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About

The TAM Recruitment Dashboard provides quarterly counts over time of applicant activity, specifically the number of applications submitted by job opening and job posting on Wisc.Jobs, the official State of Wisconsin employment site. It also provides a summary of applicant demographics to help analyze characteristics of the applicant pool. Users can utilize drop-down menus and sliders built into the dashboard to sort and drill-down to their scope of interest dynamically.

Recruitment activities are administered in the Talent Acquisition Manager (TAM) module of PeopleSoft HCM, our Human Resources Information System (HRIS). Recruitment data is available from the date of TAM implementation, April 11, 2021, to present. Given the differences in data structures and reporting mechanisms between the legacy system and TAM, recruiting data prior to TAM "Go live" will not be integrated.

Dashboard Access

- Connect to the state network by logging onto a computer at a state building or connecting to the VPN remotely.
- 2. Select the <u>TAM Recruitment 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.

+ ⁺ + + + + ₊ +	+	a	b	e	a	U
Username						
Password						
		Sig	n In			

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

Views

Creating Custom Views

Users can create and save private custom views. As data is updated or added, 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 <u>Andrew Geissler</u> in BMRS for review and approval. BMRS will create and manage all public custom view(s).

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

🖳 Save Custom View





Using the TAM Recruitment Dashboard



- 3. On the Save Custom View pop-up, enter a name for the custom view.
 - a. Optional: Select Make it my default to set the custom view as your default.
- 4. Select Save.

Save Custom View	\times
Save your own custom view with all filters applied, to elimir the need to filter every time you open the dashboard. Learn more	nate N
Name this view	
Enterprise Acct-Entry	×
Make it my default	
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 pushpin icon to set the view as your default
 - b. Select the pencil icon to revise the name of the custom view.
 - c. Select the trash icon to delete the custom view.
 - d. Do not use the eye icon to change the view from private to public (aka Make visible to others), or vice versa.

Manage Custom Views X Select the view name to change the view or use the icons to modify the view. My Views ✓ III Enterprise Acct-Entry IIII Other Views IIII Original (default)

Resetting Filters and the View

Select the **Revert** button from the toolbar to reset view and all filter actions on a dashboard to the time it was published or if applicable the state the custom view was saved in.

You can also select the **Filter** button next to a field to reset the filter action.



Exporting Crosstab of Data in 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.





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**.

	過 PowerPoint 止 Tableau Workbook
Download Crosstab	×
Select a sheet from this dashboard	
Color Legend	
Job Opening Text	able
Select Format	
	Download

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☐ Image
☐ Data
☐ Crosstab
♣ PDF

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Sheets within this Dashboard

There are 13 distinct "sheets" or tabs within the TAM Recruitment Dashboard: Filters, Overview, Job Opening Summary, Job Posting Summary, Job Postings with No Applicants, Job Postings with No External Post Date, Applicant Demographics, Referral Sources, Top Job Code Titles, Applicants by Agency Highlight Table, Applicants by Agency Line Chart, Technical Notes, and Exclusion and Limitations. The first 11 sheets are linked, and any filters applied to the Filters sheet will change the data displayed on the other sheets.

The Technical Notes sheet provides general information about the data used for this dashboard, including data sources, definitions, and the extraction date from STAR HCM. The Exclusions & Limitations sheet provides additional information about the constraints of the data and TAM. Dashboard filters are preset to omit job openings with a status of Canceled, and applicant applications with a status of Withdrawn, Withdrawn Application, and Inactive by default.





Use the tabs at the top of the dashboard or the dropdown caret to the left of the tabs to toggle



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



Dashboard elements are dynamically colored to represent distinct data types visually.

Data Type	Color
Job Openings	Blue
Job Postings	Orange
Applicants	Green
Applications	Purple

Filters

This sheet allows you to select filters related to job openings, job postings, applicants, and applicant applications. Selected filters will be applied to all sheets in the dashboard.

Overall counts at the top of the sheet change as different filters are applied.

Sort and filter selections are automatically applied to all sheets.

Drilling-down

 Use the drop-down menus 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.

