

Advanced Reporting and Analytics Dashboards

ANALYTICS DASHBOARDS

Recruitment Metrics

- **Time to Hire Metrics:** This dashboard tracks the timeline from application submission to the date an offer is accepted. It also provides an in-depth analysis of timing data for your department, broken down by grade, job category, and job family.
- **Recruitment Activity:** This dashboard displays and summarizes your current recruitment activity in each process step.
- **Source Effectiveness:** This dashboard displays the leading sources from which your applicants are applying and being hired.
- **Applicant Details:** This dashboard shows all the candidates that have applied to your School/Department including the candidate notes.

Applicant Diversity Metrics

- *Diversity Data should only be shared with Senior Leadership.*
- *Results will not be generated for requisitions or criteria that yield fewer than five candidates.*
- **Applicant Diversity Data:** The dashboard includes diversity data across all requisitions for your department.
- **Diversity Data—Recruitment Cycle:** The dashboards reflect the percentage of applicants in each diversity category who moved through the cycle, from application submission to written offer.
 - Disability
 - Gender
 - Race
 - Veteran Status

ENHANCED REPORTING

- **Active Positions with Descriptions:** This report shows you a list of all your positions with descriptions in the position library.
- **Aging Requisitions:** This report shows requisitions in current recruitment that are over 180 days old. Per EEO policy, those requisitions should be closed, the pools migrated, and new requisitions created.
- **Applicant Traffic:** This graph visualizes the ratio between the number of open jobs and applications submitted by month.
- **Inactive Jobs with Active Applicants:** This report shows inactive requisitions with applicants in active statuses. All applicant statuses should be updated to a non-active status.
- **Reference Check Audit:** This report shows the status of the reference checks for each finalist. The data is pulled from the offer card. The information should be updated before a candidate is moved to the status “Hired/Initiate Onboarding.”
- **Source of Hire All Data:** This report shows the ratio between applications submitted and candidates hired for all sourcing channels.
- **Special Indicators:** This report shows all requisitions posted that include special indicators (e.g., Laboratory Animals, Potential Blood Pathogen Exposure, etc.).