Your dashboard is personalised to you and your circumstances. What you see and have access to is based upon whether you get employment services from a provider, and any mutual obligation requirements you have in your Job Plan or Participation Plan.
All items available on a job seeker dashboard

Following is an image and description of all the items available on a job seeker dashboard. Depending on your personal circumstances, you may or may not see these items on your dashboard.

Some items are flexible. You can add or remove them, or move them around your dashboard so it displays how you want it to. Other items are fixed and you cannot remove them. This is because they give you essential information that helps you stay on top of your mutual obligation requirements and keep getting your income support payment.

Permanent dashboard items

You can’t move or remove permanent dashboard items.

My Job Search Effort

If you have a job search effort requirement in your Job Plan or Participation Plan, you will see My Job Search Effort at the top left of your dashboard. It shows you:

- your job search effort period
- how many jobs you need to apply for
- how many jobs you have already applied for
- how many days you have left in your current job search effort period

If your wheel is red, it means you’re falling behind on your job search effort for the current period. If it’s green, it means you are staying on track.

Click View my job search effort to add jobs to your job search effort. You will also get more details, including your job search effort history.
Compliance
If you have mutual obligation requirements in your Job Plan or Participation Plan, you will see Compliance at the top right of your dashboard. It shows you:

- your compliance status indicator
- whether you are meeting your requirements

Click View compliance help to learn more about compliance.

Your tasks to do
If you have mutual obligation requirements in your Job Plan or Participation Plan, you will see Your tasks to do at the middle left of your dashboard.

Urgent tasks appear as red. It means you have to do them by close of business today to keep getting your income support payment or employment services.

Upcoming tasks can be orange or green. Orange tasks are due in the next 2 days and green tasks are due in the next week or two.

You will see a maximum of 5 upcoming tasks at any time. You can click on View all to see all your upcoming tasks.
Did you know?
If you have mutual obligation requirements in your Job Plan or Participation Plan, you will see Did you know? at the middle left of your dashboard. It shows you:

- advice about programs or services you are eligible for
- helpful information to get the most out of your job seeker account
Customisable dashboard items
Here is where you can personalise your dashboard to see the information you want to see. Scroll down below your permanent dashboard items and click +Customise dashboard. You will get a list of all the items you can add, move or remove on your dashboard.

Applied jobs
See a list of jobs that you have applied for recently. Click on View My Job Search Effort to go straight to your job search effort page.

Career profile
See your current Career profile visibility and where to update it.
Favourite jobs
When you search for jobs on the jobactive website, you can favourite them so you can come back to them later.

Three jobs will show by default, but you can click on items > to see all your favourite jobs. Click on the ✗ to remove a job from your favourites.

IMPORTANT: Jobs are filled very quickly. You should make sure you apply for your favourite jobs as soon as possible.

Favourite searches
If there are certain job searches you use repeatedly, you can favourite them. Add this item to your dashboard to get a direct link to your favourite search results.

Three searches will show by default, but you can click on items > to see all your favourite searches. Click on the ✗ to remove a search from your favourites.
Find a job
Save time and search for jobs directly from your dashboard.

Jobs that may interest you
Get a list of jobs you can apply for. It’s based on the preferences you set in My Next Job on your career profile, your location and the type of jobs you have searched for before.
Latest messages
Any messages that you have received in your jobactive inbox recently will appear here. Click on **View Inbox** to read them.

MySkills
Here you can search for courses near you. Just enter in a course name or career that you are interested in and your location. This search will take you to the myskills website.

On jobactive
See job vacancy information based on your location, including total number of jobs available and new jobs advertised in the past week.
Quick links
What you see in Quick links depends upon your personal circumstances. It’s designed to give you one place to access important and relevant information about your employment services.

Timeline
Your Timeline is a different view of your tasks. Please note it does not replace Your tasks to do. If you have a question about the due date of a requirement, you should refer to the information in Your tasks to do.

Useful information
Find links to resources full of hints and tips to help you with your job search.
Your last search
The last job search that you performed will appear here. Click on the search link and you will go to the same job search.

![Image of Your last search]

Your provider has referred you to
If you are connected with an employment services provider, any jobs or internships they refer you to will appear here.

![Image of Your provider has referred you to]

There are no jobs or internships to which you have been referred in the past 3 months.