

How to: Add the Recruiting Dashboard to your Workday Home

Please note: to access the Recruiting Dashboard, you must be in the Management Chain of the job requisition, or have the role of Search Committee Chair, Search Committee Assistant, or Search Committee Member.

If the above applies to you, please follow the below steps to add the Recruiting Dashboard on your Workday home:

1. Click on the gear in the top-right of their Workday home.
2. Click on the “+” sign under “Optional Worklets”.
3. Type in “recruiting” in the “Worklet” bar and hit enter in order to view selections and choose “Recruiting Dashboard” and click “Done”.
4. Upon clicking “Done”, you will be brought back to your Workday home screen and will now see the Recruiting Dashboard.

