

## Requisition-Specific Reporting

There are five reports available in TalentLink that provide requisition-specific information. The description and list of fields included for each report is below.

**Applications by Source:** Provides the source information – how applicants reported learning about the specific job. The fields on this report include:

- Applicant name
- Source
- Sub-source

**Local Applicants:** Provides a list of all applicants to the requisition who are part of the local hiring zone. The data provided on this report includes:

- Applicant Name
- Home city of applicant
- Zip code

**Columbia EEO Report:** Provides summary information for the requisition regarding the applicants self-reported responses to the application questions on race, gender, veteran, and disability status. The data provided on the report is presented in tables. **Note:** you must download this report into Excel (2007+) File and then click the “Enable Editing” button once you open the Excel file to view the data.

**Search Committee Report:** Provides all the outcome responses from the search committee members for each applicant reviewed. The data on this report includes:

- Requisition Number
- Number of Applicants
- Applicant Name
- Posting Title
- Date of Outcome
- Name of Search Committee Member
- Name of Search Committee Chair
- Application Status at Time of Review
- Selection Criteria Outcome
- Summary
- Application Status

**Search Committee Report – Using Selection Criteria Report:** Provides all the outcome responses from the search committee members for each applicant reviewed and includes the selection criteria (*Selection criteria are used to describe the qualifications, knowledge, skills, abilities and experience a candidate must have to be considered for the position*). **Note:** This report should be used when selection criteria have been added to the requisition. The data on this report includes:

- Applicant Name
- Number of Search Committee reviews
- Name of Search Committee Chair
- Name of Search Committee Member
- Application Status at Time of Review
- Overall Outcome
- Summary
- Selection Criteria Outcome
- Selection Criteria
- Competency