

# An Introduction to Reporting In Hireserve ATS

## Introductions

### **Hannah Ovenden**

Senior Marketing Communications Executive

<https://uk.linkedin.com/in/hannahovenden>

### **Rob Green**

Head of Services

<https://uk.linkedin.com/in/robdgreen>



**Please connect with us, and follow Hireserve on LinkedIn**

<https://www.linkedin.com/company/hireserve-limited>

**Please join our LinkedIn User Group**

<https://www.linkedin.com/groups/7473079>

# An Introduction to Reporting In Hireserve ATS

## Agenda

- What is Reporting?
- Example Reports and Benefits
- Configuration / Setup
- The Hireserve Hub
- Upcoming Events
- Your Questions (via webinar chat)



# An Introduction to Reporting In Hireserve ATS

## What is a reporting?

- A way of extracting detailed information from your ATS, regarding your recruitment, or recruitment related activities.
- Reports can be executed in real time or scheduled to be run and delivered automatically on a regular basis, providing information for a specified period of time.
- This puts detailed recruitment data at your fingertips, which can be used to support business critical decisions.

# An Introduction to Reporting In Hireserve ATS

## What reports can be generated in Hireserve ATS?

### Standard Reports

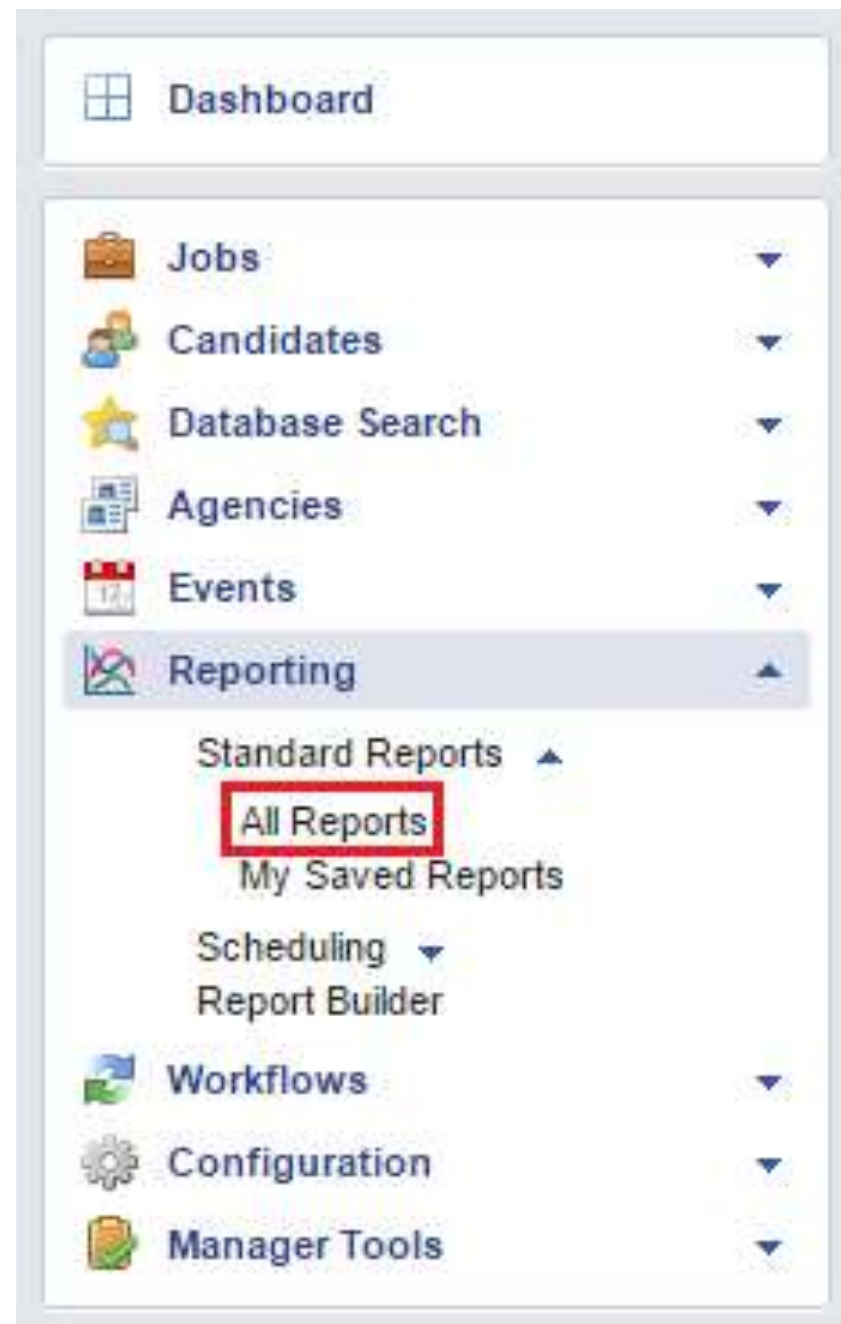
Name	Type	Description
SR01 Time to Hire	Candidates	Find out the number of days between a job start date and a candidate history record
SR02 Recruitment Activity	Other	Displays the count of activity of selected tracking types by job
SR03 Cost per Hire	Other	Displays the sum of recruitment costs by job
SR04 Diversity Report	Other	Displays an overview of diversity data by candidate and job
SR05 Candidates by Source	Other	Displays captured source information for each application by candidate and job
SR06 Candidate Section Stats	Other	Displays the application form section status and date for a specified candidate
SR07 Section Stats	Other	Displays an overview of the section stats for applications and/or jobs
SR08 Email Search	Other	Lists sent emails according to search criteria
SR09 Overdue Workflows	Other	Displays workflow older than the selected date
SR10 Agency Activity	Management	Overview of candidates in application process that have been provided by Agencies
SR11 Users with Job Titles	Management	Displays all live users and their current job title
SR12 ERP Candidate Interface Transaction Log	System	Shows details of all transactions generated for transfer of candidate details to an ERP
SR13 Merged Candidates Report	Candidates	Displays details of merged candidates
SR14 All open SLAs	Management	Actionlist with all candidates of whom a tracking record has passed the number of days set in the SLA
SR15 Interview schedule - next day	Candidates	Candidates, interviewers and main contact for interviews scheduled for tomorrow
SR16 Interview schedule by date	Candidates	Candidates, interviewers and main contact for a given date or date range



