

**Reports**

Tips and terminology

Frequently asked questions

# Introduction

This brief guide aims to provide useful reporting tips about a) Talentlink terminology and what this then means for reports b) the data and what this tells us along with frequently asked questions.

This guide is a working document and is intended to provide initial support. It is not exhaustive of all possible scenarios but partners are asked to share further learning points, suggestions and FAQs which will be included in this a point of reference for the partnership.

# Part 1: Tips and terminology

# Part 2: Frequently asked questions

# Part 1- Tips and terminology

**Often the feedback about reports functionality in Talentlink is that it is user friendly but it isn’t always obvious a) what the terminology means and b) what the data is telling us. This section aims to address this feedback and provide supporting information to help reporters to construct meaningful reports.**

**Know what data you want and why**

The first step before even accessing Talentlink is to clearly outline what report you want to generate, what data you want to show and why. By thinking and mapping this through initially will certainly save you time in creating your report as you should then know what fields you are looking to create the report.

By asking the question “why” and “what do you want the data to show” will often mean the true reporting requirements are revealed. For example, you may start with “I want to create a report to show how many vacancies my organisation has published”.

If you then ask the question “why”, you might find that actually it might be a case of “to show how many vacancies have leaded to external advert as they haven’t been filled by internal/redeployment processes”. Straight away this should highlight to you that you need a “sourcing filter” to identify what has been posted via redeployment, not filled so then external.

Below are some further scenarios you might find familiar:

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| **Relevant to** | **Scenario** | **Suggested report functionality** | **Report filter types – areas to consider** |
| Positions | I want to show how many vacancies have been published, per directorate, per month. | Live listing – Job posting or Job opening, Standard and ad-hoc reports | Organisation level 1 =Organisation name  Organisation level 2 = Directorate level  Job posting date = Shows the month  Job posting status = Can exclude jobs you’ve posted multiple times  Sourcing channel name = to identify where the report has been posted. |
| Applications | I want to show how many applications my organisation has received per directorate, per month. | Live listing – Job opening  Ad-hoc reports | Organisation level 1 =Organisation name  Organisation level 2 = Directorate level  Job posting date = Shows the month  Application status = shows last status applicant moved to  Step # = this relates to selection process configuration and should be used to outline new, interview, reference stage etc.  Sourcing channel name = to identify where applicant has been sourced from.  Sourcing channel type = to identify online vs paper. |
| Hiring | I want to have an overview of how many hires vs positions are made per month and the time taken. | Standard reports – Our hires  Ad-hoc reports – Hiring process | Organisation level 1 =Organisation name  Candidate type = external or internal  Sourcing channel name = to identify where applicant has been sourced from. |
| Monitoring | I want to monitor recruitment performance activity and ensure candidates/positions are being moved through steps in TL | Standard reports  Ad-hoc reports | Status and month = high level overview of application statuses  Job title  Recruiter name  Last status update = shows the last status update made  Last status update date = shows the date when the status was updated |

