

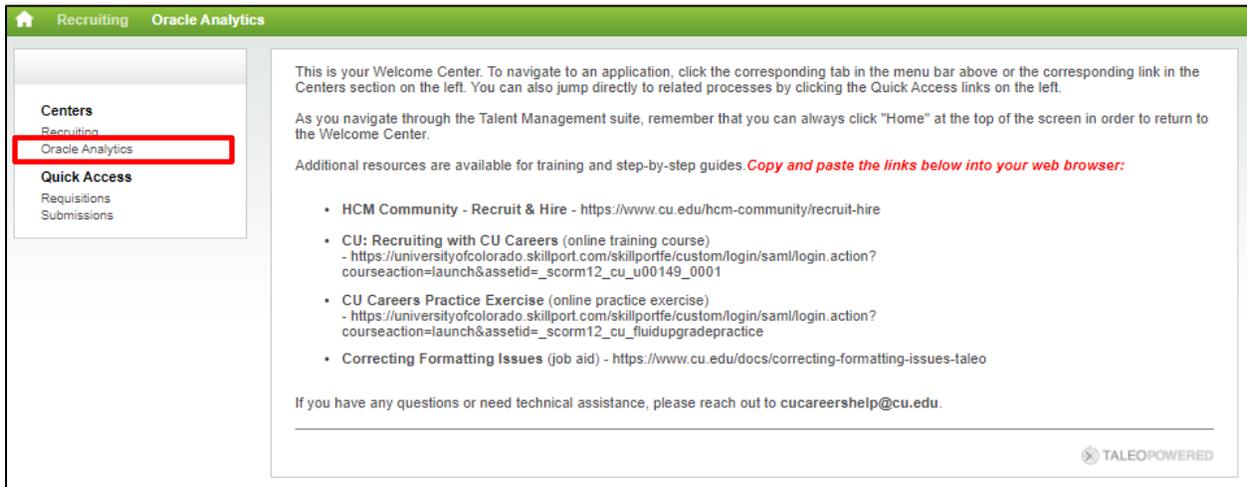
CU Careers: Step-by-Step Guide

Working with Reports in CU Careers

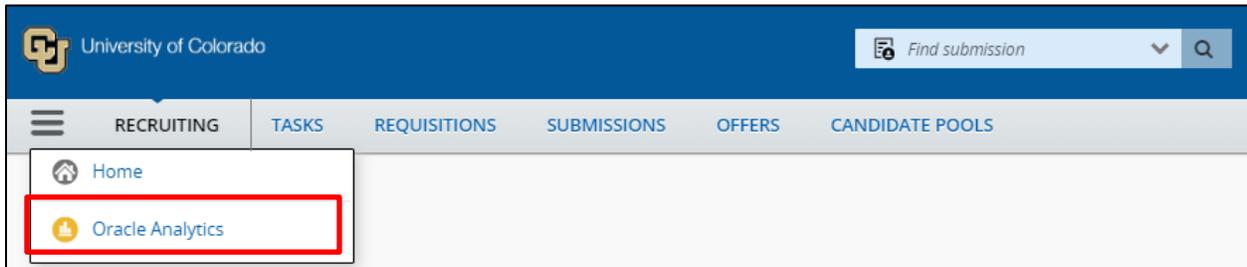
This guide describes how to access, run, and export reports in CU Careers using the Oracle Analytics (OAS) tool.

To locate reports in CU Careers (after logging in):

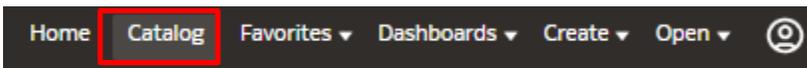
1. From the Welcome Center page, click **Oracle Analytics** from the main task bar menu or under Centers from the quick links left-hand panel.



Note: You can also access Oracle Analytics from within CU Careers Recruiting, shown below:



2. Click **Catalog**.



3. Navigate to **Shared Folders> 584211> Company Shared> CU Careers Reports> Recruiting Reports.**



Refer to campus folder for customized campus-specific reports, if needed.