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2. Use the Primary Filters: HRSS Region, Agency Size, Agency, Division, Bureau, Job ID, Job **Code**, **Job Code Title**, **or Job Category** to view data for a single HR shared services (HRSS) region, agency size grouping, agency, division, bureau, job opening, job code, job code title, or job category (aka job group), or to view data for multiple or all HRSS regions, agencies, divisions, bureaus, job openings, job codes/titles, or job categories.

	HRSS Region	Agency Size	Agency	Division	Bureau	Job ID	Job Code	Job Code Title	Job Category
Primary	(AII)	• (AII) •	(AII) 🔻	(AII) •	(AII) •	(AII) •	(AII) •	(AII) •	(AII) •
Filters									

3. Use the Status Filters: Job Opening Status, Applicant Status, or Applicant Hire Indicator to view data for openings or applicants with a specific status, or to view data for openings or applicants with various statuses.

	Job Opening Status	Applicant Status	Applicant Hire Indicator
	(Multiple values)	(Multiple values)	• (AII)
Status Filters			○ Hired
			 Not hired

4. Use the Opening Type Filters: Career Executive, Civil Service Classified, Limited Term **Employee, Project, or Unclassified** to view data for a single opening type, or to view data for multiple opening types.

	Career Executive	areer Executive Civil Service Classified Lin		Limited Term Employee		ect	Unclassified	
	(AII) •	(AII)	•	(AII) •	(AII)	•	(AII)	•
Opening Type Filters								

5. Use the Underutilization Filters: Underutilized for Minorities or Underutilized for Women to view data for a single opening type, or to view data for multiple opening types.

Underutilization F (Based on applicant demogra compared with the current ur 6/30/26)	Filters phics at the time of certification derutilization tables effective 7/1/23-	Underutilized for Minorities (AII)	Underutilized for Women (AII)	•
Underutiliz compared effective 7/	ation data is based with the current un '1/23 through 6/30,	on applicant demogra derutilization tables. Th /26.	phics at the time of certification ne current underutilization table	a es are
5. Use the Date F Submitted Da	ilters: Job Openin Ite to view data for	g Created Date, Exter a single quarter or mu	nal Post Date, or Application Itiple quarters.	
Date Filters	Job Opening Created Date 2021 Q2	External Post Date 2024 04 2021 02 D (]	Application Submitted Date 2024 Q4 2021 Q2 D C	2024 Q4
7. Use the Other	Filters: Primary Re	ecruiter or Recruiting	Location to view data for a sin	gle

recruiter or location, or to view data for multiple recruiters or locations. Primary Recruiter Recruiting Location (AII) • (AII) **Other Filters**



8. The Primary, Status, Opening Type, Underutilization, and Other Filters also allow you to type in the text box above the list of options to find the scope of interest quickly.

	Job Code Title	
	(AII) •	
	human resources sp	×
	EXEC HUMAN RESOURCES SPEC	
	✓ HUMAN RESOURCES SPEC	
c	✓ HUMAN RESOURCES SPEC-ADV	
Ň	✓ HUMAN RESOURCES SPEC-SEN	
1	11	

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

Overview

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This sheet provides job opening, job posting, applicant, and application data at-a-glance over time. This sheet is useful for viewing how total counts of each category have changed for the enterprise over time. Sparklines, counts, and averages will update as different filters are applied to the Filter sheet.







Job Opening Summary and Job Posting Summary

These sheets are useful for viewing the details for each job opening and job posting that occurred. Sparklines at the top of the sheet show the average number of applicants and applications by job opening or job posting for the enterprise over time.

Metrics on the Job Opening Summary sheet exclude job openings with no associated job posting(s) and job openings with no applicant applications.

Metrics on the Job Posting Summary sheet exclude job postings not associated with a job opening, job postings with no applicant applications, and job postings without an External Post Date.



Note: The metrics on this sheet exclude Job Openings with no Job Posting(s) & Job Openings with no applicants.

Using the TAM Recruitment Dashboard







Job Postings with No Applicants and Job Postings with No External Post Date

These sheets provide job posting-level recruitment details including agency, job ID, job posting status, external post data, posting title, job code, job code title, external post duration, and number of applicants. These sheets are useful for viewing the details of each job posting that has no applicant applications associated or where there was no external posting removal date.

