approved	EH					