

## School/Department Reporting

There are six reports available in TalentLink at the School/department level. The description and list of fields included for each report is below.

**Requisitions by School/Dept:** Provides detailed information on all of the requisitions for your team(s) within a user-defined timeframe. The data provided on all the requisitions within a given time-frame is:

- Date requisition was created
- Requisition Number
- Posting title
- Job status
- Team and Team ID
- Requisition Initiator
- School/Department
- Department
- Bargaining Unit (when applicable)
- Location (campus)
- Job Type (Officer of Administration, Support Staff, etc.)
- Full-time/part-time
- Work Location (campus)
- Department Administrator
- Client Manager
- Approval Level
- Approver
- Approval Date

**JD & Requisition by Position Number:** provides the job description number and the requisition number for a given position number. Details on the report include:

- Requisition number
- Job description number
- Position number
- Position title
- Posting title
- Date Created
- Date job approved
- Job status

---

**Applicant Report by School/Department:** Provides details on the entire applicant pool for jobs on your Team, within a user-defined timeframe. The data provided on the report is grouped by posting title and includes:

- Posting title
- Count of applicants
- Requisition number(s)
- Applicant name
- Date requisition opened
- Date requisition closed
- Source of applicant
- Sub-source of applicant
- Date application submitted
- Department
- Requisition initiator
- Job status

**Local Applicants:** Provides a list of all applicants who are part of the local hiring zone, across all job postings for your Team, within a user-defined timeframe. The data provided on this report includes

- School/Department
- Requisition Number
- Posting Title
- Applicant Name
- Home city of applicant
- Zip code
- Application status
- Date hired (if applicable)
- Hiring manager

**Veterans Report:** Provides a list of all applicants who self-identified as a Veteran on their application, across all job postings for your Team, within a user-defined timeframe. The data provided on this report includes:

- School/Department
- Applicant name
- Requisition number
- Posting title
- Date application submitted
- Date hired (if applicable)
- Hiring manager

**Offer Details Report:** provides detailed information on all offers made for each requisition, within a user-defined timeframe. The data provided on this report includes:

- Requisition Number
- Applicant name
- Posting Title
- Internal / External applicant
- Application status
- Date of Current Status
- Date application submitted
- Grade
- Is this a Waiver Position?
- School/Department
- Requisition Initiator
- Reports to manager
- Offer Approved Date
- Date offer made
- Offer accepted
- Date offer accepted
- Offer Status
- Requested Date