Jobs Report Dashboard Updated for Insights

1. Login to Handshake/BJ
2. On the left-hand side of the page click on the 'Reports' tab
3. On the top of the page, click on the 'Explore Insights' tab
4. Click on the blue link that says 'Jobs'
5. On the left-hand side of the page, click on the drop down menu labeled 'Employment Type'
    a. Under the 'Dimensions' section, click on 'Name'
6. On the left-hand side of the page click on the drop down menu named 'Job Type'
    a. Under the 'Dimensions' section, click on 'Name'
7. On the left-hand side of the page, click on the drop down menu labeled 'Jobs'
    a. Click on the drop down menu for 'Created At Date'
    b. Click on 'Date' – choose 'FILTER'
    c. In the 'Filters' section
        i. In the first drop down box choose 'is in range'
        ii. In the first date box, choose the first day of the last month (ex: 9/01/2016)
        iii. In the second date box, choose the first day of the current month (ex: 10/01/2016)
    d. Select the orange 'Count' link
8. On the left-hand side of the page, click on the drop down menu labeled 'Postings'
    a. Click on 'Status'
    b. Click on 'Filter'
    c. In the 'Filters' sections
        i. Set the first drop down menu to 'is equal to'
        ii. In the text box, to the right, type 'approved' then click on the plus sign (+), to add another filter, and type 'expired'
9. On the right-hand side of the page, on the 'Data' drop down bar, check the 'Totals' box
10. On the top of the page, press the 'Run' button, this will generate the data you need
11. **For Full-time jobs**, look at the row labeled 'Job', then 'Full-Time'; take the number from the 'Jobs Count' column, and enter that into the dashboard
12. **For Part-time jobs**, look at the row labeled 'Job', then 'Part-Time'; take the number from the 'Jobs Count' column, and enter that into the dashboard
13. **For Internships:**
    a. Add together the following 'Jobs Count'
        i. Cooperative Education – Full-Time
        ii. Cooperative Education – Part-Time
        iii. Experiential Learning – Full-Time
        iv. Experiential Learning – Part-Time
        v. Experiential Learning – Seasonal
        vi. Fellowship – Full-Time

       vii.   Fellowship – Part-Time

     viii.   Internship – Full-Time

       ix.   Internship – Part-Time

        x.   Internship – Seasonal

   b.  Enter that total into the dashboard

14. **For On-Campus Jobs**, look at the row labeled 'On Campus Student Employment', then 'Part-Time'; take the number from the 'Jobs Count' column, and enter that into the dashboard

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