Pipeline Reports

Standard Reports · https://learnpcr.pcrecruiter.net/site/docs/reports/pipeline-reports/

There are a few different types of Pipeline Reports available; these reports will give you a closer look at the information being tracked within your Pipelines.

Applicant Tracking Report

This is a very flexible report to accommodate the various reporting needs for candidate tracking. The data presented is grouped by Position and is generated based on interview records. When selecting how to generate the report, the user is provided the following options:

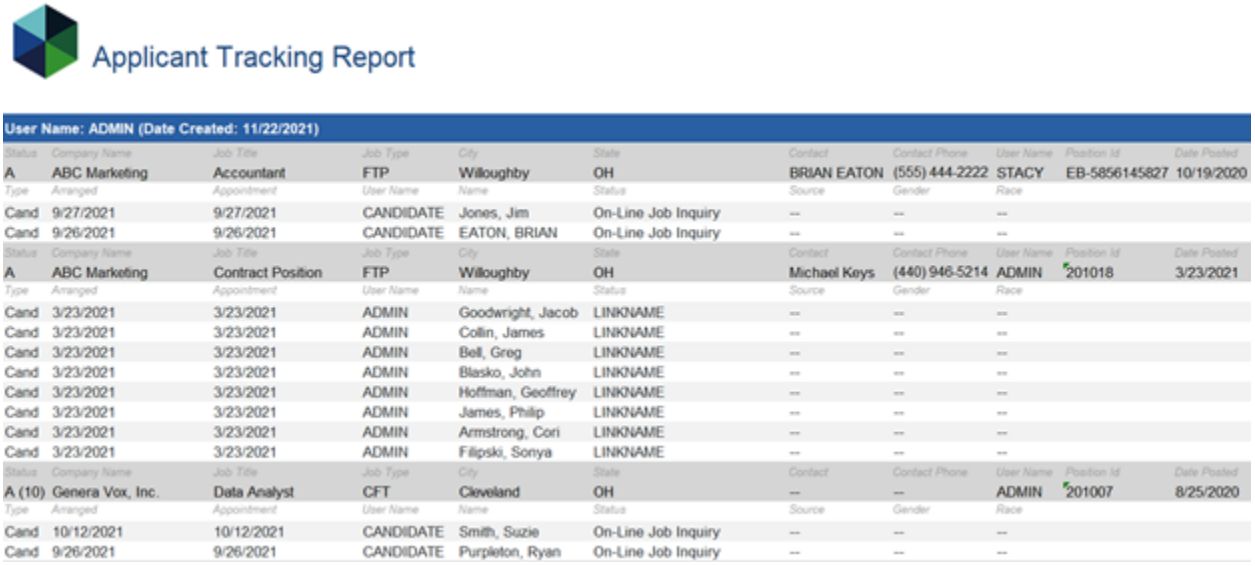
- Report on a Company, Name or Position Rollup.
- Report based on the Arranged/Placed Date or Appointment/Start Date of the interview records.
- Sort by Job Title, Position Id, Company Name, Contact Name, User Name, Placement Date, Date Posted, City, or State/Country.
- Filter by Contact Name, User Name, Company Name, Job Title, Position Id, Interview Type, or Interview Status.
- Include Only Positions with Interviews.

The report groups data by Position. For each position, the report includes Position Status, Company Name, Job Title, Job Type, City, State, Contact Name, Contact Phone, User Name, Position Id, and Date Posted. Under each position, the following Interview information is included: Interview Type, Arranged Date, Appointment/Start Date, User Name, Name of Candidate, Interview Status, Gender/Race, and Source. The Gender/Race and Source data is retrieved from the EEO Data area from Details on the Name record. The report also includes:

- Ratios for the Total Number of Positions/Unique
- Ratios for the Total Number of Available Positions/Unique
- Ratios for the Total Number of Internal Positions/Unique
- Total Number of Interviews

- Total Number of Unique Candidates
- Interview Type Distributions
- Interview Status Distributions
- EEOC Race Distributions
- EEOC Gender Distributions
- EEOC Source Distributions

Sample Applicant Tracking Report



Applicant Tracking Report

User Name: ADMIN (Date Created: 11/22/2021)

