



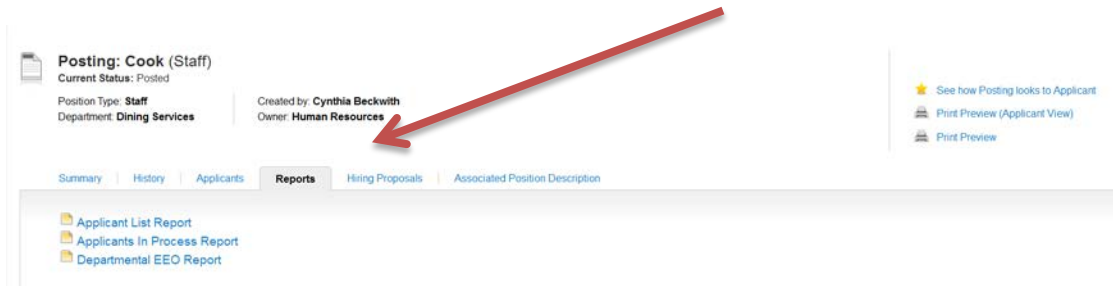
GUIDE TO APPLICANT REPORTS

Applicant Data, Workflow Status and Demographic Information

[Note: Firefox and Chrome are the recommended browsers to use with PeopleAdmin.]

Step 1: Access the posting in Applicant Tracking

Step 2: Click on the **Reports** tab.



Step 3: Select the report you want to run by clicking on the report title.

- Applicant List Report – lists the name, email address, phone number and status of each applicant
- Applicants in Process Report – sorts applicants by their status, e.g. Interviewed, Not Hired; Selected for Phone Interview)
- Departmental EEO Report – demographic information about applicants presented in the aggregate. This report will tell you how successful you are with attracting a diverse applicant pool.

Step 4: Decide what you want to do with the report. Your options are:

- View report – data is downloaded in a PDF for you to view, save and/or print.
- Download to Excel