When you log in, under your “view active”, you can click on the “Get Reports List” to view some standard reports about your search.

The “Where did you hear about this position” report will tell you how the applicants answered that question when they applied. This should be helpful with future advertising for positions.

The “Demographic Report” gives the information on how diverse your search is but will not allow you to view names.

The “Applicant Information” report is the name and contact information of your candidates. This should assist with any correspondence such as the “sorry letters” you need to send to them.