

## Using the Hiring Analytics Hiring Flow Standard Report

Cadient Talent Hiring Analytics provides a view of the speed and effectiveness of your hiring process. One particular report that our customers find very useful is the Hiring Flow report. This report is a schedulable download showing the current step, or all steps, for applicants within a specified time frame. Combined with spreadsheet filtering, this report is very effective in identifying process roadblocks.

Hiring Flow is the only analytics report which shows candidate names and their workflow history up to their current workflow step. Recruiters can use this report to find applicants at a particular workflow step, e.g., a report to show which candidates are at which workflow step or track historical workflow activity across the organization.

### GENERATING THE REPORT

- Once in Hiring Analytics (via the 'Reports' menu in the Hiring Management Console), click 'Standard,' then 'Hiring Flow'.
- Choose the desired date range - e.g. 'Last Month'.
- To see all workflow steps, choose the Workflow Step of 'All.' To see the last completed step only, choose 'Last'. We recommend starting with a selection of 'Last' to dial into particular workflow steps. Once you are familiar with the report format, choosing 'All' will allow you to compare different steps and take in a broader historical perspective on workflow activity.
- Click the right-facing arrow for a 100-row preview.
- For the full report, click the 'Schedule' button (highlighted with the purple arrow in Image 1.0).

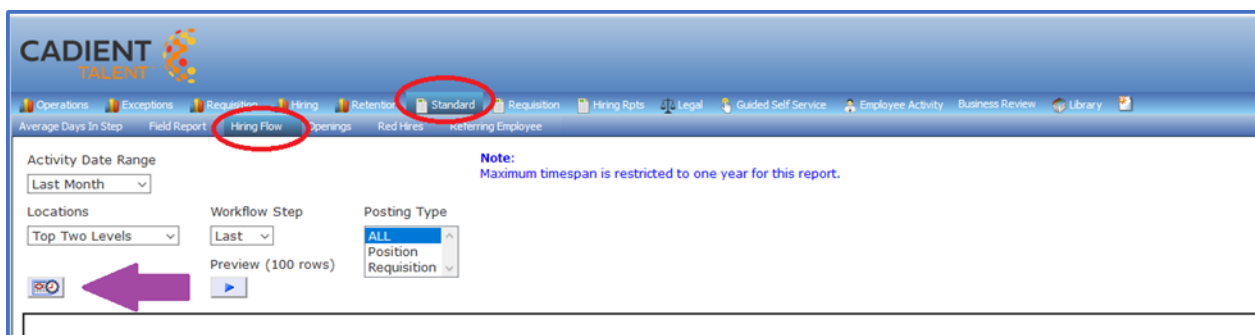


Image 1.0

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- Once clicked, a schedule will popup (see Image 2.0)
- Click 'Override the Format Specified in the Procedure' and choose 'COMT' - Comma Delimited Text File with Titles (\*.csv)
- Click 'Save & Close'