**Understand what the terminology means**

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| **Live listings** | |
| Flag general application = no | This appears by default in all live listings. Jobs can be created as a general application (it looks exactly the same as creating a job as normal). It is used for speculative applications whereby a candidate is expressing interest in a job type i.e. administration talent pool but a job isn’t yet available. Therefore, it’s not a real application for a real job so if included would skew the data. |
| Archived job flag = no | As part of housekeeping process you may archive jobs after a locally defined time period. The job should never be deleted so archiving allows you to move the job to archive. You may still wish to report on this job say; 12 months down the line so should consider whether the default filter is required. |
| Hide subtotal (used in report consolidation) | This gives you high level data i.e. 202 applications but does not then give you a further breakdown. |
| Display subtotal (used in report consolidation) | This now gives you breakdown of information relating to your live listing report i.e. recruiter names, applicants, job title/reference number. |
| **Live listing report – Applications** | |
| Candidate type | Applicants are shown as external if applying via external site otherwise they are shown as employee if applying via internal/redeployment site. The candidate type shows whether they are external candidate or employee. |
| Job current status | Shows candidates who have applied to a job along with status of the job i.e. closed/filled, closed/unfilled, cancelled, open etc. |
| Recruiter number 1 | Shows the jobs/applicants in which team member 1 of the recruitment team is responsible for. Tip: if you simply want a high level overview if recruiter vs jobs/applicants then tick “hide list items” |
| Recruiter number 2/ Recruiter number 3 | This shows an overview of jobs/applicants assigned to recruitment team members 2 and 3. |
| **Live listing report – Job Opening** | |
| Any responsible | This can be found in the filter section and enables you to drill down to specific recruiters to view job activity. |
| Keyword on Job title | This allows you to input part of a job title i.e. social, teacher to view jobs which have part of this word in the title. |
| **Live listing report – Job Posting** | |
| Job ID | This highlights positions by the Talentlink generated reference number |
| Sourcing channel name | The site in which the job was posted to i.e. external, internal, redeployment |
| Sourcing channel type | Each source channel name is assigned to a sourcing channel type i.e. External site is assigned to External, WMJobs agency could be assigned to the agency type, Linkedin could be assigned to social recruiting. The sourcing channel type gives a high level overview of the source which could be useful if multiple sources were assigned to the same type. |
| Posting status | This shows the status of the posting i.e. expired, unposted, posted. Tip: this could be useful if organizations have previously unposted then posted jobs to exclude the unposted status to avoid duplication. |
| **Standard and analytical reports** | |
| My job openings/applications/postings | This is a report designed to show user specific information i.e. a manager/recruiter job/application activity. A user must be added to the team in order for results to appear when they use this report. |
| Our job openings/applications/postings | This report is about the organisation and will show information about the organisation and levels rather than individual recruitment activity like the “My reports”. |
| Diversity report | This standard report came into effect on 1st December and will show applicant data from approx mid November. Diversity information required before this date should be gathered via adhoc reports. |
| **Ad-hoc reports** | |
| Manage tags | You can create tags to group your reports i.e. positions, applications, hires. Rather than having one long folder of reports the tag functionality is useful to group them. |
| Next extract date | If the report has been “scheduled” this will show you the next date it is due to be extracted/sent to TL user(s). |
| Application, selection and onboarding | This is a report type which is focused around applicants and includes data such as personal information, access to application form answers (equality and diversity>template data), application statuses, job approval and selection process information. |
| Job opening and job posting follow up | This is a report type focused on job information and enables to drill down job details such as LOVs used to create the job requisition, sourcing channels, job posting expiration. Tip: You could schedule a weekly report to show you all jobs due to expire in the next week. |
| Pending contracts and hires follow up | Used to monitor the activity in contract definition, negotiation or extension. For example: Weekly report of contracts to approve, Monthly report on Starters, Monthly report on proposed extensions. You can gather information entered in the conditions form. |
| Sessions | For organisations who use sessions to manage interviews. This enables you to extract further interview information i.e. interview schedule. |

**Understanding the difference between reports functionality**

There are three reports functionality which are: live listing, standard and analytical reports and ad-hoc reports. This then means there could be three ways to provide information depending on what you need to show.

Live listing is particularly useful if you want relatively high level position/applicant information with some additional filters. You do have some flexibility to change the perameters of the report and using hide or show subtotals can give you greater/lesser information depending on what’s required.

Standard reports is useful again for relatively high level information but filters are limited often to Organisation Breakdown Structure (OBS) level plus one other dimension. These reports have been predefined by Lumesse so additional filters are not available.

Ad-hoc reports however allow you to access all information about jobs, applicants, application forms, recruitment process monitoring, interview schedule, hiring information etc. The data is provided in raw format and it is very much the partner’s responsibility to manipulate the data using macros, filters, pivot tables etc. The ad-hoc scheduling and sharing functionality is useful to allow other Talentlink users to access/edit filters to previously created reports.

# Part 2- Frequently asked questions

# I do not have the option for live listings reports, why?

To access any reports functionality a user must have the correct roles assigned. There is a specific role to access each of the three report areas. You should give the user the correct role to be able to see this information.

# I am using standard our hires report and cannot see data for the previous month, why?

The hires reports gives you information based on candidates that have moved to the status of hired. If no candidates have reached the stage you will not see the information until they have.

# I am using the standard diversity report and missing data prior to December, why?

The standard diversity report was introduced on 1st December 2013. To access equal opportunities data before 1st December then the ad-hoc report tool should be used.

1. **I am using ad-hoc reports, shared my report but my colleague has not received a message/e-mail, why?**

The sharing option in ad-hoc reports means you are giving other users access to your report. They will see this when they go to the ad-hoc reports page. If you want to send a message to someone with the information then by using both the scheduling and distribution tabs this will send the report. The report is sent via a message through Talentlink so the recipient should be a Talentlink user.

1. **I am receiving error messages when running the standard report for front office traffic analysis, why?**

This is an area in development by Lumesse and therefore should not be used. Deployment dates have been requested and will be shared once known.

1. **I want to give my head of service a workspace to simply show in graphical format our recruitment activity. I do not know how to do this.**

When creating workspaces for users you must ensure they have the manage configurable apps role in the first instance along with other roles required to access reports i.e. live listing. You can set the roles to expire of remove them manually after they have been assigned.

Once they have been given you can then become the user and allocate/filter the relevant apps you want them to have.