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## What reports can be generated in Hireserve ATS?

### Standard Reports



**Report list**  
Overview

File Options History

SR Restrict by type -- All -- Restrict by method -- All -- ☒ Shared reports

	ID	Name	Type	Description
	3262	SR01 Time to Hire	Candidates	Find out the number of days between a job start date and a candidate history record
	3261	SR02 Recruitment Activity	Other	Displays the count of activity of selected tracking types by job
	3263	SR03 Cost per Hire	Other	Displays the sum of recruitment costs by job
	3260	SR04 Diversity Report	Other	Displays an overview of diversity data by candidate and job
	3259	SR05 Candidates by Source	Other	Displays captured source information for each application by candidate and job
	1522	SR06 Candidate Section Stats	Other	Displays the application form section status and date for a specified candidate
	1525	SR07 Section Stats	Other	Displays an overview of the section stats for applications and/or jobs
	1523	SR08 Email Search	Other	Lists sent emails according to search criteria
	1524	SR09 Overdue Workflows	Other	Displays workflow older than the selected date
	531	SR10 Agency Activity	Management	Overview of candidates in application process that have been provided by Agencies
	4454	SR11 Users with Job Titles	Management	Displays all live users and their current job title
	4749	SR12 ERP Candidate Interface Transaction Log	System	Shows details of all transactions generated for transfer of candidate details to an ERP
	6512	SR13 Merged Candidates Report	Candidates	Displays details of merged candidates
	6671	SR14 All open SLAs	Management	Actionlist with all candidates of whom a tracking record has passed the number of days set in the SLA
	757	SR15 Interview schedule - next day	Candidates	Candidates, interviewers and main contact for interviews scheduled for tomorrow
	756	SR16 Interview schedule by date	Candidates	Candidates, interviewers and main contact for a given date or date range



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## Report Builder

Hireserve's Report Builder tool has been developed to allow privileged users to create custom reports.