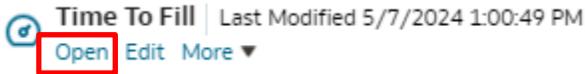
Under **Recruiting Reports**, you will see a list of delivered reports that can then be accessed and exported.

| | |
|--|---|
| | Attachments report Open Edit More ▾ |
| | Candidate and Req Overview Open Edit More ▾ |
| | Candidate Details Open Edit More ▾ |
| | Candidate Summary By Recruiting Status (Time Spent In Each Status) Open Edit More ▾ |
| | Candidates Requiring Attention (Based On Aging) Open Edit More ▾ |
| | CLOR Report Open Edit More ▾ |
| | Most Recent Application Updates Open Edit More ▾ |
| | Requisitions Filled Details Open Edit More ▾ |
| | Time Since First Posting Open Edit More ▾ |
| | Time To Fill Open Edit More ▾ |

Opening and Running Reports

To open and run a report:

1. Identify the report you want to run and click **Open**.



The system prompts you for criteria by which to filter specific information in the report.

Req. Identifier

Current Status

Position Number

First Sourced Date Between -

Latest Filled Date Between -

Campus

CSW

Dept.

[Edit - Refresh](#)

2. Click **OK** to run your report.

The system displays an example of the report that you just ran:

Time To Fill

29

Time To Fill
Average Time to Fill

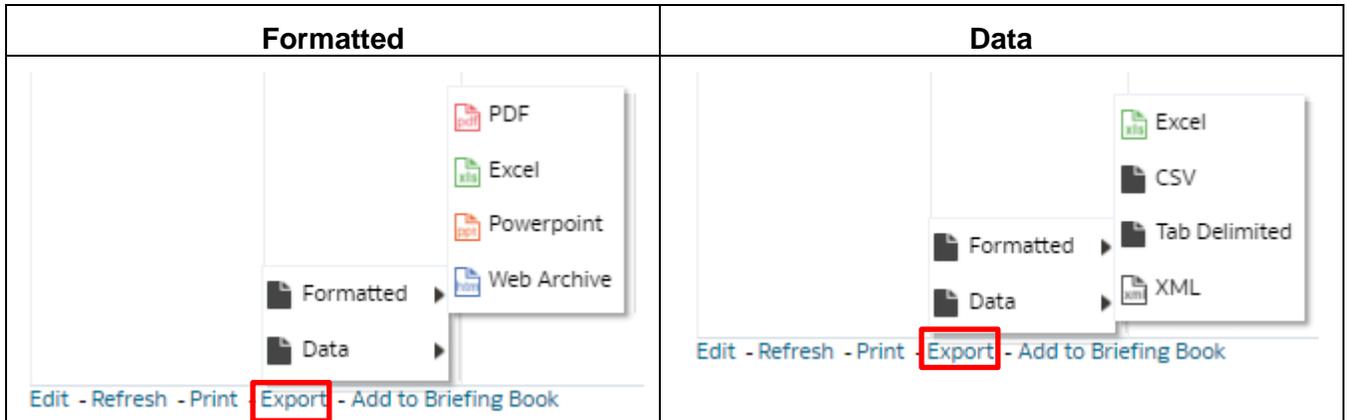
| Position Number | Req Id | Req Title | Current Status | First Posted Date | Filled Date | # Applications Complete | # Internal Applications | Time To Fill (Days) |
|-----------------|--------|-----------|----------------|-------------------|---------------------|-------------------------|-------------------------|---------------------|
| TEST | 01721 | TESTING | Filled | | 6/3/2015 3:31:30 PM | 5 | 1 | 29.00 |

[Edit](#) - [Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Exporting Reports

To export a report:

1. Click the **Export** link at the bottom of the report.
2. Select **Formatted** or **Data** from the options list.



3. Click **OK** once the export has completed.

