

Quick Reference Guide: Reviewing Applicant Reports

Within the PeopleAdmin 7 system, there are three different types of reports 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 Posting Admin, 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.

How to view reports:

1. Select the Reports tab located within the posting.

2. For a list of applicants names and their ratings, choose the “Applicant List Report”.

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.

Title	Status	Message	(Actions)
Applicants In Process for Administrative Specialist II	Completed	Completed at 01/09/2015 02:42 PM	Actions
Applicants In Process for Communications Manager	Completed	Completed at 01/08/2015 06:14 PM	View Report Download to Excel
Applicant List for Communications Manager	Completed	Completed at 01/08/2015 06:10 PM	