



The Hiring Manager (HM) Dashboard provides metrics to the individual listed as the hiring manager on the job requisition. The dashboard will also provide visibility to requisitions on individuals reporting to a specific hiring manager two levels above the hiring manager in the org chart (Example: Supervisor – Manager – Director). The metrics show the leader where their requisitions and candidates are in the recruitment process. There are three tabs on the dashboard. This guide details what information is provided on each tab and how the information can be used to keep the recruitment process moving. Note: collaborators on the requisition will not be able to view the metrics.

To access the dashboard, click on **'My Team'** and then click the **'Hiring Manager Dashboard'** tile.



Hiring Manager Dashboard Tab

The table below provides a definition for each metric. **When you click on a metric, a new tab will open in your browser* with a report providing additional details.** At the bottom of the report, there is the ability to export the information.

*If the new tab does not open, make sure pop-ups are not being blocked.

Note: If you have more than one open job requisition, each metric provides the total number of candidates in the designated phases/states across all open job requisitions where you are listed as the hiring manager.

Metric	Definition	Action								
HM SCREEN										
# Active Applications in HM Screen	<p>Total number of applications under review by the HM. Candidates that have already been rejected are not included.</p> <p><u>Phases/States Included in this metric:</u></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Hiring Manager</td> <td>To be Reviewed</td> </tr> <tr> <td>Hiring Manager</td> <td>Interview Requested</td> </tr> <tr> <td>Hiring Manager</td> <td>Interview Scheduled</td> </tr> </tbody> </table>	Phase	State	Hiring Manager	To be Reviewed	Hiring Manager	Interview Requested	Hiring Manager	Interview Scheduled	
Phase	State									
Hiring Manager	To be Reviewed									
Hiring Manager	Interview Requested									
Hiring Manager	Interview Scheduled									



	<table border="1"> <tr> <td>Hiring Manager</td> <td>Interview Completed</td> </tr> </table>	Hiring Manager	Interview Completed			
Hiring Manager	Interview Completed					
# Applications in To Be Reviewed	<p>Total number of applications pending review from the HM.</p> <p><u>Phases/States Included in this metric:</u></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Hiring Manager</td> <td>To be Reviewed</td> </tr> </tbody> </table>	Phase	State	Hiring Manager	To be Reviewed	<p>Review application(s) to determine if you would like to proceed with scheduling an interview or reject the candidate.</p> <p>The report provides the number of calendar days a candidate has been in the “to be reviewed” state.</p> <p>Applications should be screened within two business days.</p>
Phase	State					
Hiring Manager	To be Reviewed					
# Applications in HM Interviews to be Scheduled	<p>Total number of applications in the process of being scheduled for an interview with the HM.</p> <p><u>Phases/States Included in this metric:</u></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Hiring Manager</td> <td>Interview Requested</td> </tr> </tbody> </table>	Phase	State	Hiring Manager	Interview Requested	<p>Proceed with scheduling an interview with the candidate per your standard process. Either the Hiring Manager or Talent Acquisition schedules the interview based on department/position.</p> <p>The Hiring Manager interview should be scheduled within one week of HR Interview.</p>
Phase	State					
Hiring Manager	Interview Requested					
# Applications in HM Interviews Scheduled	<p>Total number of candidates scheduled on the HM’s calendar for an interview.</p> <p><u>Phases/States Included in this metric:</u></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Hiring Manager</td> <td>Interview Scheduled</td> </tr> </tbody> </table>	Phase	State	Hiring Manager	Interview Scheduled	<p>Once interview has been completed, disposition the candidate to <i>Hiring Manager/Interview Scheduled</i>.</p>
Phase	State					
Hiring Manager	Interview Scheduled					
# Applications in HM Interviews Completed	<p>Total number of candidates interviewed by the HM. Candidate that have been rejected are not included.</p> <p><u>Phases/States Included in this metric:</u></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Hiring Manager</td> <td>Interview Completed</td> </tr> </tbody> </table>	Phase	State	Hiring Manager	Interview Completed	<p>Save all interview notes to the candidates’ job application. Click here for a guide on how to save interview notes in ORC.</p>
Phase	State					
Hiring Manager	Interview Completed					



OFFERS

<p># Offers to be Created</p>	<p>Total number of candidates sent to Talent Acquisition to prepare a job offer.</p> <p><i>Phases/States Included in this metric:</i></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Offer</td> <td>To be Created</td> </tr> </tbody> </table>	Phase	State	Offer	To be Created	<p>Note: An automated notification is sent to the Recruiter with your job offer request.</p>
Phase	State					
Offer	To be Created					
<p># Offers in Draft</p>	<p>Total number of candidates Talent Acquisition is in the process of preparing a job offer.</p> <p><i>Phases/States Included in this metric:</i></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Offer</td> <td>Draft</td> </tr> </tbody> </table>	Phase	State	Offer	Draft	
Phase	State					
Offer	Draft					
<p># Extended Offers</p>	<p>Total number of candidates Talent Acquisition has verbally and electronically extended the job offer. An offer letter has been sent to the candidate.</p> <p><i>Phases/States Included in this metric:</i></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Offer</td> <td>Extended</td> </tr> </tbody> </table>	Phase	State	Offer	Extended	<p>Note: Recruiters extend the offer verbally while the candidate is in "Offer/Draft". The recruiter does not extend the job offer electronically in Oracle until the offer has been verbally accepted. If a candidate is negotiating the offer, the candidate will remain in "Offer/Draft".</p>
Phase	State					
Offer	Extended					
<p># Offers Accepted</p>	<p>Total number of job offers that have been electronically accepted by the candidate or by the recruiter, on the candidate's behalf (verbal acceptance received).</p> <p>Note: Once the new hires employment or transfer record has been created, their name will fall off the report because their phase/state has changed.</p> <p><i>Phases/States Included in this metric:</i></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Offer</td> <td>Accepted</td> </tr> </tbody> </table>	Phase	State	Offer	Accepted	<p>Reference <i>Future Hires</i> tab on Dashboard for list of new hires/employee transfers with an upcoming start date.</p>
Phase	State					
Offer	Accepted					
<p># Declined Offers on Active Reqs</p>	<p>Total number of candidates that have declined offers on requisitions currently in recruitment.</p>	<p>The report will provide the reason the offers were declined, so you can evaluate trends.</p>				