Review the Technical Notes and Exclusions & Limitations sheets for additional information.

	Job Postings With No Applicants												
				_									
List o Hover ov	t Job er the Ex	Postings wi ternal Post Duratio	th No Applic n or # of Applicants	ants metrics to see additional information a	bout the Jo	b Posting.							
Agency	Job ID	Job Posting Status	External Post Date	Posting Title	Job Code	Job Code Title	External Post Duration	# of Applicants					
DNR	13143	110 Filled/Closed	2/2/2024	Agriculture & Water Quality Policy Ana	09472	PROGRAM AND POLICY ANALYST-ADV	0	0					
DOC	13019	010 Open	4/26/2024	Psychologist Supervisor	52240	PSYCHOLOGIST SUPV	17	0					
			6/11/2024	Psychologist Supervisor	52240	PSYCHOLOGIST SUPV	135	0					
	14017	010 Open	4/23/2024	Teacher - Carpentry / Cabinet Making	58200	TEACHER	15	0					
	14668	010 Open	9/12/2024	Dentist Supervisor	32380	DENTIST SUPERVISOR	15	0					
	14810	010 Open	10/7/2024	Custom Sign Shop Specialist Senior	92203	CORR ENTERPRISES SPEC - SEN	11	0					
	14931	010 Open	11/12/2024	Physician	31210	PHYSICIAN	34	0					
	15239	010 Open	8/16/2024	Teacher - Carpentry / Cabinet Making	58200	TEACHER	0	0					
	15972	010 Open	12/16/2024	Advanced Practice Nurse Prescriber	38470	ADV PRACTICE NURSE-PRESCRIB	18	0					
	16081	010 Open	11/21/2024	Psychologist Supervisor	52240	PSYCHOLOGIST SUPV	15	0					
	16173	010 Open	12/3/2024	Teacher - Computer Aided Drafting	58200	TEACHER	15	0					
			12/18/2024	Teacher - Computer Aided Drafting	58200	TEACHER	0	0					
DOR	12955	110 Filled/Closed	1/24/2024	IS Business Automation Analyst or Ser	1 13662	IS BUSINESS AUTO SEN	1	0					
DPI	13006	010 Open	1/23/2024	Child Care Counselor (80%)	53501	CHILD CARE COUNSELOR 1	20	0					
			6/12/2024	Child Care Counselor (80%)	53501	CHILD CARE COUNSELOR 1	29	0					
	14859	010 Open	9/4/2024	Curriculum Coordinator/Instructional	58220	TEACHER SUPERVISOR	54	0					
	15168	110 Filled/Closed	8/8/2024	Associate Principal	58220	TEACHER SUPERVISOR	12	0					
	15346	010 Open	8/27/2024	Deaf and Hard of Hearing Teacher	58200	TEACHER	8	0					
	15347	010 Open	8/27/2024	Special Education Teacher	58200	TEACHER	8	0					
			9/4/2024	Special Education Teacher	58200	TEACHER	54	0					
			10/28/2024	Special Education Teacher	58200	TEACHER	8	0					
			11/5/2024	Special Education Teacher	58200	TEACHER	14	0					
	15776	010 Open	10/16/2024	Child Care Counselor	53501	CHILD CARE COUNSELOR 1	8	0					
DVA	13059	110 Filled/Closed	5/21/2024	Charge Nurse - Part-time, Union Grove	38303	NURSE CLINICIAN 3	13	0					
		· · · · ·	8/9/2024	Charge Nurse - Part-time, Union Grove	38303	NURSE CLINICIAN 3	18	0					
	15300	010 Open	10/8/2024	Social Worker - Clinical (Project)	50865	SOCIAL WORKER-CLINICAL	14	0					
DWD	12816	110 Filled/Closed	6/7/2024	Janesville-Vocational Rehabilitation C	49161	VOC REHAB COUNSELOR-IN TRNG	0	0					
	13651	110 Filled/Closed	4/26/2024	Waukesha-Vocational Rehabilitation C	¢ 49161	VOC REHAB COUNSELOR-IN TRNG	0	0					
	14321	110 Filled/Closed	7/2/2024	Eau Claire-Vocational Rehabilitation C	49161	VOC REHAB COUNSELOR-IN TRNG	0	0					
	14673	110 Filled/Closed	7/31/2024	Statewide-Vocational Rehabilitation O	49161	VOC REHAB COUNSELOR-IN TRNG	0	0					
OSPD	14052	110 Filled/Closed	6/3/2024	Client Services Specialist-Objective (P	r 50672	CLIENT SERVICES SPEC-OBJ	0	0					





