Scout Talent :Recruit

Visual Reporting Guide

➢ Activity Report

➢ Application Sources Report

➢ Time to Hire Report

16th February 2021

Basic Navigation

1. To locate these reports, first ensure you are in the :Recruit module.
Navigate to the **Reports** tab located within the **Admin** section.

2. You'll be able to view three new charts: **Activity Report, Application Sources Report and Time to Hire Report**.
Click on the arrow on the left hand side of the report name to view and filter as required.

3. You can downloaded each report as an image, PDF or PowerPoint document.
Click on your preferred format for a report to download onto your computer.
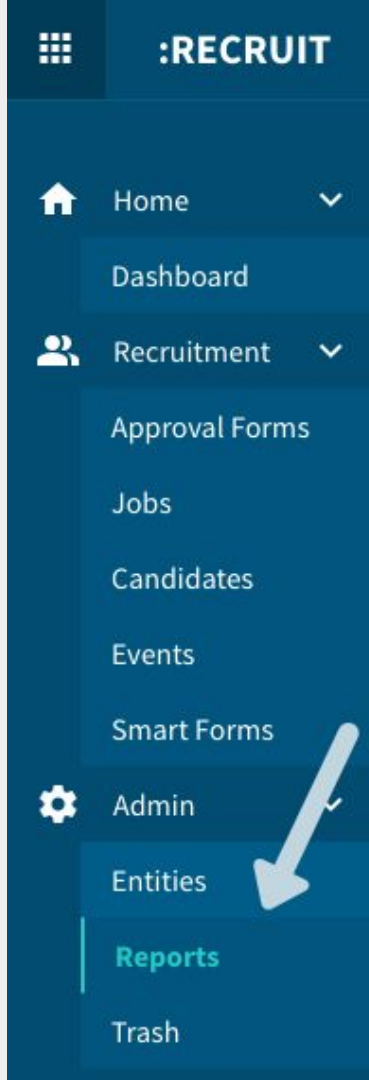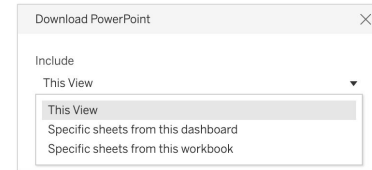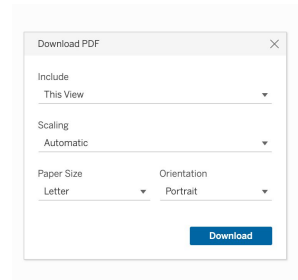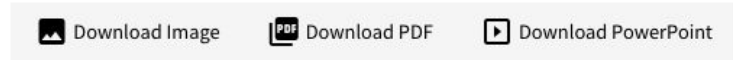
Activity Report

1. **Filtering Options**
   You can filter by date range, status of the candidate or by the Scout User.

2. **Status**
   Your current list of statuses, utilised within the date range, will appear in this list for you to filter by/click on at any point.

3. **Entity Filtering**
   Currently, you can see sub entities within your account to determine the activity on a per entity basis, instead of a per user basis.

4. **Interactive Report**
   Click on/hover over the chart to provide further, detailed information. Your report is colour coded against the status list on the right hand side of the page.

Important Note: the data in this report is currently generated by the changing of applicant statuses by your users.

Application Sources Report

1. **Filtering Options**
   You can filter by date range, status and source of applications

2. **Source Name**
   All current sources within the date range will appear in this list for you to filter by/click on at any point.
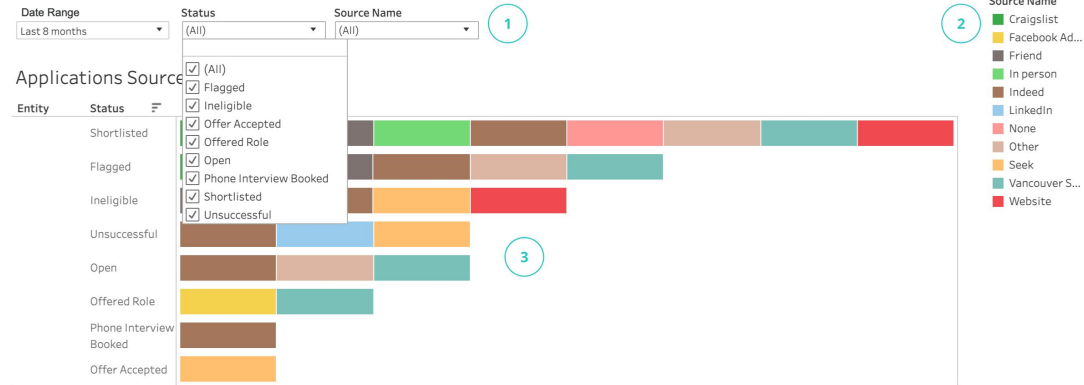
3. **Interactive Report**
   Click on/hover over the chart to provide further, detailed information. Your report is colour coded against the status list on the right hand side of the page.

