



Reviewing Applicant Reports

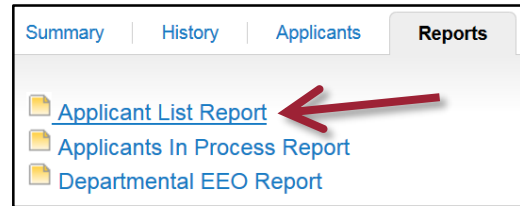
Purpose: There are three different types of applicant reports that departments can use during their hiring process:

- Applicant List Report: gives you a quick view of your applicant pool, including the ratings.
- Applicant in Process Report: gives you a view of which applicant is currently at each state (Under Review by Department, Approved for Interview, etc.), also provides you with contact information for each applicant.
- Departmental EEO Report: shows all of the EEO information for your applicant pool.

1. Select the Reports tab located within the posting



2. Select the report you would like to view
3. Once you've clicked on the report, it will open into a new window



4. Once the report says complete, hover over the actions button and either choose to view the report or download the report to excel

Note: Refresh the page to see if the report is ready by clicking on your messages.

Sample User, you have 1 message.

Title	Status	Message	(Actions)
Applicant List for Staff_PD1	Completed	Completed at 02/11/2015 09:03 AM	Actions▼
Departmental EEO Report for Staff_PD1	Completed	Completed at 02/11/2015 08:58 AM	View Report Download to Excel
Applicants In Process for Staff_PD1	Completed	Completed at 02/11/2015 08:58 AM	
Applicant List for Staff_PD1	Completed	Completed at 02/11/2015 08:57 AM	Actions▼