It provides a simple and intuitive interface for creating report columns and report filters.

More complex filter rules can also be created, and Hireserve's report scheduling feature is also available in Report Builder.





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## Report

- ✓ Candidates by Source

## Benefits

- ✓ Identify where your applications originate from
- ✓ Which sources are providing your organisation with the highest volume of applications
- ✓ Which sources are providing your organisation with the most successful candidates
- ✓ Which candidate sources are providing your organisation with the best talent.
  - Where are you finding your employees?
- ✓ Are some sources reaching a particular demographic or region
  - Identify where your advertising budget should be spent!





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Parameters

Start Date:

01 January 2016

End Date :

26 January 2017

Source:

Internet Source X

Classifications:

Tracking Types:

Clear

Report Settings

Now:

☒

Later:

☐

Export to Excel:

☐

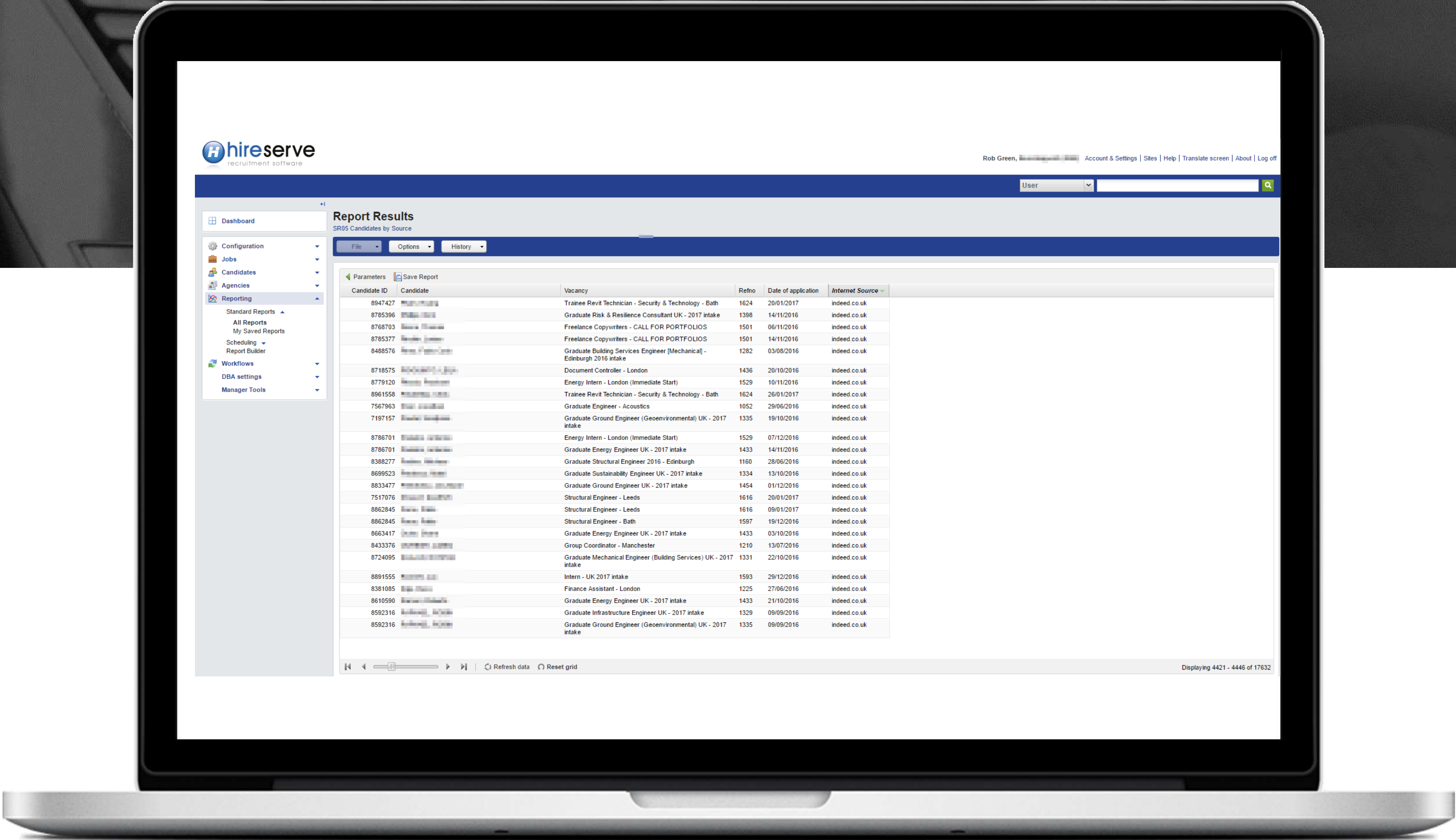
Run Report

Back





# An Introduction to Reporting In Hireserve ATS







# An Introduction to Reporting In Hireserve ATS

**Parameters**

Start Date: 01 January 2016

End Date: 26 January 2017

Source: Internet Source X

Classifications: Region X

Tracking Types: T102 - Hire X T050 - Interview X

Clear

---

**Report Settings**

Now: ☒

Later: ☐

Export to Excel: ☐

Run Report Back







# An Introduction to Reporting In Hireserve ATS

## Report

- ✓ Agency report

## Benefits

- ✓ Provides an overview of candidates in the application process that have been submitted by Agencies.
- ✓ Allows you to review the performance of your PSL
- ✓ Identify which agencies are performing best (and which agencies are not)
- ✓ Which Agencies submit the most candidates
- ✓ Which Agencies submit the candidates that get hired!
- ✓ Supports decision making around agency spend and PSL management



# An Introduction to Reporting In Hireserve ATS

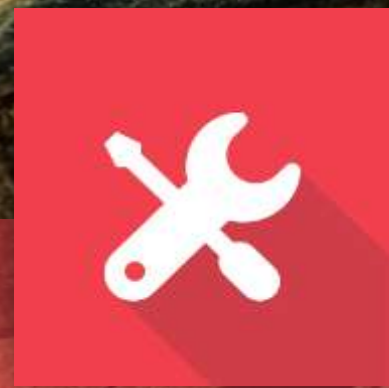
## Report

- ✓ Recruitment Costs

## Benefits

- ✓ Identify how much your organisation spend on Recruitment.
- ✓ Determine where are these costs being spent and at what stage in the recruitment process
- ✓ It's also now possible to log time spend in Hireserve ATS. This means that time can be recorded against recruitment activity such as interviewing.





Configuration / Setup



# Configuration

How is Reporting setup?