Application Demographics

This sheet provides total count of applicants by self-reported demographic category, and ratios and averages of each category. This sheet is useful for viewing a summary of each demographic category. The bar charts show the overall applicant count for each demographic category for the selected period of time.

Drilling-down

1. Click on any category to view data for only that category. You can also click on multiple categories to narrow the scope of view further. The counts and ratios at the top of the view will update as categories and filters are applied.





Referral Sources

This sheet provides counts and percentages of applications by self-reported referral source. The sparkline shows application referral sources for the enterprise over time.

Applicants can select from the following Referral Sources:

- Billboard
- Career/Job Fair
- Internet Search
- Job Center/Service
- Job Fair
- Job Website (Indeed, ZipRecruiter, etc.)
- Newspaper/Print Advertising
- Radio (including streaming)

- Referred by Friend or Family
- Referred by State Employee
- School/College/University
- Social Media
- State Transfer Opportunity
- Television (including streaming)
- Wisc.Jobs Notification

Drilling-down

1. Click on any category to view data for only that category. You can also click on multiple categories to narrow the scope of view further. The counts and ratios on the charts will update as categories and filters are applied.







Top Job Code Titles

This sheet provides counts of job postings and applicants by job code title. This sheet is useful for viewing a summary of the most frequently recruited for job code titles.

Drilling-down

1. Click on any category to view data for only that category. You can also click on multiple categories to narrow the scope of view further. The bar charts will update as categories and filters are applied.







Applicants by Agency Highlight Table

This sheet provides quarterly applicant application rates by agency. The sheet is designed as a heat map, where darker orange highlight indicates a relatively higher applicant per post rate and lighter orange indicates a relatively lower applicant per post rate.