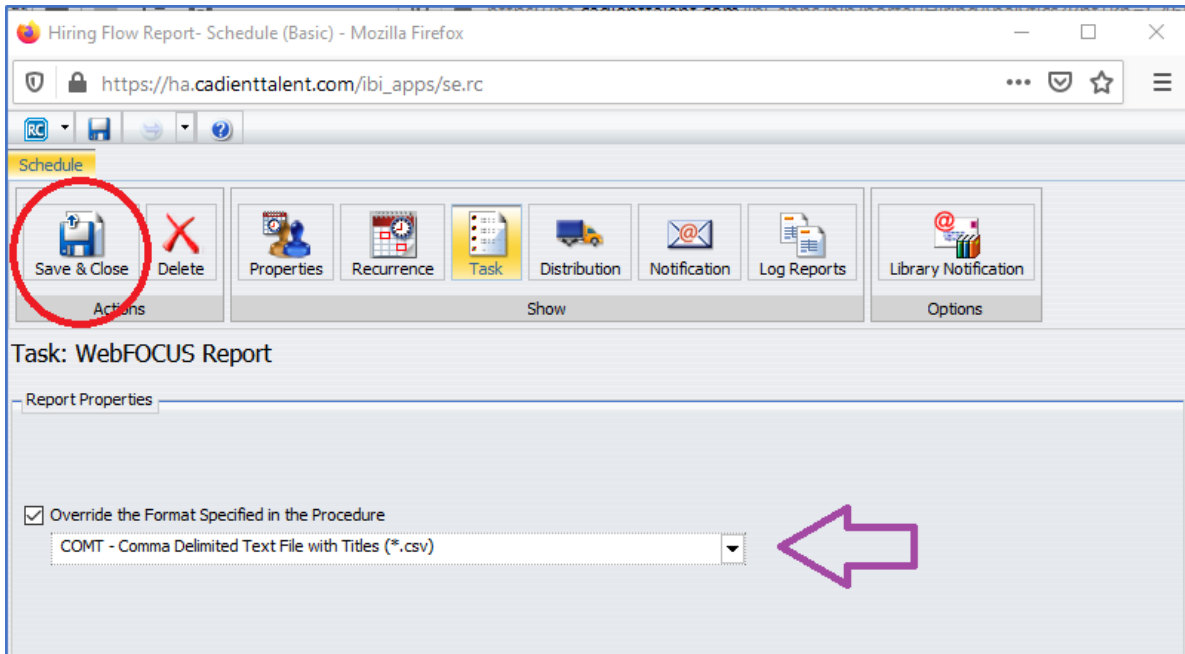


Image 2.0

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- Another window will popup (see Image 3.0), enter the desired file name (circled) - note that your typing may not appear right away in the file name field. Once there, click 'Save.'

