

1. Select **My Team** to display your manager functions
2. Click **Hiring**

Good afternoon, Arya Stark!

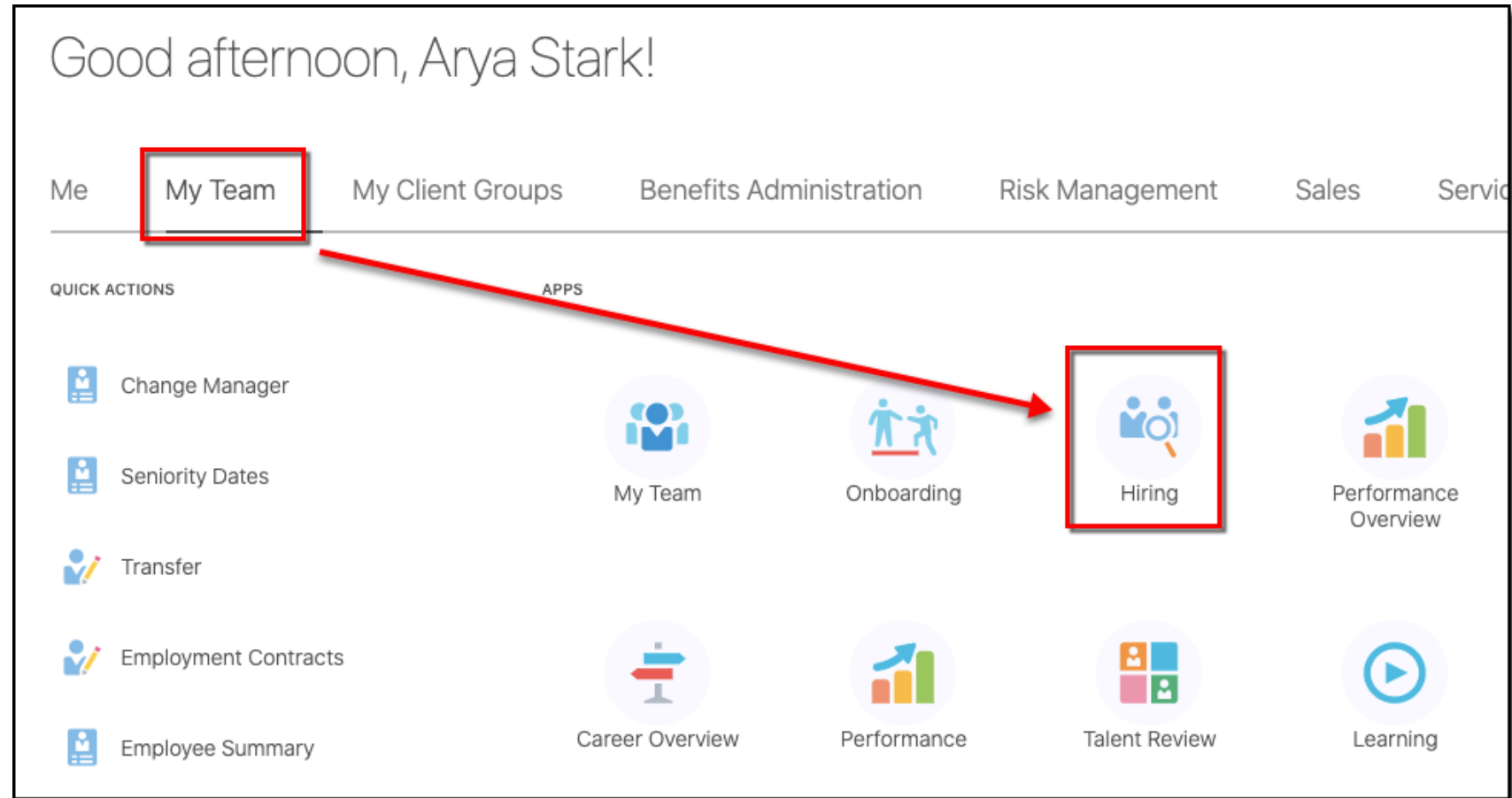
Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS

- Change Manager
- Seniority Dates
- Transfer
- Employment Contracts
- Employee Summary

APPS

- My Team
- Onboarding
- Hiring**
- Performance Overview
- Career Overview
- Performance
- Talent Review
- Learning

A screenshot of the MSS dashboard interface. At the top, it says "Good afternoon, Arya Stark!". Below this is a navigation bar with several tabs: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "My Team" tab is highlighted with a red box. Below the navigation bar, there are two main sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section contains five items: "Change Manager", "Seniority Dates", "Transfer", "Employment Contracts", and "Employee Summary". The "APPS" section contains eight items: "My Team", "Onboarding", "Hiring", "Performance Overview", "Career Overview", "Performance", "Talent Review", and "Learning". A red arrow points from the "My Team" tab in the navigation bar to the "Hiring" app icon in the "APPS" section. The "Hiring" app icon is also highlighted with a red box.

