Position Reports

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

The Position Reports feature allows you to create a variety of reports related to positions. You can choose from several available report options, such as Summary, Detail, Positions Actively Recruiting, reports based on Position Status, Time to Fill, and custom versions crafted by a System Administrator. Among these, the most commonly used position reports are Custom Position Reports and Time to Fill.

If you're seeking specific insights on candidates within the Position's Pipeline, the Pipeline Reports, Custom Applicant Tracking Reports, and Custom Pipeline Reports would be a more suitable choice for that purpose.

Generating Position Reports

1. Click on “Reports” in the main menu.
2. Select “Position Reports.”
3. Choose the desired report.
4. Choose your desired filter option(s). The available filters may vary for each position report, but in most cases, they will require a date or rollup.
5. Click on the action menu and select your preferred export format (please note that the ability to export other than PDF View Mode depends on your Export Reports security).

Time to Fill

The Time to Fill Report generates a listing of placements based on Placement/Hire Date. Filters include Company Name or Rollup. The report includes the following information:

- Placed Candidate Name
- Company Name
- Job Title
- Position ID

- Placed By User Name
- Placement Type
- Source
- Date Posted
- Placement Date
- Start Date
- Days Posted to Placed Date
- Days Posted to Start Date


Time to Fill Report

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

#	Name	Company	Job Title	Position Id	Placed By	Placement Type	Source	Date Posted	Placement Date	Start Date	Days Posted to Placed	Days Posted to Start
1	Nick Mazzone	ABC Marketing	Marketing Manager	201033	ADMIN	Permanent	--	10/5/21 9:08 PM	10/19/21 11:31 AM	10/27/21 11:31 AM	14	22
2	Jake Gooden	ABC Marketing	Marketing Manager	201033	ADMIN	Contract/Temp	--	10/5/21 9:08 PM	10/30/21 4:20 PM	10/31/21 4:20 PM	25	26
3	Greg Bell	Ackworth Construction, LLC	Accountant	EB-1133607174	DYLAN	Permanent	--	10/6/21 11:13 AM	10/31/21 4:18 PM	11/22/21 4:18 PM	25	47
4	Christopher Berrios	Ackworth Construction, LLC	Accountant	EB-1133607174	DYLAN	Permanent	--	10/6/21 11:13 AM	10/6/21 4:19 PM	10/11/21 4:19 PM	0	5

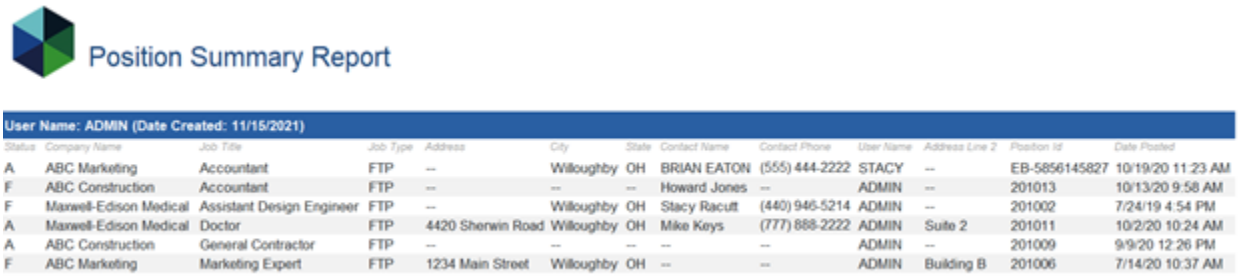
Sample Time to Fill Report

Summary

The Position Summary Report can be generated based on either the Position Rollup or a Date Range determined by the Date Posted. You can choose to include the 5 most recent activities or all of them. This report comprises the following fields, which are not customizable:

- Status
- Company Name
- Job Title
- Job Type
- Address
- Address 2
- City
- State
- Contact Name
- Contact Phone
- User Name

- Position ID
- Date Posted



Position Summary Report

User Name: ADMIN (Date Created: 11/15/2021)

