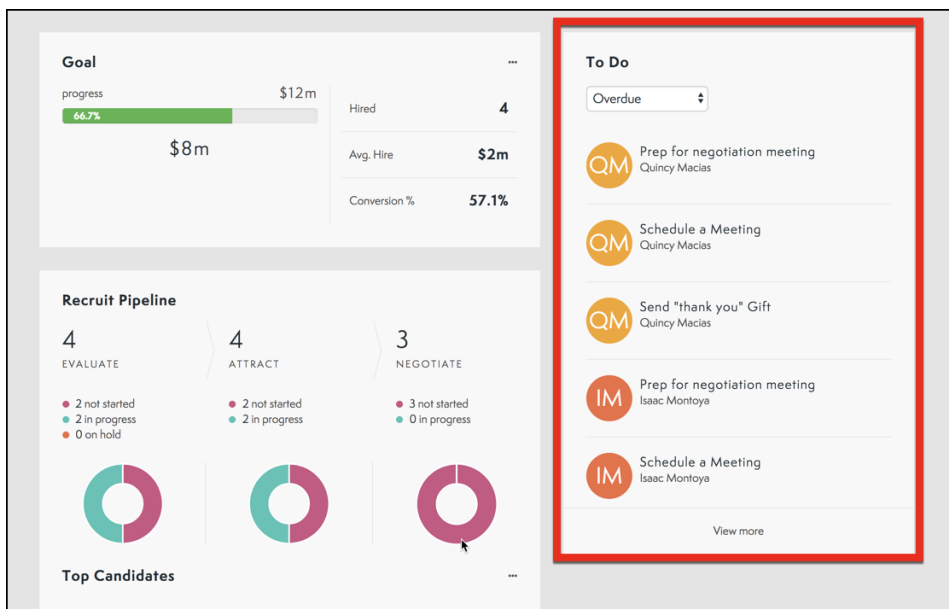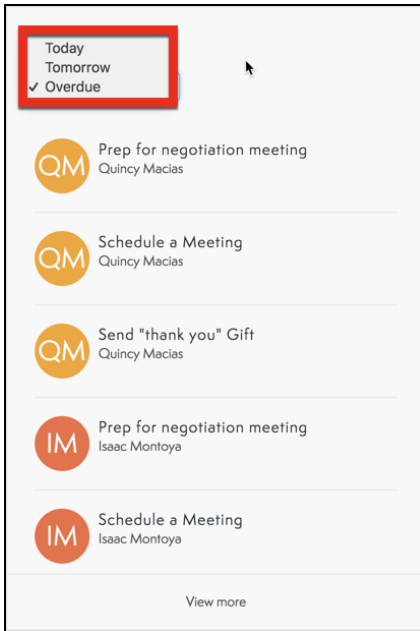# Managing Talent Task List

When looking for new talent for your brokerage, you will have a number of tasks to complete for each of the recruits you have. **Moxi Talent** makes it really simple to keep track of all these tasks as you move someone through the recruit pipeline.

Managing Talent Tasks

1. From your Dashboard, you will see your Task List.

2. From your Task list you can see your tasks for Today, Tomorrow, and any overdue tasks you have!

3. If you select any one of these tasks, it will take you to the task list of your person!
    a. NOTE: If you see a green button, that will bring the tool for your task into the screen!