3. Use a **keyword** or edit the search **filters** to locate the desired job req

Job Requisitions

Requisitions

+ Add

🔍
Show Filters

Hiring Team Role
Recruiter, Hiring Manager, Collaborator
✕

Sort By Creation Date - New to O

<p>Registered Dietitian Sr_Test (24)</p> <p>Draft - In Progress</p> <p>Standard</p> <p>MI, United States</p>	<p>Applications: 0</p> <p>Prospects: 0</p>	<p>...</p>
<p>Accounting & Comp Mgr (13)</p> <p>Posting - In Progress</p> <p>Standard</p> <p>MI, United States</p>	<p>Applications: 0</p> <p>Prospects: 0</p>	<p>...</p>
<p>Supervisor 2A_Test (6)</p> <p>Open - Posted</p> <p>Standard</p> <p>Lansing, MI, United States</p>	<p>Applications: 21</p> <p>Prospects: 11</p>	<p>...</p>
<p>Registered Dietitian Sr_BN TEST_2 (5)</p> <p>Open - Posted</p> <p>Standard</p> <p>MI, United States</p>	<p>Applications: 0</p> <p>Prospects: 3</p>	<p>...</p>
<p>Registered Dietitian Sr_Test (2)</p>	<p>Applications: 1</p>	<p>...</p>

4. Click the job req title to view the details

Supervisor 2A_Test (6) Applications: 21
Open - Posted Prospects: 11
Standard
Lansing, MI, United States

5. Click the **arrows** to expand or collapse each content section to view the desired information

Basic Info Edit

Requisition Status Open - Posted	Number of Openings 1
Requisition Type Standard	Position Supervisor 2A_Test (10002)
Requisition Number 6	Requisition Template
Requisition Title Supervisor 2A_Test	Languages American English (Default)

Hiring Team

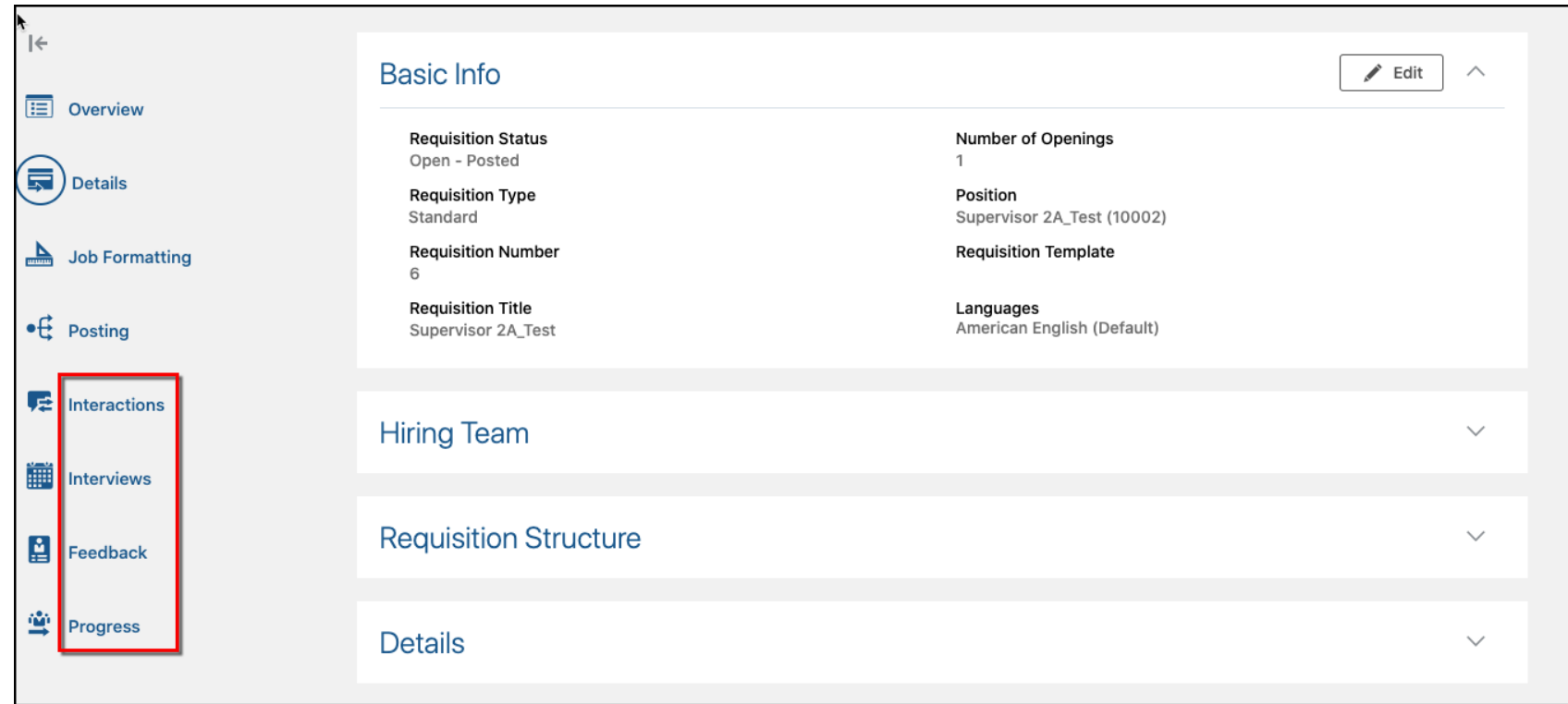
Requisition Structure

Details

Work Requirements

6. Click **Interactions, Interviews, Feedback, or Progress** to see applicant interactions, scheduled interviews, hiring team feedback, and progress of the job requisition respectively

End of Procedure



The screenshot shows the 'Basic Info' section of a job requisition in the MSS system. The left sidebar contains navigation options: Overview, Details, Job Formatting, Posting, Interactions, Interviews, Feedback, and Progress. The 'Interactions' option is highlighted with a red box. The main content area displays the following information:

Basic Info		Edit	
Requisition Status	Open - Posted	Number of Openings	1
Requisition Type	Standard	Position	Supervisor 2A_Test (10002)
Requisition Number	6	Requisition Template	
Requisition Title	Supervisor 2A_Test	Languages	American English (Default)
Hiring Team		▼	
Requisition Structure		▼	
Details		▼	