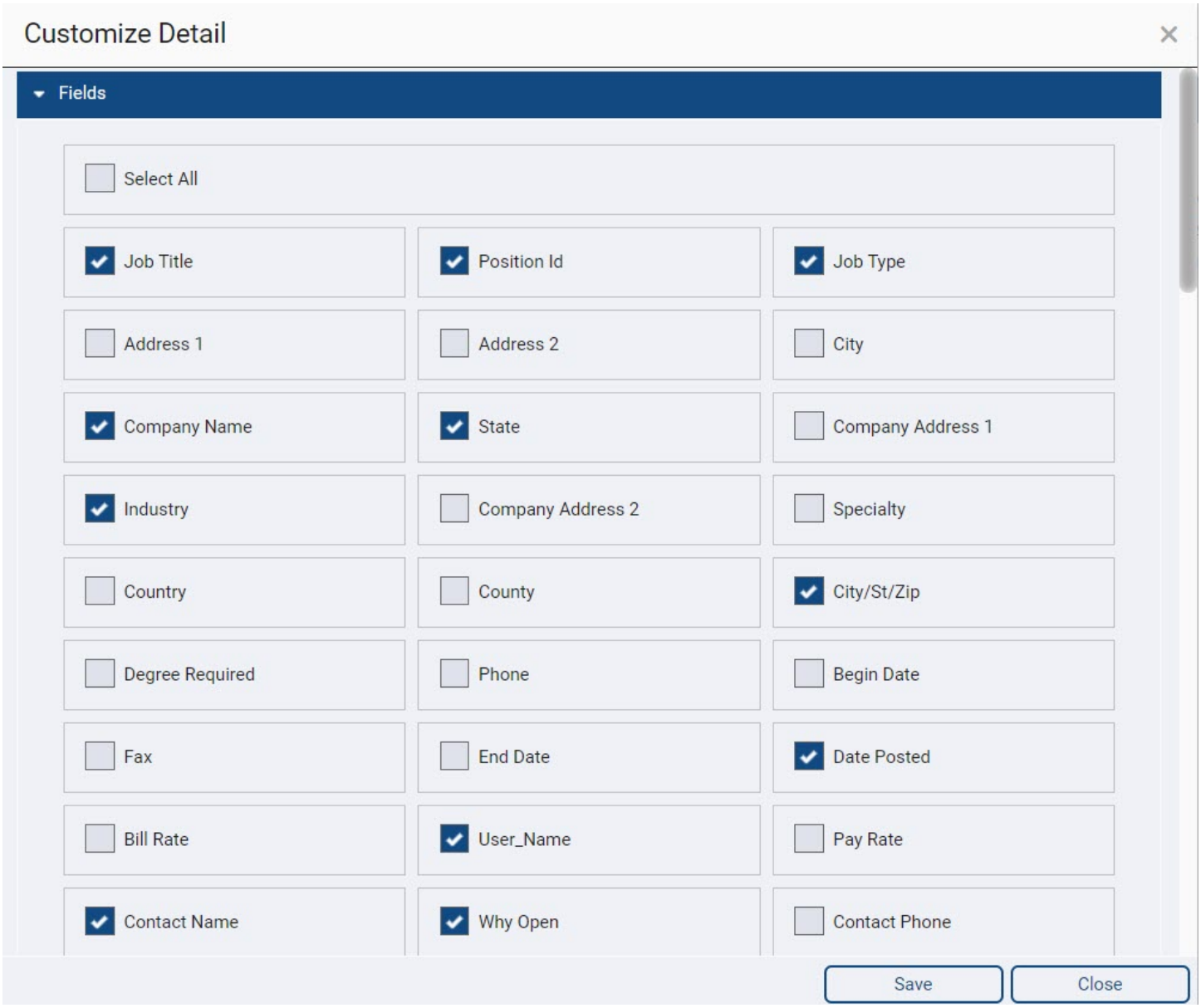
Status	Company Name	Job Title	Job Type	Address	City	State	Contact Name	Contact Phone	User Name	Address Line 2	Position Id	Date Posted
A	ABC Marketing	Accountant	FTP	--	Willoughby	OH	BRIAN EATON	(555) 444-2222	STACY	--	EB-5856145827	10/19/20 11:23 AM
F	ABC Construction	Accountant	FTP	--	--	--	Howard Jones	--	ADMIN	--	201013	10/13/20 9:58 AM
F	Maxwell-Edison Medical	Assistant Design Engineer	FTP	--	Willoughby	OH	Stacy Racutt	(440) 946-5214	ADMIN	--	201002	7/24/19 4:54 PM
A	Maxwell-Edison Medical	Doctor	FTP	4420 Sherwin Road	Willoughby	OH	Mike Keys	(777) 888-2222	ADMIN	Suite 2	201011	10/2/20 10:24 AM
A	ABC Construction	General Contractor	FTP	--	--	--	--	--	ADMIN	--	201009	9/9/20 12:26 PM
F	ABC Marketing	Marketing Expert	FTP	1234 Main Street	Willoughby	OH	--	--	ADMIN	Building B	201006	7/14/20 10:37 AM

Sample Position Summary Report

Detail

The Position Detail Report provides you with the flexibility to customize its content by allowing you to choose between Predefined and Custom Position Fields that you can either display or hide. Additionally, you have the option to incorporate the text from Job Description, Keywords, Notes, and Web Notes as part of the report. These selections also determine the fields to include when using the "Print" option on a Position record. To configure the Detail report, an administrator can follow these steps:

1. Click on “Reports” in the main menu.
2. Select “Position Reports.”
3. Select “Detail Report”.
4. Click on ‘Customize Detail’ in the Action menu of the Detail Report.
5. Check the fields to include.
6. Click Save.