## Configuration/Setup

- ✓ Configuration of standard menu items
- ✓ Setup user group access



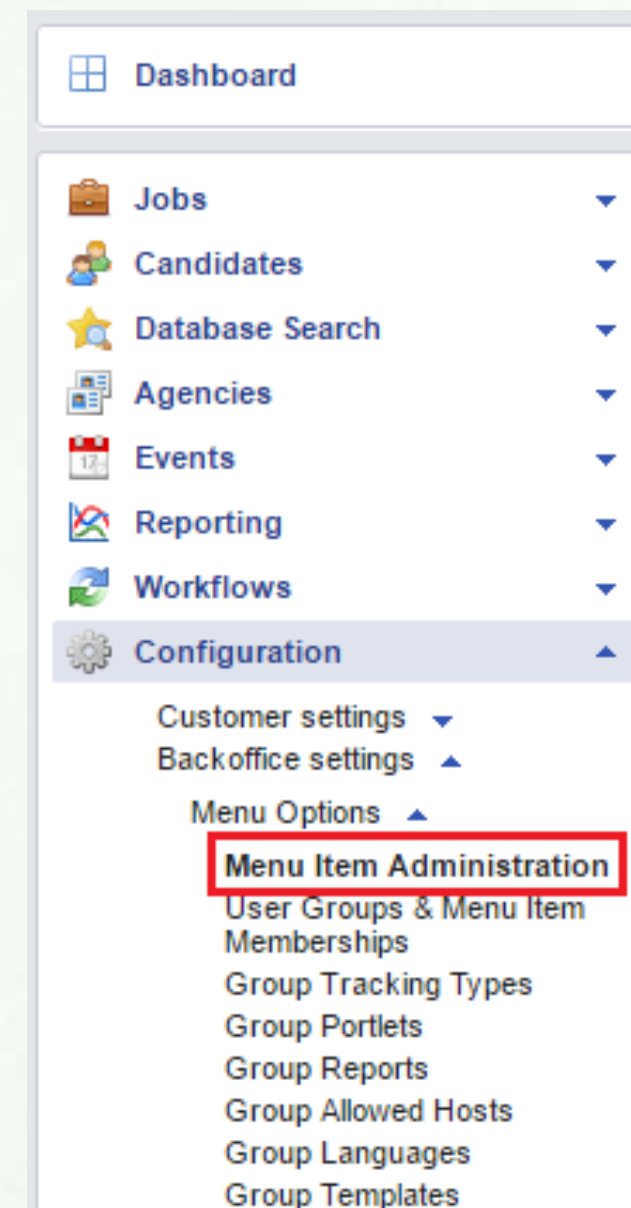


# Configuration

How is Reporting setup?