4. Currently, you can click on/hover over a particular source and it will provide you with that specific information.
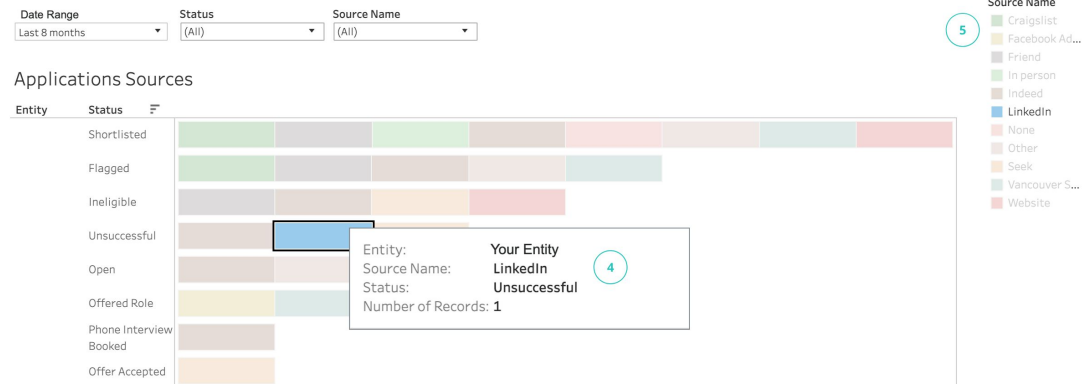
5. All other sources will grey out in the report, leaving you to focus on your key source.

Important Note: the data in this report is currently generated from the source supplied by candidates when applying for roles.

Time to Hire Report

1. **Filtering Options**
   You can filter by date range, Scout User and Job Title

2. **Month List**
   You can currently filter by particular months through this list on the right hand side of your page.

3. **Interactive Report**
   In this report you are able to click into specific months to gain a more detailed insight as to your average time to hire values.
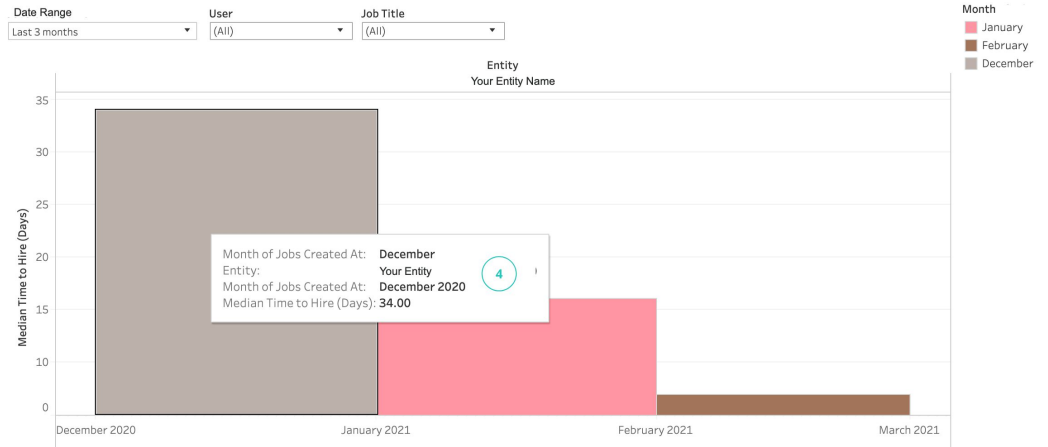
4. Currently, when you click onto/hover over the particular month you will be able to view specific data, including the median time to hire.

Important Note: the data in this report is currently generated utilising this calculation: (Timestamp When Candidate Is Moved to Offer Accepted Status - Job Published Timestamp)
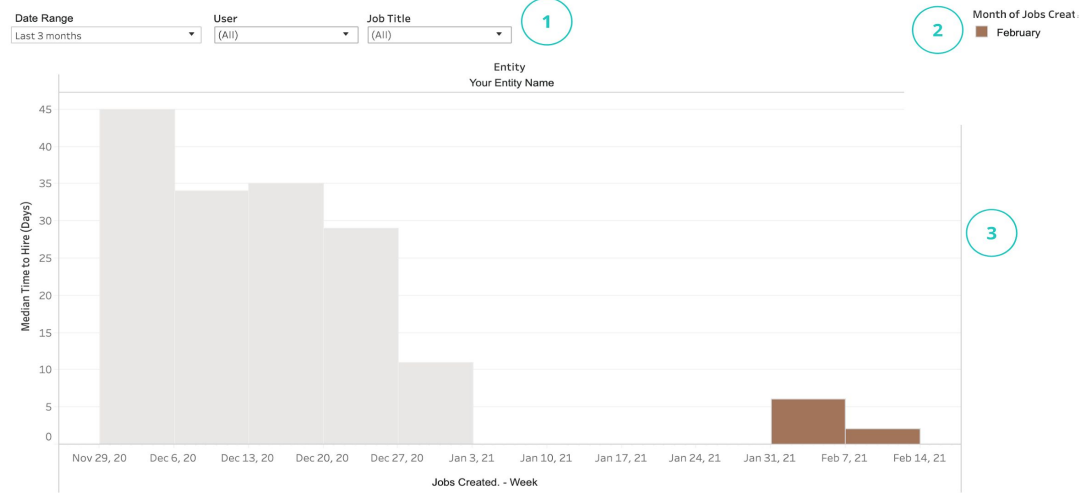
Support Resources

If you are having any trouble accessing the new report charts or would like training, advise on how the data is being used.

Please contact us on:

Email
support@scouttalent.com.au

Phone
(07) 3330 2595

Resource Centre
https://scouttalent.force.com/support/s/

Your Feedback

We are excited to bring you the first iteration of our reporting and data management project.

We have intentionally retained the reporting types that you are familiar with and we'd value your feedback on this iteration, before we add more capability.

If you have any ideas and suggestions, or if your organisation has specific reporting requirements that you'd be keen to see in future iterations, please reach out to us via:

feedback@scouttalent.com.au