Sample of customizing the Detail Report

All Available/Open

This report includes all Positions with the status of Available/Open. Users may specify the sort order.

The resulting report includes:

- Date Posted
- Company Name
- Job Title
- Position ID

- User Name
- Hiring Manager
- Why Open
- Notes



All Available/Open Positions

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

Date Posted	Company Name	Job Title	Position Id	User Name	Hiring Manager	Why Open	Notes
8/25/2020	Genera Vox, Inc.	Data Analyst	201007	ADMIN	--	--	--
9/3/2020	Maxwell-Edison Medical	Remote Remediation Engineer	EB-2008927483	ADAM	--	--	--
9/9/2020	ABC Construction	General Contractor	201009	ADMIN	--	--	--
12/10/2020	ABC Marketing	Social Media Manager	EB-1056699248	STACY	--	--	--
2/10/2021	ABC Marketing	CEO	EB-4207129794	STACY	BRIAN EATON	--	--
3/23/2021	ABC Marketing	Contract Position	201018	ADMIN	Michael Keys	--	--
3/23/2021	ABC Marketing	Permanent Position	201019	ADMIN	--	--	--
10/4/2021	ABC Marketing	Marketing Expert	201026	ADMIN	--	--	--
10/5/2021	ABC Marketing	Marketing Expert	201032	ADMIN	--	--	--
10/5/2021	ABC Construction	Electrician	EB-3438408617	NICK	--	--	--

Sample All Available/Open Positions Report

Position Open

This report requires selecting a Position Rollup or entering a Date Range based on Date Posted. Of those positions, only positions with the Status marked as Available/Open will be displayed. The report includes the following information:

- Status
- Company Name
- Job Title
- Job Type
- Address
- Address 2
- City
- State
- Contact Name

- Contact Phone
- User Name
- Position Id
- Date Posted



Position Open Report

User Name: ADMIN (Date Created: 11/15/2021)

Status	Company Name	Job Title	Job Type	Address	City	State	Contact Name	Contact Phone	User Name	Address Line 2	Position Id	Date Posted
A	ABC Marketing	Accountant	FTP	--	Willoughby	OH	BRIAN EATON	(555) 444-2222	STACY	--	EB-5856145827	10/19/20 11:23 AM
A	Maxwell-Edison Medical	Doctor	FTP	4420 Sherwin Road	Willoughby	OH	Mike Keys	(777) 888-2222	ADMIN	Suite 2	201011	10/2/20 10:24 AM
A	ABC Construction	General Contractor	FTP	--	--	--	--	--	ADMIN	--	201009	9/9/20 12:26 PM

Sample Open Position Report

Positions Actively Recruiting

This report shows positions with any pipeline activity within the specified date range. You'll need to set a date parameter, and can further refine the results by filtering with Company Name or a Position Rollup List. You can also choose to include Company and/or Department info and set the sorting order. The report includes:

- Date Posted
- Company Name
- Job Title
- Position ID
- User Name
- Contact Name
- Why Open
- Notes



