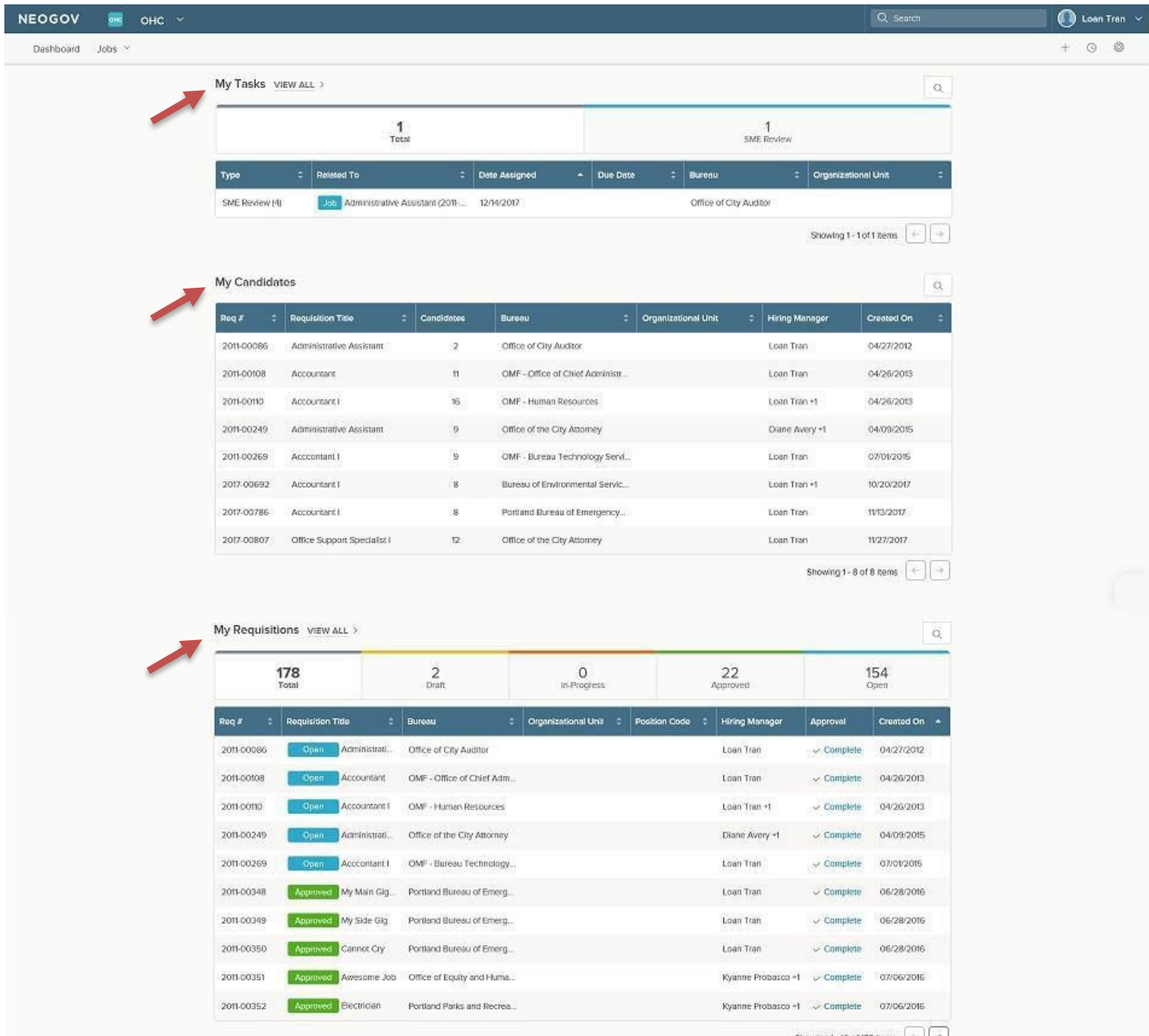


## Online Hiring Center Dashboard

The Online Hiring Center Dashboard has three sections: My Tasks, My Candidates, and My Requisitions.



