

# 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"/> |
|--------|--|----|--|---------------------------------------|

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<br>Work:<br>Mobile:<br>E-mail: leeananjv84@gmail.com  |              |                |                          |
| 7         | Appointed | 0                   | 0         |                 | Kruidenier         | Marili  | 0   |        |                 |                    |                   | Home: 0794936329<br>Work:<br>Mobile:<br>E-mail: marli.kruidenier@gmail.com |              |                |                          |

Revision #1

Created 28 March 2021 14:32:04 by Lizette Lotter

Updated 28 March 2021 14:32:39 by Lizette Lotter