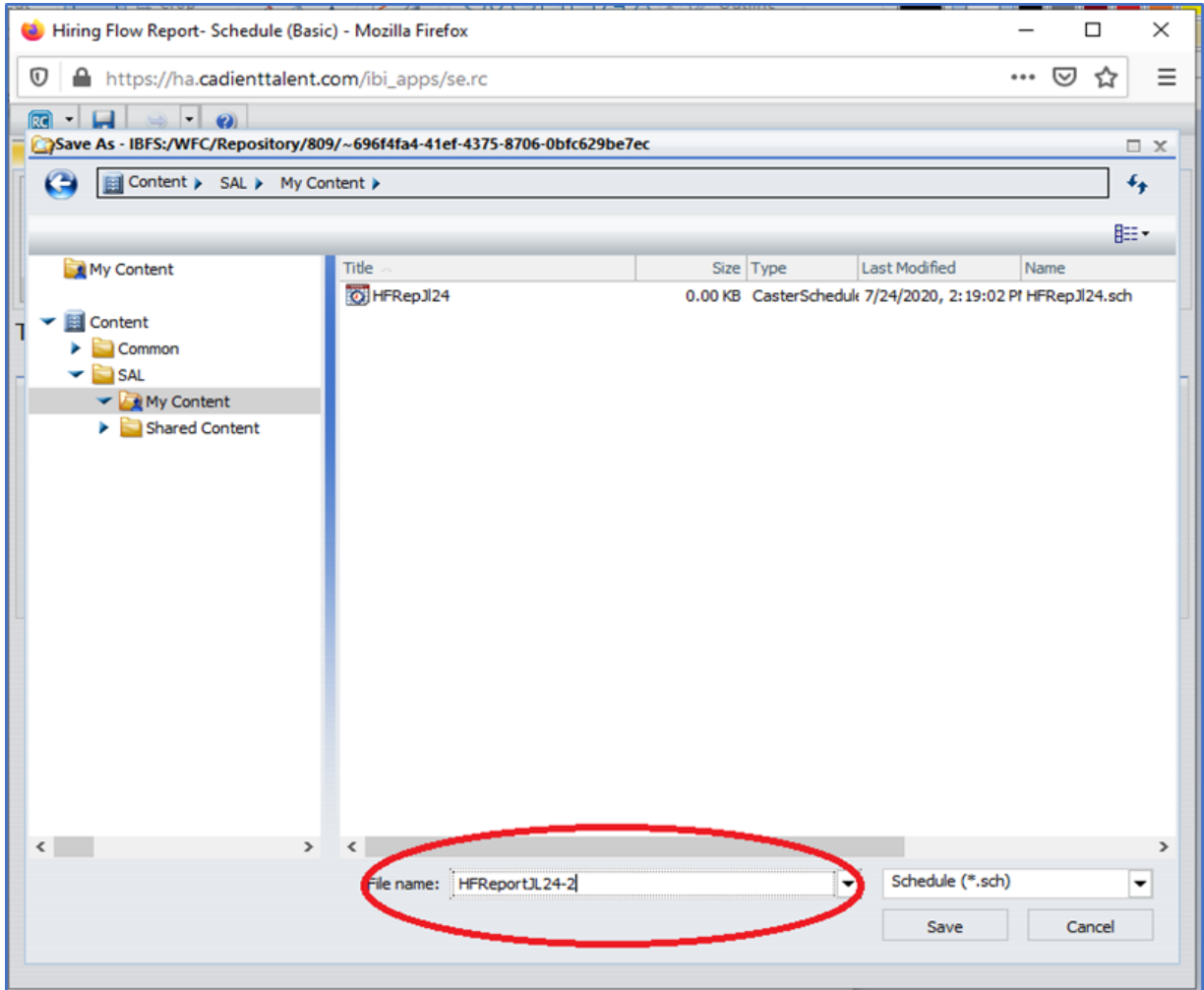


Image 3.0

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- Click on Library, Company (under Common – shown as an orange box in Image 4.0). Right-click on the job name you just created and click 'Run' - a popup will appear asking, "Are you sure that you want to run the schedule?"

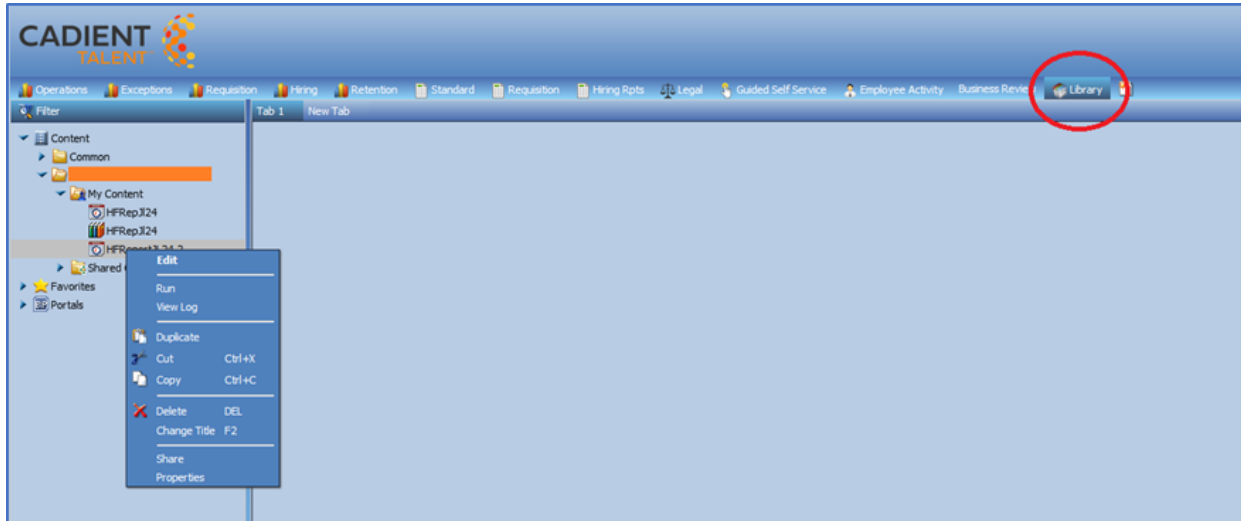


Image 4.0

- Click 'OK,' and you'll see a confirmation popup, then click 'OK' again (you'll need to click 'OK' two times).
- After a few minutes, right-click on 'My Content' and choose 'Refresh' – completed reports appear as a '3books' icon (Image 5.0). Double click on that, and an 'opening report' popup will show - choose 'save file' and click OK - this will load the file to your browser's download folder. Open the file in your spreadsheet software (Excel is used here.)

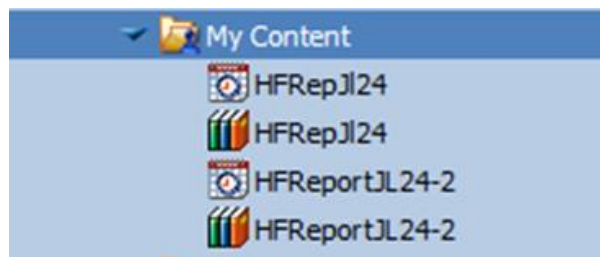


Image 5.0

- In the file, you'll see a list of applications, including their current status and disposition step. From here, you can filter - some customers find it most useful to use a Microsoft Excel filter on a specific disposition step, e.g., 'Begin Employee Onboarding,' 'Background Check,' etc. With this, you can get a sense of how long applications have been in that step. An example problem area might be a location that is having trouble keeping up with onboarding, evidenced by applications being stuck at 'Start Offer.'

We're happy to help you generate and analyze the data in this valuable report.  
Please do not hesitate to contact us at [support@cadienttalent.com](mailto:support@cadienttalent.com).