	<p><i>Phases/States Included in this metric:</i></p> <table border="1"> <thead> <tr> <th>Phase</th> <th>State</th> </tr> </thead> <tbody> <tr> <td>Offer</td> <td>Withdrawn by Candidate</td> </tr> </tbody> </table>		Phase	State	Offer	Withdrawn by Candidate
Phase	State					
Offer	Withdrawn by Candidate					
% Offer Acceptance Rate (In Prior 12 Months)	The number of offers accepted divided by the number of offers extended. The reporting period is a rolling 12 months.					
REQUISITIONS						
Note: Requisitions for contracted staff, agency, or travelers are not included in these metrics.						
# Reqs in Draft	Total number of reqs created by a HM but have not yet been submitted to Talent Acquisition.	Submit req once finalized.				
# Reqs in Formatting	Total number of reqs that have been submitted to Talent Acquisition and are being prepared for posting.					
# Reqs Suspended	<p>Total number of reqs on a temporary hold/suspended for reasons that may include:</p> <ul style="list-style-type: none"> • Waiting for further information. Ex: an approved position description, posting specific information, or financial clarification. • Accepted offer and waiting for a start date to be established. • HM is not ready for active recruitment. • NI Hiring Managers Only: NI Requisitions – Currently in review with NI Position Control Committee. 	<p>The report will provide the number of business days a req has been suspended and the number of active candidates.</p> <ul style="list-style-type: none"> • A req with candidates should be suspended for only up to 30 days. • A req with no candidates should be suspended for only up to 90 days. 				
# Canceled Reqs	Total number of reqs that have been canceled since the implementation of Oracle (WI-June 2019 and NI-June 2025).					
# Filled Reqs (Past 12 Months)	Total number of reqs filled by one or more candidates. The reporting period is a rolling 12 months. Requisitions					



	with more than one opening associated with them are only counted once.	
# Active Reqs	<p>The current total of open and active reqs in the following phases/states:</p> <ul style="list-style-type: none"> • Job Formatting - In Progress <ul style="list-style-type: none"> ○ Req Talent Acquisition is preparing for posting. • Open – Expired <ul style="list-style-type: none"> ○ Req was scheduled to automatically be unposted from the internal and/or external career website. • Open - Not posted. <ul style="list-style-type: none"> ○ Req has not yet been posted to the internal and/or external career website. • Open – Posted <ul style="list-style-type: none"> ○ Req has been posted to the internal and/or external career website. • Open – Unposted <ul style="list-style-type: none"> ○ Req has been unposted from the internal and/or external career website. 	
Average Time to Fill (Days – In Past Year)	Average number of days from the date a requisition is approved (req is auto approved upon submission) to the date an offer is originally accepted in Oracle by the candidate. Excludes time in "suspended" status. The reporting period is a rolling 12 months.	Note candidates hired on reqs with multiple openings are included in the time to fill metric even if the req is still open with remaining openings.

Applications Stuck in Current Phase Graph:



This graph provides a visual of how many candidates have been in a phase for more than seven calendar days. A candidate in a phase for 7 or more days is considered stuck – meaning action needs to be taken to move them forward in the process or disposition appropriately.

The horizontal axis on the graph is the phase the candidate is at in the process. The graph color coding is an indicator of how many days a candidate has been in that particular phase. The legend to the right of the graph explains the green, yellow, or red in terms of number of days. If a candidate has been in the same phase for more than seven business days, it is critical for you to review and enter a disposition to determine next steps.

You can click on a bar in the graph to open a report in a new browser tab to view the candidates in that particular phase. Within the report, select the “Phase Name” from the dropdown at the top of the report to filter the candidates by the recruitment phase you would like to review.

Requisitions Table:

The table provides a list of all your requisitions with prompts to filter the list of requisitions. Fields color coded **red** indicate the data entered in the field is incorrect. Please work with your Recruiter to correct the information.

Future Hires Tab

The tab provides a list of all external and internal candidates hired with a future start date. The list does not include contracted staff, agency, or travelers. Please note the start date listed is the date determined at the time of offer. If a start date is changed/delayed, the new start date will not be reflected on this tab. Once a candidate has started with the organization, they will no longer appear on the Future Hires list.