

# Reports available in the module

The following reports can be found inside the Recruitment & Selection module.

## **Where the report can be found:**

1. Manage Employees | Recruitment | Administration | Advertised Positions
2. Manage Employees | Recruitment | Administration | Advertised Positions | View/Edit Applications | View All Applicant's Profiles

## **Report's Name:**

1. Advertised Positions Summary report
2. Applicant's Profiles

# Advertised Positions Summary



## Advertised Positions Summary Report

### Search for an Advertised Position

Reference

Position  
Title

Advertised From

2016/01/10



To



Search

Clear

Close Window

### Export Report

Export

All Results

to

Microsoft Excel Spreadsheet

Export

Close

### Summary of advertisements for Search Criteria

Number of Advertisements 3

Number of Applications 9

#### Applications per Status

Not submitted yet	2
Application submitted	3
Appointed	3
Application canceled	1

#### Categorised Applications

Candidate	1
Candidate - EE	0
Candidate with disability	0
Not Appropriate	0
Not categorised yet	8
Possible future employment	0

### Detail

Reference	Position Title	Published	Opens On	Closes On	Reason for Recruitment	Applications
3	Administration Trainee	Internally and Externally	2016/02/01	2016/02/29		6
2	Assistant Module Developer	Internally	2016/02/01	2016/04/30		1
1	Accountant	Internally and Externally	2016/01/01	2016/04/30	New Position	2

# Applicant's Profiles



## Applicants' Profiles

Provide appropriate criteria and/or click SEARCH to review all applicants' profiles side-by-side.

Supply search criteria to filter the applications with

Application Reference	<input type="text"/>	Status	<input type="text" value="Appointed"/>
Reason for applying	<input type="text" value="(All reasons)"/>	Category	<input type="text" value="(All categories)"/>
Employee Number	<input type="text"/>		
Surname	<input type="text"/>	Name	<input type="text"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Close"/>			

Export Report

Export	<input type="text" value="All Results"/>	to	<input type="text" value="Microsoft Excel Spreadsheet"/>	<input type="button" value="Export"/>
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Selected search criteria for Vacancies

**Status** Appointed

Reference	Status	Reason for applying	Category	Employee Number	Surname	Name	Age	Gender	Current Company	Current Department	Current Job Title	Contact Detail	Work Address	Qualifications	Previous Work Experience
10	Appointed	Change	Candidate		Janse van Rensburg	Lee-Ann	31					Home: +27-82-4685906 Work: Mobile: E-mail: leeanjv84@gmail.com			
7	Appointed	0	0		Kruidenier	Marli	0					Home: 0794936329 Work: Mobile: E-mail: marli.kruidenier@gmail.com			

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