## Configuration/Setup

✓ Configuration of standard menu items





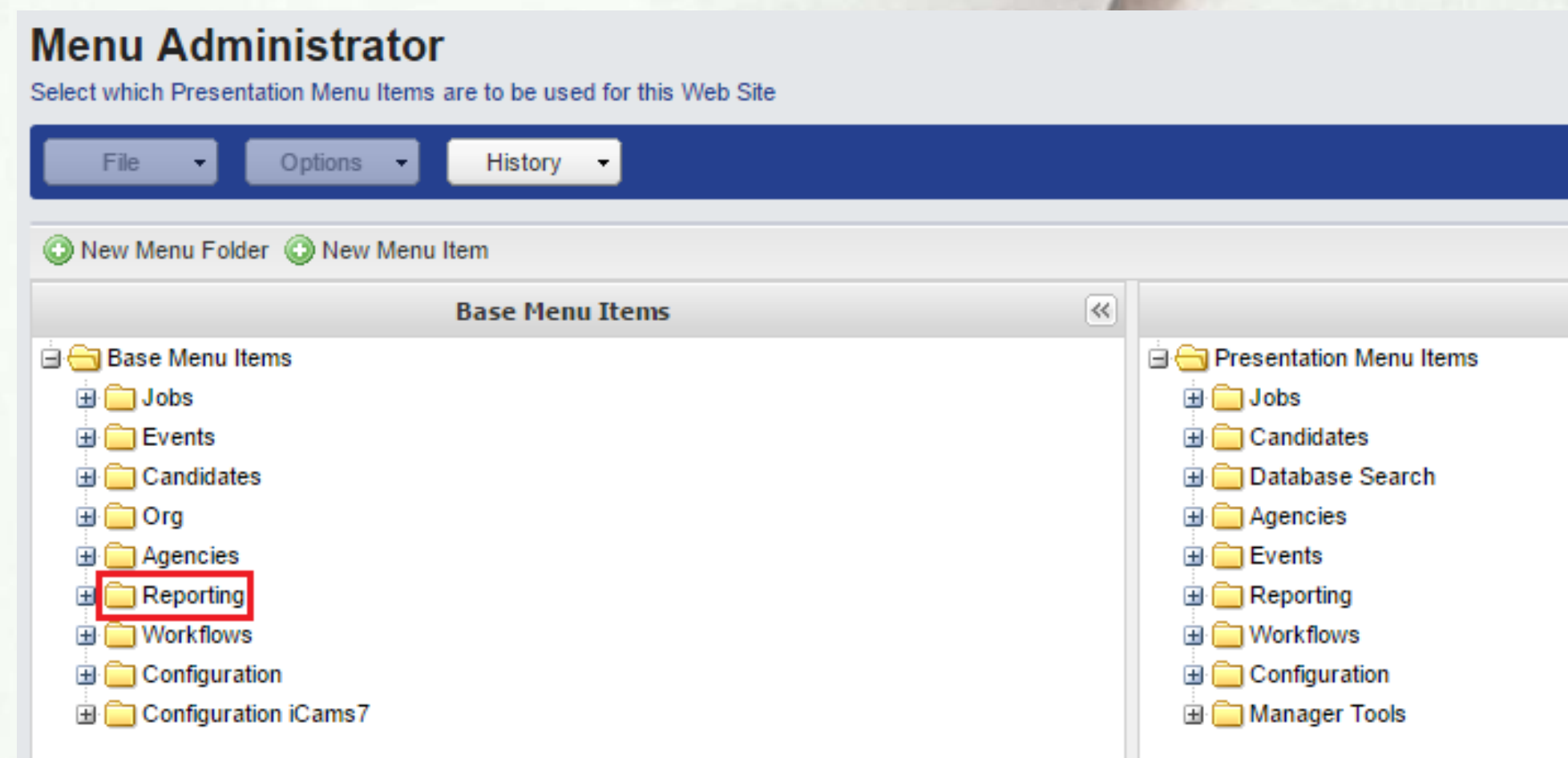
# Configuration

How is Reporting setup?



