



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

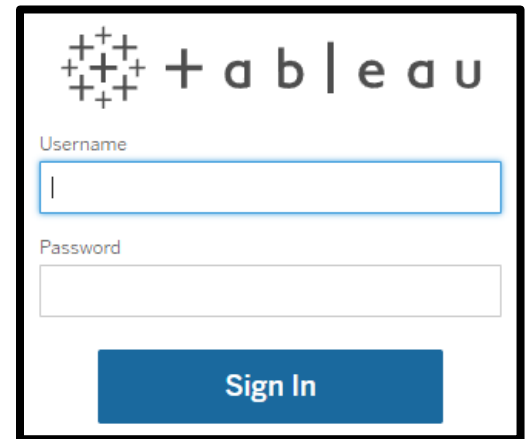


About

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 sheet 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

1. Connect to the state network by logging onto a computer at a state building or connecting to the VPN remotely.
2. Select the [Legacy Wisc.Jobs Recruitment Trends July2016 - April 2021 Dashboard Hyperlink](#) 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.

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

JAC #	Class Title	Org Name	Total certs	Applied	Registrants	Certified	Did not interview	Not Selected	Declined Offer	Selected
Grand Total			1,171,883	167,369	113,628	946,042	608,158	186,398	6,998	35,544
# 0200507	ACCOUNTANT	Statewide Utilization	1,566	311	245	3,518	1,993	1,100	78	347
# 1602477	ACCOUNTANT	Health Services	3	44	35	35	14	16	2	3
# 1603110	ACCOUNTANT	Employee Trust Funds	2	56	32	136	48	72	0	16
# 1700554	ACCOUNTANT	Transportation	1	17	2	2	4	1	0	0
# 1700870	ACCOUNTANT	Health Services	2	34	1	1	1	5	0	2
# 1700978	ACCOUNTANT	Transportation	1	11	1	1	1	0	0	1
# 1701422	ACCOUNTANT	Children and Families	1	31	1	1	1	5	0	1
# 1701592	ACCOUNTANT	Natural Resources	1	58	1	1	1	6	0	2
# 1701755	ACCOUNTANT	Health Services	2	44	1	1	1	5	0	1
# 1702453	ACCOUNTANT	Historical Society, Wisco..	1	23	1	1	1	2	0	1
# 1702522	ACCOUNTANT	Agriculture, Trade & Con..	1	43	1	1	1	6	0	1
# 1800060	ACCOUNTANT	Corrections	1	17	1	1	1	5	0	1
# 1801276	ACCOUNTANT	Administration	1	21	1	1	1	9	0	1
# 1802563	ACCOUNTANT	Health Services	1	33	1	1	1	0	0	0
# 1803339	ACCOUNTANT	Employee Trust Funds	2	18	9	9	0	7	1	1

Sort by: ACCOUNTANT
 Class Title: ACCOUNTANT
 JAC #: # 1700554
 Working Title: Airport Program Accountant
 Org Name: Transportation
 Cert Req Counties: Dane
 Publish Date: 3/3/2017
 Applied: 17

Creating Custom Views

Users can create and save private custom views. As data is updated, custom views will also update.

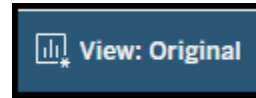
Users should not create custom public views. If you would like to have a private custom view made public and available to all users of the dashboard, please contact [Andrew Geissler](#) in BMRS for review and approval. BMRS will create and manage all public custom view(s).



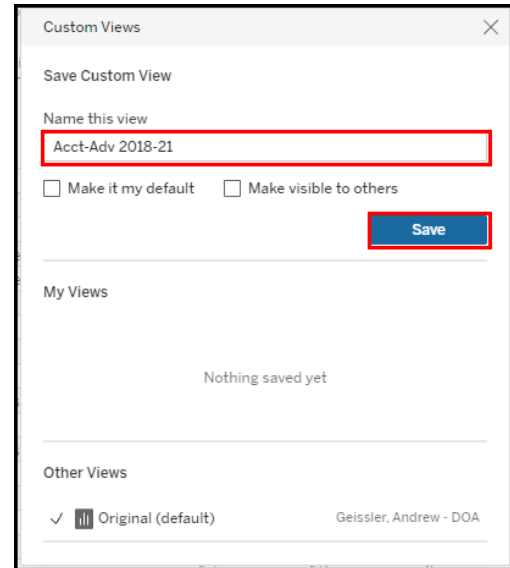
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1. Sort and filter options on a sheet to view relevant data you want captured in the custom view.
2. Select **View: Original** from the toolbar above the dashboard.