**NEOGOV** OHC Search  Loan Tran

Dashboard Jobs

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**My Tasks** [VIEW ALL >](#)

1 Total 1 SME Review

Type	Related To	Date Assigned	Due Date	Bureau	Organizational Unit
SME Review (1)	<a href="#">Job</a> Administrative Assistant (201...	12/14/2017		Office of City Auditor	

Showing 1 - 1 of 1 items

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**My Candidates**

Req #	Requisition Title	Candidates	Bureau	Organizational Unit	Hiring Manager	Created On
2011-00086	Administrative Assistant	2	Office of City Auditor		Loan Tran	04/27/2012
2011-00108	Accountant	11	OMF - Office of Chief Administr...		Loan Tran	04/26/2013
2011-00110	Accountant I	16	OMF - Human Resources		Loan Tran +1	04/26/2013
2011-00249	Administrative Assistant	9	Office of the City Attorney		Diane Avery +1	04/09/2015
2011-00269	Accountant I	9	OMF - Bureau Technology Serv...		Loan Tran	07/01/2015
2017-00692	Accountant I	8	Bureau of Environmental Servic...		Loan Tran +1	10/20/2017
2017-00786	Accountant I	8	Portland Bureau of Emergency...		Loan Tran	11/13/2017
2017-00807	Office Support Specialist I	12	Office of the City Attorney		Loan Tran	11/27/2017

Showing 1 - 8 of 8 items

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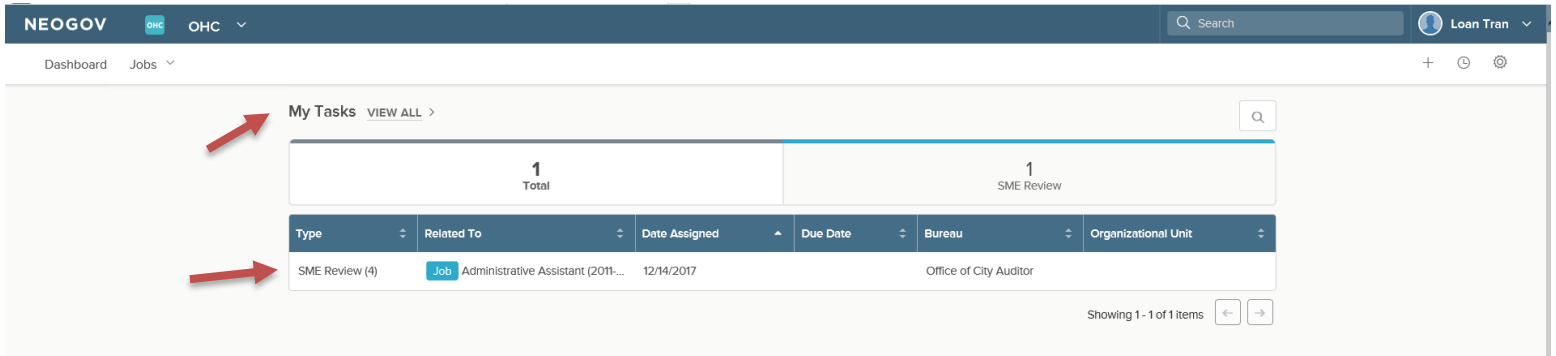
**My Requisitions** [VIEW ALL >](#)

