How to: Add the Recruiting Dashboard to your Workday Home

Please note: to access the Recruiting Dashboard, you must be in the Management Chain of the job requisition, or have the role of Search Committee Chair, Search Committee Assistant, or Search Committee Member.

If the above applies to you, please follow the below steps to add the Recruiting Dashboard on your Workday home:

1. Click on the View All Apps link
2. Click on the "+ Add Apps" button at the bottom of the menu
3. Type in "recruiting" in the "Find Apps" bar and hit enter in order to view selections and choose "Recruiting Dashboard" and click on the "+" button.
4. Upon clicking on the "+", click on the "x" top corner of the menu to be brought back to your Workday home screen.
5. Click on the Montclair State logo, top left corner, to refresh your page to see the added worklet to your Top Apps

MENU   MONTCLAIR STATE UNIVERSITY   Q Search
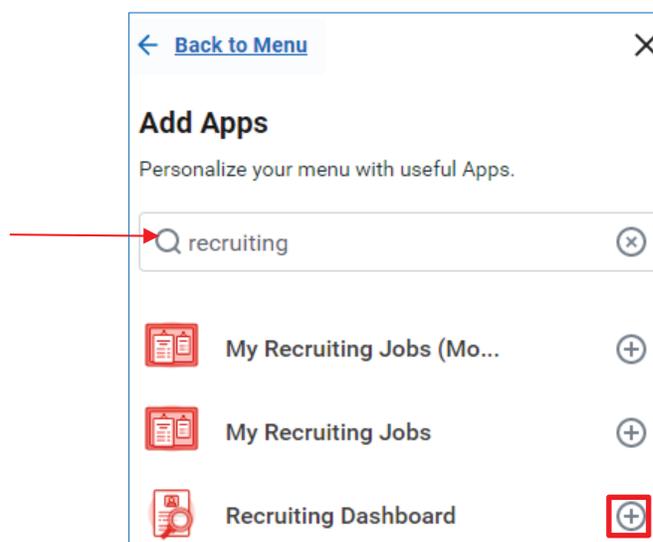
Let's Get Started

Your Top Apps

Recruiting Dashboard

Personal Information

Workday Resources

⊞ View All Apps