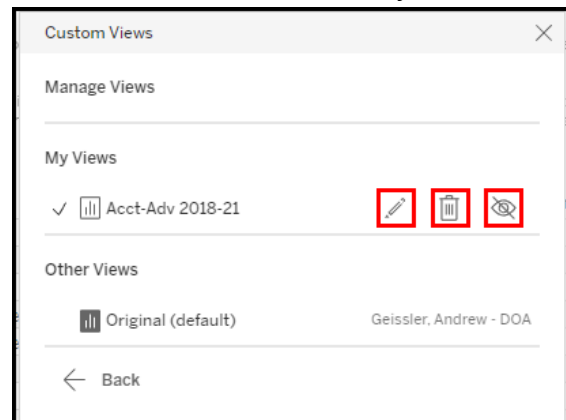


3. On the Custom Views pop-up, enter a name for the custom view.
 - a. Optional: Select **Make it my default** to set the custom view as your default.
 - b. Do not select **Make visible to others** to make the custom view public.
4. Select **Save**.



Managing Custom Views

1. Navigate to the applicable dashboard.
2. Select **View: Original**, or **View: [name of custom view]** if you've set a custom view as default for the dashboard of interest. Your private custom views will be listed under My Views.
3. Select **Manage Views** at the bottom of the Custom Views pop-up.
 - a. Select the pencil icon to revise the name of the custom view.
 - b. Select the trash icon to delete the custom view.
 - c. Do not use the eye icon to change the view from private to public, or vice versa.



Exporting Crosstab of Data in the View to Excel

The data used to generate a view can be exported to Excel. Summarized data will be exported in crosstab format.

1. Navigate to the applicable dashboard.
2. Sort and filter options on a sheet to view relevant data you want to export.



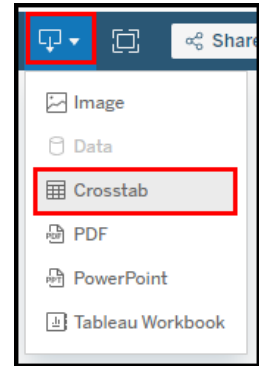
Review your filters each time you export the underlying data to ensure you are viewing from a complete desired list. Only filtered data will be exported.



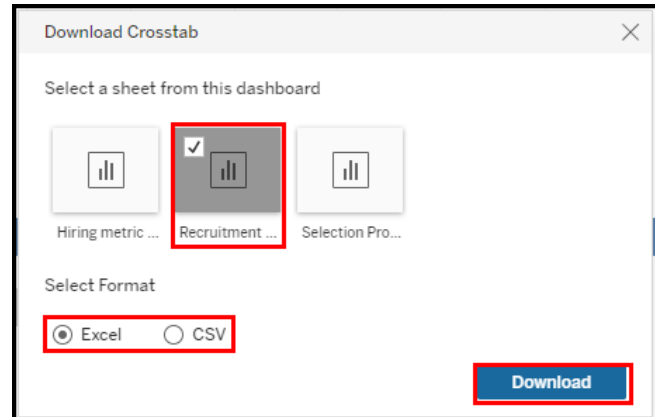
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3. Select the download button and then **Crosstab** from the dropdown menu.

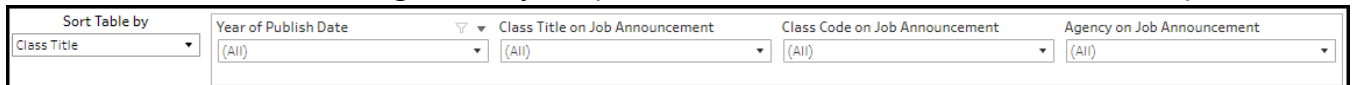


4. Select the applicable sheet from the workbook. Hover over the sheet to view the full name.
5. Select the format.
6. Click **Download**.

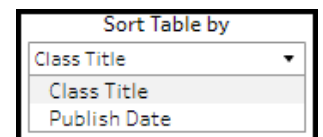


Drilling-down

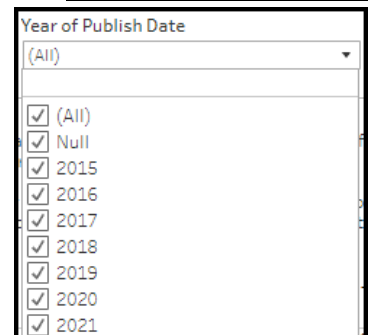
1. Use the drop-down menus at the top of the sheet to sort and filter options to drill-down to your scope of interest. The view updates automatically after selections are made. Select the downwards arrow on the right of any drop-down menu to view the sort and filter options.



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





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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

Org Name	Total certs	Applied	Registrants	Certified	Did not interview	Not Selected
T-ADV Transportation	58	452	220	252	84	136

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 view.

Troubleshooting & Questions

Email [Andrew Geissler](mailto:Andrew.Geissler@wisconsin.gov) in BMRS should you experience any technical difficulty accessing the dashboard or if you have questions about using the dashboard.