Actively Recruiting Report

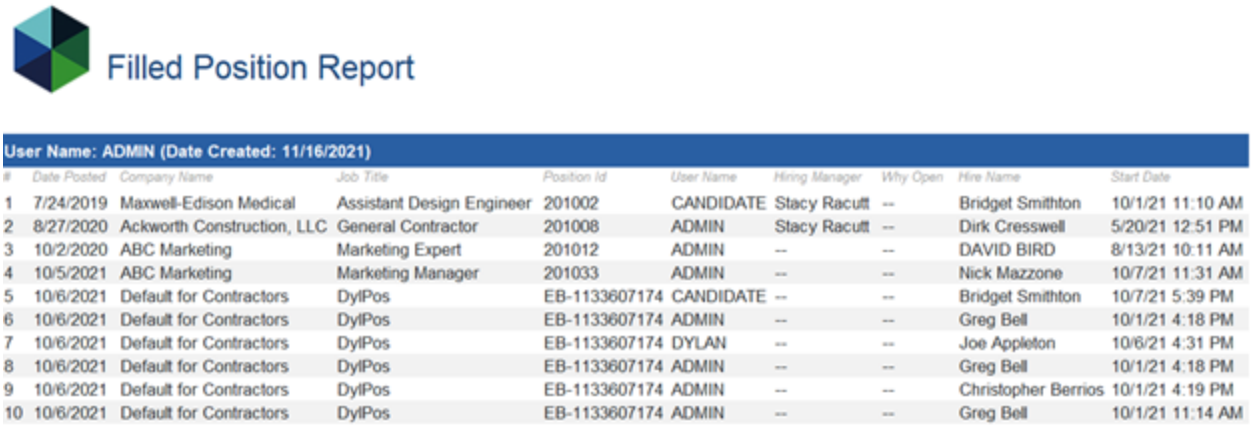
User Name: ADMIN (Date Created: 11/22/2021)

Date Posted	Company Name	Job Title	Position Id	User Name	Contact Name	Why Open	Notes
8/25/2020	Genera Vox, Inc.	Data Analyst	201007	ADMIN	Suzie Smith	--	--
9/9/2020	ABC Construction	General Contractor	201009	ADMIN	Joe Appleton	--	--
10/4/2021	ABC Marketing	Marketing Expert	201026	ADMIN	Bridget Smithton	--	--
10/5/2021	ABC Marketing	Marketing Manager	201033	ADMIN	Jake Gooden	--	--
10/5/2021	Maxwell-Edison Medical	Medical Billing	201034	ADMIN	Nick Mazzone	--	--

Filled Positions

This report includes the Date Posted, Company Name, Job Title, Position ID, User Name, Hiring Manager, Why Open, Hire Name and Start Date for all positions with a Status of Filled. This report can be filtered by Placement Date Range, Company Name or Rollup List. Users can also specify if the Company Name and Interview Notes should be included on the report. The Report includes the following information:

- Date Posted
- Company Name
- Job Title
- Position Id
- User Name
- Hiring Manager
- Why Open
- Hire Name
- Start Date



Filled Position Report

User Name: ADMIN (Date Created: 11/16/2021)

#	Date Posted	Company Name	Job Title	Position Id	User Name	Hiring Manager	Why Open	Hire Name	Start Date
1	7/24/2019	Maxwell-Edison Medical	Assistant Design Engineer	201002	CANDIDATE	Stacy Racutt	--	Bridget Smithton	10/1/21 11:10 AM
2	8/27/2020	Ackworth Construction, LLC	General Contractor	201008	ADMIN	Stacy Racutt	--	Dirk Cresswell	5/20/21 12:51 PM
3	10/2/2020	ABC Marketing	Marketing Expert	201012	ADMIN	--	--	DAVID BIRD	8/13/21 10:11 AM
4	10/5/2021	ABC Marketing	Marketing Manager	201033	ADMIN	--	--	Nick Mazzone	10/7/21 11:31 AM
5	10/6/2021	Default for Contractors	DylPos	EB-1133607174	CANDIDATE	--	--	Bridget Smithton	10/7/21 5:39 PM
6	10/6/2021	Default for Contractors	DylPos	EB-1133607174	ADMIN	--	--	Greg Bell	10/1/21 4:18 PM
7	10/6/2021	Default for Contractors	DylPos	EB-1133607174	DYLAN	--	--	Joe Appleton	10/6/21 4:31 PM
8	10/6/2021	Default for Contractors	DylPos	EB-1133607174	ADMIN	--	--	Greg Bell	10/1/21 4:18 PM
9	10/6/2021	Default for Contractors	DylPos	EB-1133607174	ADMIN	--	--	Christopher Berrios	10/1/21 4:19 PM
10	10/6/2021	Default for Contractors	DylPos	EB-1133607174	ADMIN	--	--	Greg Bell	10/1/21 11:14 AM

Sample Filled Positions Report

Positions on Hold

For a position to be included in the report, the Status field on the Position record must be 'Hold'. The resulting report includes:

- Date Posted
- Company Name
- Job Title
- Position ID
- User Name
- Hiring Manager
- Why Open
- Start Hold
- End Hold
- Notes



Positions On Hold Report

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

Date Posted	Company Name	Job title	Position Id	User Name	Hiring Manager	Why Open	Start Hold	End Hold	Notes
10/5/2021	Maxwell-Edison Medical	Medical Billing	201034	ADMIN	Mike Keys	--	11/1/2021	--	--

Sample Positions on Hold Report