Drilling-down

1. Use the Agency drop-down menu to view data for individual, multiple, or all agencies.

	Applicants by Agency Highligh															
																Agangy
Avg. # o	f Appli	cants P	er Pos	ting by	Agend	y & Ext	ernal F	Post Da	ate							(All)
-					-		Quarter	f Extornal I	Doct Doto							(All)
Agency	2021.02	2021.03	2021.04	2022.01	2022.02	2022.03	2022.04	2022 01	2022.02	2023.03	2023.04	2024.01	2024.02	2024 03	2024.04	Avg. Applicants Per Post
RCDI	4 00	2021 Q3	3 00	2022 Q1	2022 Q2	2022 Q3	6 00	2023 Q1	2023 Q2	10.00	2023 Q4	2024 Q1	2024 Q2	2024 Q3	2024 Q4	0.53 72.50
BOALTC	12.50		11.00		6.00	4 00	8.67	9.00	4 50	13.17	19.33		17 00	23.00		
BPDD	11.000				0.00		3.00	20.00			20.00			20.00		Relatively darker colors
CANPB			5.00	47.00			31.00									indicate a higher number of applicants per post
DA	0.60	1.00	1.00	1.60	2.13	0.53	1.33	1.50		1.85	1.00	1.00	1.00	1.29	0.75	or applicants per pose
DATCP	13.03	8.91	10.04	9.80	11.60	11.69	10.50	17.30	13.40	13.96	15.60	18.35	15.13	20.91	12.53	
DCF	17.88	31.61	34.05	27.42	30.90	25.62	41.84	31.96	32.19	34.52	41.31	40.96	53.17	56.37	61.20	
DFI	9.33	9.80	5.29	12.56	13.20	5.50	12.00	9.75	20.44	14.77	14.50	32.86	29.29	19.57	11.25	
DHS	13.00	11.45	9.79	11.12	11.31	11.64	10.04	15.70	17.52	18.32	20.32	22.28	25.54	24.59	22.17	
DMA	10.04	8.68	4.75	6.77	6.77	8.68	6.54	12.10	10.32	19.95	11.56	16.14	14.79	17.33	12.24	
DNR	10.63	19.98	15.97	13.14	11.81	13.13	11.30	9.43	15.83	19.23	25.73	17.18	23.61	19.00	26.70	
DOA	12.07	11.42	8.40	10.04	10.07	10.77	11.31	19.11	14.29	13.97	18.49	23.90	19.77	23.34	27.11	
DOC	28.18	27.98	16.13	25.42	14.87	29.51	25.36	27.44	35.47	28.33	39.95	47.21	39.23	39.58	17.29	
DOJ	20.45	16.34	15.81	13.41	12.50	17.91	29.70	16.90	18.73	19.46	28.18	31.66	19.83	26.69	27.39	
DOR	22.14	18.80	11.58	18.96	23.33	20.43	13.59	22.08	20.32	30.92	12.73	39.43	32.33	52.89	38.60	
DPI	10.93	13.16	11.65	11.14	12.82	14.91	17.59	27.89	25.43	17.61	23.31	20.30	18.31	17.90	15.07	
DSPS	13.40	11.20	12.83	10.57	7.42	9.68	10.67	11.94	13.58	11.93	16.30	19.90	17.69	32.50	7.00	
DVA	16.70	10.29	11.59	7.31	6.88	9.50	8.47	11.34	10.45	10.48	14.93	12.00	16.22	14.17	9.81	
DWD	40.00	35.50	23.62	27.06	17.14	28.36	18.62	34.96	21.76	28.41	37.09	33.96	40.68	49.25	26.11	
ECB	12.00	11.75	4.67	33.00	7.00		26.00		10.00		9.50	12.00	15.00	27.00		
Elect Com	2.00	24.50	7.50	9.00	8.67	8.00	18.00	7.00	29.50			23.33		13.00	18.00	
ETF	17.71	17.67	14.50	14.33	22.57	12.00	26.00	20.13	24.86	34.56	34.40	49.60	56.56	49.00	45.78	
Ethics Com			20.00				25.00			30.00				49.00		
GOV		4.00		1.50	7.00			2.00	12.00							
HEAB					10.00		10.00	16.00	13.00							
KRMB	18.00					7.00	14.00	8.00		16.00			4.67	8.00		
LIRC	24.00	11.00	19.00		16.00	15.50			13.00							
OCI	16.00	14.40	6.75	4.56	6.67	9.00	59.50	8.75	15.50	6.00	10.00	30.50	11.38	21.50	5.00	
OSPD	17.67	18.87	12.92	6.86	7.31	8.32	8.17	14.06	9.77	9.37	9.10	14.88	12.00	9.95	8.75	
PSC	12.55	15.29	5.50	10.68	9.30	12.36	11.64	14.38	15.63	12./1	16.11	20.06	20.43	39.78	28.50	
SFP	8.83		3.00	1.50	3.00				1.00							
TOUR	31.00	14.00	48.00	19.00	11.63	34.00		23.67	1.00	72.50	37.00	23.00	58.20	33.80		
WERC			40.00													
WHS	13.00	15.00	13.27	8.68	10.05	8.85	18.43	8.89	14.14	19.07	15.09	11.00	16.13	22.46	19.20	
WisDOT	21.96	16.90	12.86	14.36	12.89	10.65	11.01	14.13	15.50	33.04	18.85	22.36	25.26	29.75	25.25	
WTCSB	19.67	28.67	17.00	27.67	23.00			24.50	63.00		38.00			32.00		





Applicants by Agency Line Chart

This sheet provides the average number of applicant applications per posting by agency and external post date. The sparkline chart changes as different filters are applied and shows the overall average number of applicants per posting for each agency over time.

Drilling-down

1. Use the Agency drop-down menu to view data for individual, multiple, or all agencies.



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.