## Configuration/Setup

✓ Configuration of standard menu items





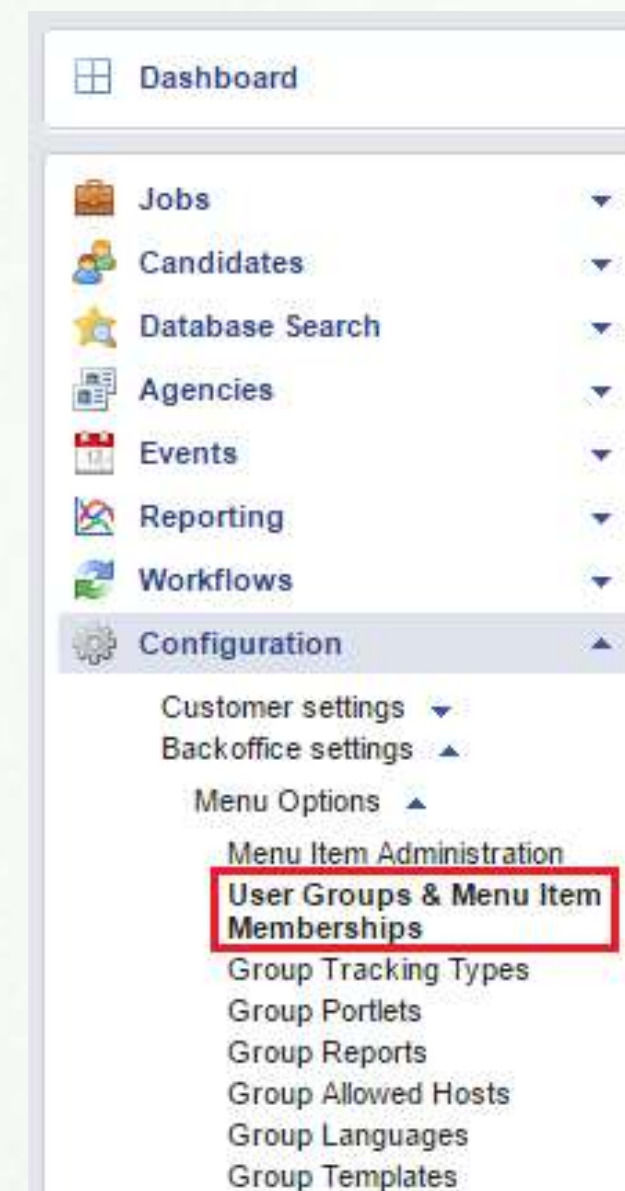
# Configuration

How is Reporting setup?



## Configuration/Setup

✓ Setup user group access







# Configuration

How is Reporting setup?

## Configuration/Setup

✓ Setup user group access

User Group Management			
Overview			
File Options History			
      	Group Id	Group Name	Display Quickfind
	859	Area Manager	No
	899	Hiring Manager	Yes
	855	System Administrator	Yes
	856	HR	Yes
	857	Business Manager	Yes
	885	CEO	No
	907	Directors	No



