

Using the Legacy Wisc.Jobs Recruitment Trends July 2016 – April 2021 Dashboard



About

The Legacy Wisc.Jobs Recruitment Trends July 2016 – April 2021 Dashboard provides applicant and registrant counts by legacy Wisc.Jobs job announcement code (JAC), job classification (aka class title), and agency. The bar charts toward the bottom of the page change as different filters are applied and provide a summary of applicant and registrant counts across the enterprise over time. Users can utilize drop-down menus built into the dashboard to dynamically sort and drill-down to their scope of interest.

Navigation

- Connect to the state network by logging onto a computer at a state building or connecting to the VPN remotely.
- 2. Select the <u>Legacy Wisc.Jobs Recruitment Trends July2016</u>
 <u>April 2021 Dashboard Hyperlink</u> to navigate to the dashboard with an internet browser. A Tableau Sign In page should appear.
- 3. Sign in on the page using your IAM credentials to view the dashboard.

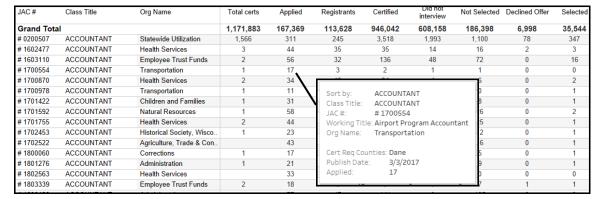




You must be connected to the state network or on VPN to view the dashboard.

View

Hover over a data element to view additional data details via tooltip.



Drilling-down

1. Use the drop-down menus at the top of the view to sort and filter options to drill-down to your scope of interest. The view updates automatically after selections are made.



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- 2. Use the **Sort Table by** drop-down menu to sort the data by class title or job announcement publish date.
- Sort Table by

 Class Title

 Class Title

 Publish Date
- 3. Use the **Year of Publish Date** drop-down menu to view data for a single year or multiple years.



4. Use the Class Title on Job Announcement or Class

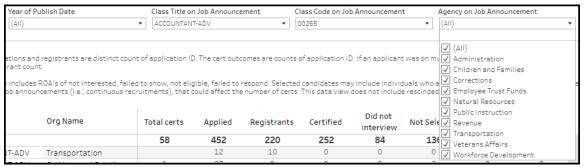


Code on Job Announcement drop-down menu to view data for a single class title or class code or to view data for multiple or all class titles or class codes.

5. Use the **Agency on Job Announcement** drop-down menu to view data for individual, multiple, or all agencies.

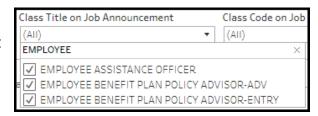


6. Select the options you wish to include in the view or select (All) to include all



options. These three filters are linked and agencies, class titles, or class codes under any filter will change based on selections made to any of them.

7. The year of publish date, class title, class code, and agency filters also allow you to type in the text box above the list of options to find the applicant and registrant data of interest quickly.





You can use multiple filters together to narrow the scope of the views.

Troubleshooting & Questions

Email <u>Andrew Geissler</u> in BMRS should you experience any technical difficulty accessing the dashboard or if you have questions about using the dashboard.

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