178 Total		2 Draft	0 In-Progress	22 Approved	154 Open		
Req #	Requisition Title	Bureau	Organizational Unit	Position Code	Hiring Manager	Approval	Created On
2011-00086	<span>Open</span> Administrati...	Office of City Auditor			Loan Tran	Complete	04/27/2012
2011-00108	<span>Open</span> Accountant	OMF - Office of Chief Adm...			Loan Tran	Complete	04/26/2013
2011-00110	<span>Open</span> Accountant I	OMF - Human Resources			Loan Tran +1	Complete	04/26/2013
2011-00249	<span>Open</span> Administrati...	Office of the City Attorney			Diane Avery +1	Complete	04/09/2015
2011-00269	<span>Open</span> Accountant I	OMF - Bureau Technology...			Loan Tran	Complete	07/01/2015
2011-00348	<span>Approved</span> My Main Gig...	Portland Bureau of Emerg...			Loan Tran	Complete	06/28/2016
2011-00349	<span>Approved</span> My Side Gig	Portland Bureau of Emerg...			Loan Tran	Complete	06/28/2016
2011-00350	<span>Approved</span> Cannot Cry	Portland Bureau of Emerg...			Loan Tran	Complete	06/28/2016
2011-00351	<span>Approved</span> Awesome Job	Office of Equity and Huma...			Kyanne Probasco +1	Complete	07/06/2016
2011-00352	<span>Approved</span> Electrician	Portland Parks and Recrea...			Kyanne Probasco +1	Complete	07/06/2016

Showing 1 - 10 of 178 items

## My Tasks

If you are assigned as a Subject Matter Expert (SME) for a recruitment, the recruitment will be listed in the My Tasks section. If your bureau has implemented an approval process, any approval that is needed from you will also display under My Tasks.