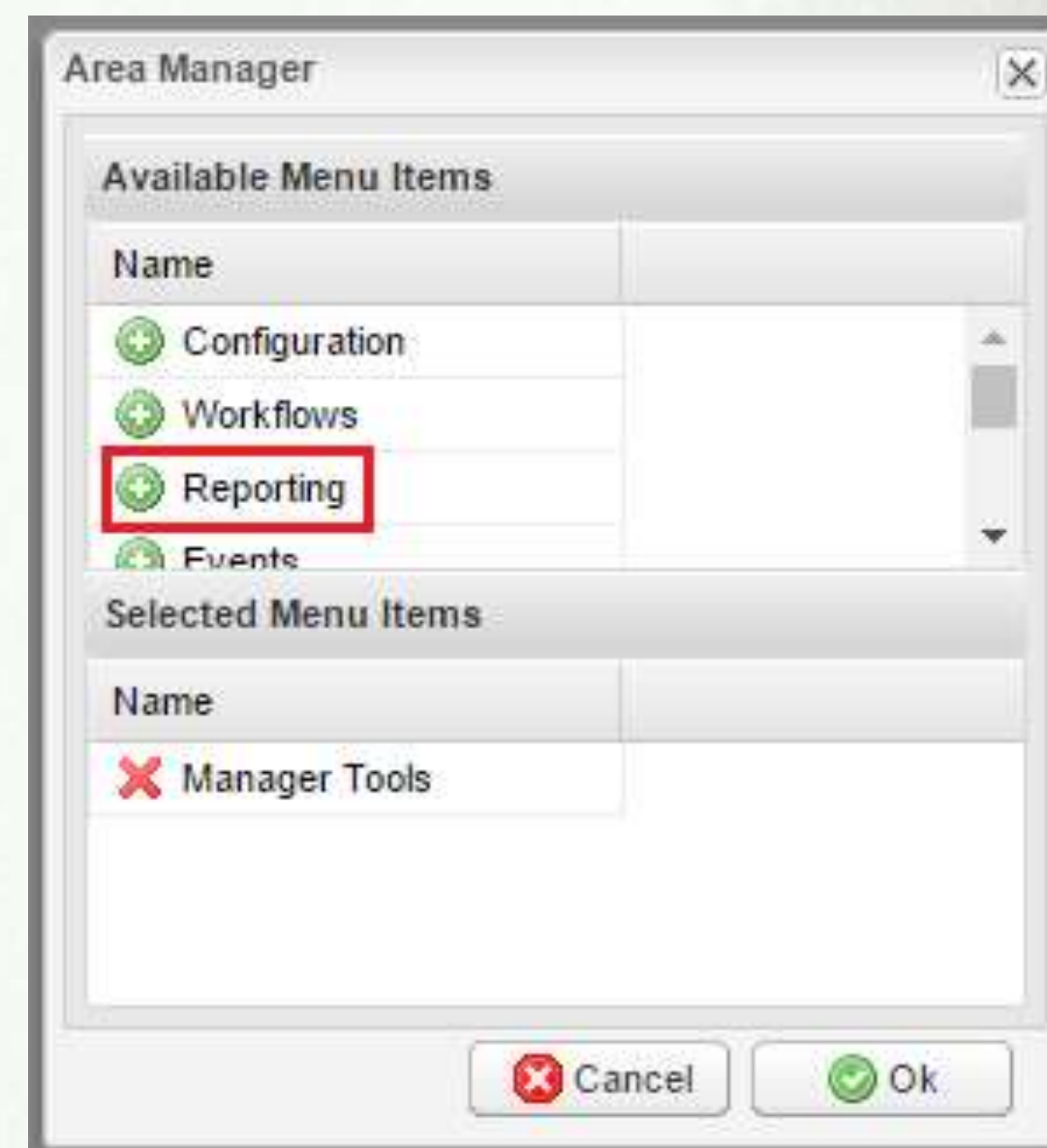
# Configuration

How is Reporting setup?



Configuration/Setup

✓ Setup user group access





# Hireserve Hub



## USER GUIDES & RELEASE NOTES

*Your online library – download your Hireserve ATS User Guides and recent Release Notes.*

[Find out more »](#)



## HOW TO...

*Browse and catch-up with Hireserve webinar recordings.*

[Find out more »](#)



## CUSTOMER EVENTS

*Keep up to date with Hireserve User Group news and our popular Support Clinics.*

[Find out more »](#)



## SYSTEM UPDATES

*The home of Hireserve ATS updates and system maintenance announcements.*

[Find out more »](#)

**[Hireserve.com/hireserve-hub](https://hireserve.com/hireserve-hub)**



# An Introduction to Reporting In Hireserve ATS

## Hireserve User Group

**Wednesday 1<sup>st</sup> March 2017**

Hamilton House, Euston

09:30am – 15:30pm



Recruitment software ▾ Who we work with ▾ Supporting you ▾ About Us ▾ Resources 🔍 

### Hireserve User Group

The Hireserve User Group (HUG) is our annual conference for customers.

**When:** Wednesday 1st March, 2017

**Time:** 09:30 – 15:30

**Where:** Hamilton House, WC1H 9BD

Packed with industry presentations, best-practice sharing and product updates, the Hireserve User Group is a day of inspiration, insights and ideas.

It also offers a great opportunity to network with a range of organisations and sectors, discuss common challenges and initiatives, and learn from one another.

