

## reporting module

In-depth and flexible reporting is critical to gaining insight into your recruiting process. Trovix gives users access to dozens of pre-packaged reports and the ability to create custom reports – all integrated with the permissions and access controls of Trovix Recruit™. Reports can be run to pull specific information about candidates and requisitions, look at high-level candidate flows, and manage EEO/OFCCP compliance. New reports can be created simply by checking boxes to indicate what information you want, and how you want it to be displayed. It's that easy. Reports can also be set to run automatically and have the results delivered to your e-mail. Trovix users are amazed at how quickly they can get the information they need, and how easy it is to customize the reports to meet their specific requirements.

### EEO Reports

The Reporting Module provides pre-packaged EEO Reports, including standard EEO data and Office of Federal Contract Compliance Programs (OFCCP) reports. Trovix can minimize the additional workload placed upon you by the new OFCCP guidelines. Our system automatically captures information you are likely to need to satisfy the OFCCP requirements and respond to an audit or simply identify whether you are attracting the right mix of job applicants.

### Status and Analytics Reports

In addition to the EEO Reports, the Reporting Module includes reports to analyze days-to-fill, source of candidates, activity per department, division, or recruiter, active candidates by job, number of interviews per manager and much more. It is an excellent way to provide a management summary report or track campaign effectiveness. For example, for hard-to-fill positions, it's simple to run reports that find the bottleneck, whether it's a lack of applicants, a lack of qualified applicants, or a screening process that is too stringent.

### Personalized Reports

The Reporting Module gives you an easy way of searching your applicant database for all types of data such as recruiting activity or candidate source information. Just by clicking the boxes that represent the data you want, you can report on the information you want, for the timeframe you want. Custom reports can be stored for personal use, or shared with others.

### Automatic Reports

You can also create special reports, such as a Management Report, with the metrics that you would like to track and set it up to process automatically, on a regular schedule. These reports will be sent to you via email, or emailed to a specified distribution list.

The Reporting Module delivers transparency to your recruiting process.