Status	Company Name	Job Title	Job Type	City	State	Contact	Contact Phone	User Name	Position Id	Date Posted
A	ABC Marketing	Accountant	FTP	Willoughby	OH	BRIAN EATON	(555) 444-2222	STACY	EB-5856145827	10/19/2020
Type	**Arranged**	**Appointment**	**User Name**	**Name**	**Status**	**Source**	**Gender**	**Race**		
Cand	9/27/2021	9/27/2021	CANDIDATE	Jones, Jim	On-Line Job Inquiry	--	--	--		
Cand	9/26/2021	9/26/2021	CANDIDATE	EATON, BRIAN	On-Line Job Inquiry	--	--	--		
Status	**Company Name**	**Job Title**	**Job Type**	**City**	**State**	**Contact**	**Contact Phone**	**User Name**	**Position Id**	**Date Posted**
A	ABC Marketing	Contract Position	FTP	Willoughby	OH	Michael Keys	(440) 946-5214	ADMIN	201018	3/23/2021
Type	**Arranged**	**Appointment**	**User Name**	**Name**	**Status**	**Source**	**Gender**	**Race**		
Cand	3/23/2021	3/23/2021	ADMIN	Goodwright, Jacob	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	Collin, James	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	Bell, Greg	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	Blasko, John	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	Hoffman, Geoffrey	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	James, Philip	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	Armstrong, Cori	LINKNAME	--	--	--		
Cand	3/23/2021	3/23/2021	ADMIN	Filipski, Sonya	LINKNAME	--	--	--		
Status	**Company Name**	**Job Title**	**Job Type**	**City**	**State**	**Contact**	**Contact Phone**	**User Name**	**Position Id**	**Date Posted**
A (10)	Genera Vox, Inc.	Data Analyst	CFT	Cleveland	OH	--	--	ADMIN	201007	8/25/2020
Type	**Arranged**	**Appointment**	**User Name**	**Name**	**Status**	**Source**	**Gender**	**Race**		
Cand	10/12/2021	10/12/2021	CANDIDATE	Smith, Suzie	On-Line Job Inquiry	--	--	--		
Cand	9/26/2021	9/26/2021	CANDIDATE	Purpleton, Ryan	On-Line Job Inquiry	--	--	--		