**Registrations are now open for HUG 2017!**

To register, fill out the form to the right.

**Download** [all the presentations from the 2016 event](#)

**Contact** [Hannah](#) if you are interested in sharing a case study at this year's event, or if you can recommend a speaker.

### Register for the 2017 User Group!

Your name\*

Company\*

Email\*

Phone number\*

Message\*

**Register me**





# An Introduction to Reporting In Hireserve ATS

## Hireserve Support Clinic

**Wednesday 15<sup>th</sup> February 2017**

Hireserve HQ, Basingstoke

09:30am – 12:30pm

14:00pm – 17:00pm



Recruitment software ▾

Who we work with ▾

Supporting you ▾

About Us ▾

Resources



Register for our February Support Clinic!

**When:** Wednesday 15th February

**Time:** 09:30 am – 12:30 pm | 14:00 pm – 17:00 pm

**Where:** Hireserve office, Basingstoke, RG24 8NF

Your name\*

Email\*

Morning or afternoon session?\*

Send





# An Introduction to Reporting In Hireserve ATS

## **Want to find out more about reporting in Hireserve ATS?**

Contact the Services team for more information, or to organise a more focussed training session for your organisation.

**Tel:** 01256 634140 (Opt.1)

**Email:** [support@hireserve.com](mailto:support@hireserve.com)



# An Introduction to Reporting In Hireserve ATS

## Questions?

(please ask questions via the chat function on the web conference panel)