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Dashboard Jobs

My Tasks VIEW ALL

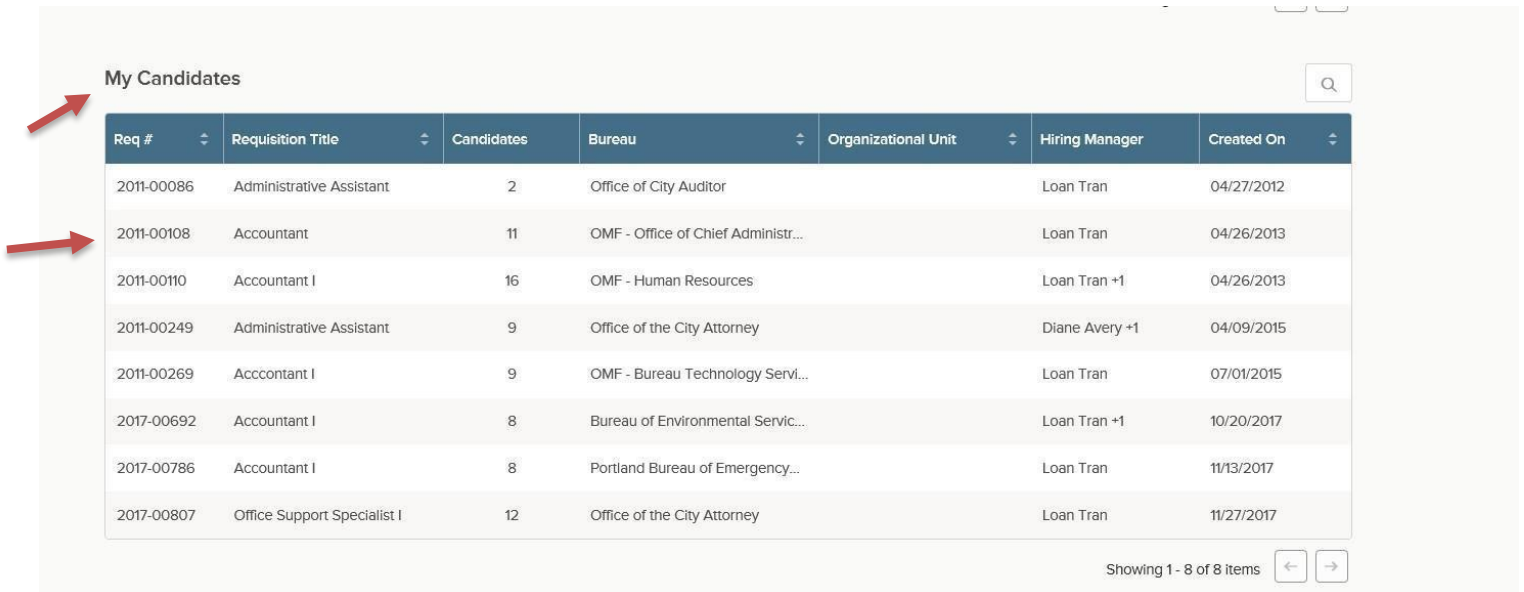
1 Total 1 SME Review

Type	Related To	Date Assigned	Due Date	Bureau	Organizational Unit
SME Review (4)	Job Administrative Assistant (2011-...	12/14/2017		Office of City Auditor	

Showing 1 - 1 of 1 items

## My Candidates

If you are the Hiring Manager for a recruitment, you will have access to the referral in the My Candidates section. The referral is a list of candidates who have met the minimum qualifications for the position for which you are recruiting.



My Candidates

Req #	Requisition Title	Candidates	Bureau	Organizational Unit	Hiring Manager	Created On
2011-00086	Administrative Assistant	2	Office of City Auditor		Loan Tran	04/27/2012
2011-00108	Accountant	11	OMF - Office of Chief Administr...		Loan Tran	04/26/2013
2011-00110	Accountant I	16	OMF - Human Resources		Loan Tran +1	04/26/2013
2011-00249	Administrative Assistant	9	Office of the City Attorney		Diane Avery +1	04/09/2015
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2017-00692	Accountant I	8	Bureau of Environmental Servic...		Loan Tran +1	10/20/2017
2017-00786	Accountant I	8	Portland Bureau of Emergency...		Loan Tran	11/13/2017
2017-00807	Office Support Specialist I	12	Office of the City Attorney		Loan Tran	11/27/2017

Showing 1 - 8 of 8 items

## My Requisitions

If you are an Originator, you will see all the unfilled requisitions you have submitted in the My Requisitions section of the dashboard. If you are an HR Liaison, you will see the unfilled requisitions you submitted yourself in the My Requisitions section, and you can access all the requisitions that have been submitted for your bureau by clicking View All. Requisitions that have been filled can be accessed by clicking on View All. HR Liaisons who are assisting with the selection process can access the referral in the My Requisitions section.

My Requisitions [VIEW ALL >](#) 🔍

<b>178</b> Total	<b>2</b> Draft	<b>0</b> In-Progress	<b>22</b> Approved	<b>154</b> Open
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Req #	Requisition Title	Bureau	Organizational Unit	Position Code	Hiring Manager	Approval	Created On
2011-00086	<span>Open</span> Administrati...	Office of City Auditor			Loan Tran	✓ Complete	04/27/2012
2011-00108	<span>Open</span> Accountant	OMF - Office of Chief Adm...			Loan Tran	✓ Complete	04/26/2013
2011-00110	<span>Open</span> Accountant I	OMF - Human Resources			Loan Tran +1	✓ Complete	04/26/2013
2011-00249	<span>Open</span> Administrati...	Office of the City Attorney			Diane Avery +1	✓ Complete	04/09/2015
2011-00269	<span>Open</span> Accountant I	OMF - Bureau Technology...			Loan Tran	✓ Complete	07/01/2015
2011-00348	<span>Approved</span> My Main Gig...	Portland Bureau of Emerg...			Loan Tran	✓ Complete	06/28/2016
2011-00349	<span>Approved</span> My Side Gig	Portland Bureau of Emerg...			Loan Tran	✓ Complete	06/28/2016
2011-00350	<span>Approved</span> Cannot Cry	Portland Bureau of Emerg...			Loan Tran	✓ Complete	06/28/2016
2011-00351	<span>Approved</span> Awesome Job	Office of Equity and Huma...			Kyanne Probasco +1	✓ Complete	07/06/2016
2011-00352	<span>Approved</span> Electrician	Portland Parks and Recrea...			Kyanne Probasco +1	✓ Complete	07/06/2016

Showing 1 - 10 of 178 items ← →