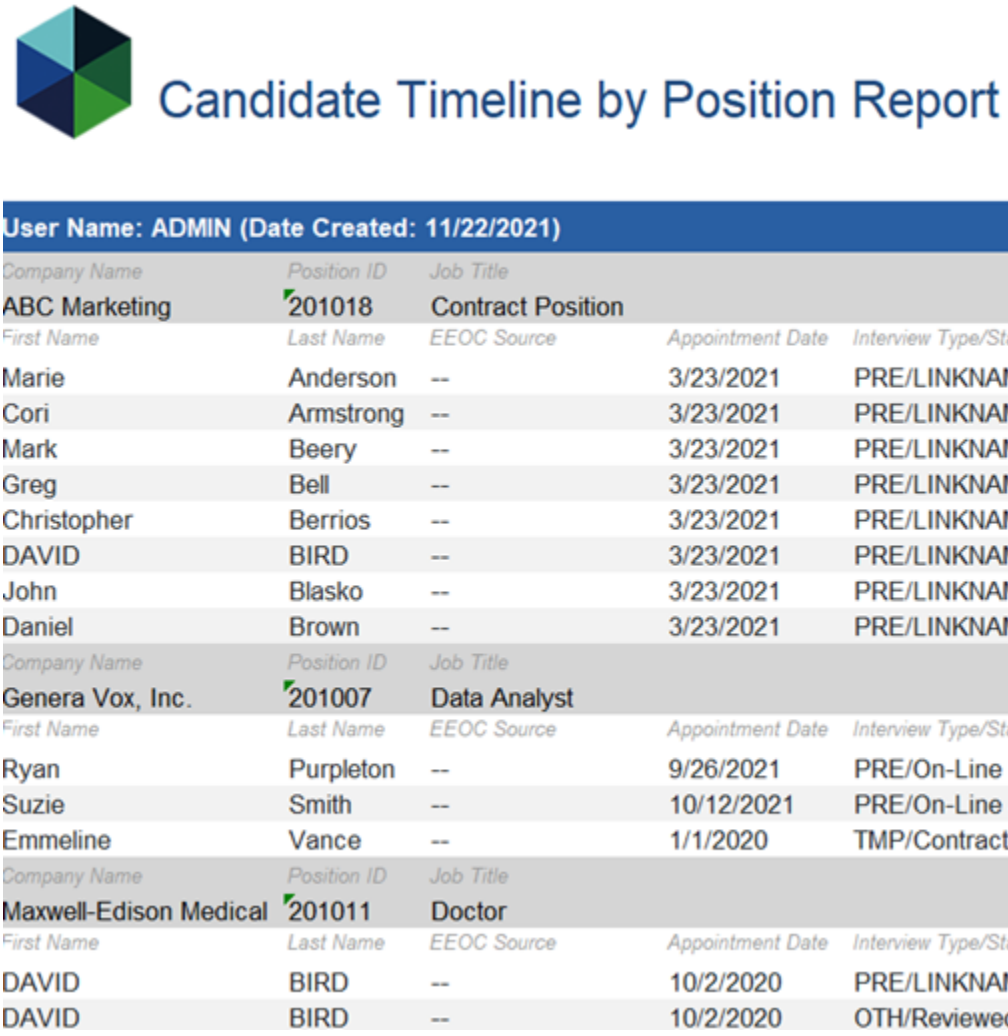
Candidate Timeline by Position

This report can be filtered by a Company or Position Rollup List, Company Name, Job Title, Position ID, Job Status, Position User Name, Position Date Posted, Interview Appointment Date, or Interview Arranged Date.

The report will show the company to which the Position is associated, Position ID, and Job Title. The Name and Source are listed for each candidate, along with the Appointment Date, Interview Type and Interview Status of each interview for the candidate.

Interview Status Distributions, Interview Type Distributions, and Source Distributions are included at the bottom of the report.

Sample Candidate Timeline by Position Report



Candidate Timeline by Position Report

User Name: ADMIN (Date Created: 11/22/2021)

Company Name	Position ID	Job Title		
ABC Marketing	201018	Contract Position		
First Name	*Last Name*	*EEOC Source*	*Appointment Date*	*Interview Type/Status*
Marie	Anderson	--	3/23/2021	PRE/LINKNAME
Cori	Armstrong	--	3/23/2021	PRE/LINKNAME
Mark	Beery	--	3/23/2021	PRE/LINKNAME
Greg	Bell	--	3/23/2021	PRE/LINKNAME
Christopher	Berrios	--	3/23/2021	PRE/LINKNAME
DAVID	BIRD	--	3/23/2021	PRE/LINKNAME
John	Blasko	--	3/23/2021	PRE/LINKNAME
Daniel	Brown	--	3/23/2021	PRE/LINKNAME
Company Name	Position ID	Job Title		
Genera Vox, Inc.	201007	Data Analyst		
First Name	*Last Name*	*EEOC Source*	*Appointment Date*	*Interview Type/Status*
Ryan	Purpleton	--	9/26/2021	PRE/On-Line Job Inquiry
Suzie	Smith	--	10/12/2021	PRE/On-Line Job Inquiry
Emmeline	Vance	--	1/1/2020	TMP/Contract/Temp
Company Name	Position ID	Job Title		
Maxwell-Edison Medical	201011	Doctor		
First Name	*Last Name*	*EEOC Source*	*Appointment Date*	*Interview Type/Status*
DAVID	BIRD	--	10/2/2020	PRE/LINKNAME
DAVID	BIRD	--	10/2/2020	OTH/Reviewed

Active Candidate Pipeline

This report can be generated based on a Company or Position Rollup List, individual Companies or Positions, Position Status or Position User Name. You may also include candidates based on Interview Type history using the Required option (e.g. candidate must have an In Person interview record to be included), or exclude candidates based on their Current Interview Status (e.g. exclude candidate if currently out of process).

The report will show the company to which the position is associated along with the company's address. For each position included in the report, the Position ID, Job Title, and Position Contact are shown. A row is presented for each candidate that has been linked to the position. Each row includes:

- Candidate Name

- Y/N Active: A candidate is not considered active if the Interview Type for the most recent interview record is Placed, Offer Declined, or Out of Process.
- Date Resume Submitted: Date of the first interview record for the candidate and this position where the Interview Type equals Resume.
- Days in Process: Calculates based on the number of days from the resume submitted date to the current date.
- The Interview Type, Interview Status, and Appointment Date of the most recent Interview record.

Unique candidate distributions are also provided. These numbers reflect the number of unique individuals currently at each Interview Type and the History of unique individuals for the Interview Type. These numbers reflect the counts displayed next to a pipeline folder.