

## CU Careers: Step-by-Step Guide

## Working with Reports in CU Careers

This guide describes how to access, run, and export reports in CU Careers using the Oracle Analytics (OAS) tool.

To locate reports in CU Careers (after logging in):

1. From the Welcome Center page, click **Oracle Analytics** from the main task bar menu or under Centers from the quick links left-hand panel.

Centers Recruiting Dracle Analytics Duick Access Requisitions Submissions	This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the Centers section on the left. You can also jump directly to related processes by clicking the Quick Access links on the left. As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center. Additional resources are available for training and step-by-step guides. <i>Copy and paste the links below into your web browser:</i> • HCM Community - Recruit & Hire - https://www.cu.edu/hcm-community/recruit-hire • CU: Recruiting with CU Careers (online training course) • https://university/ofcolorado skillport.com/skillportfe/custom/login/saml/login.action? courseaction=launch&assetid=_scorm12_cu_u00149_0001 • CU Careers Practice Exercise (online practice exercise) • https://university/ofcolorado skillport.com/skillportfe/custom/login/saml/login.action? courseaction=launch&assetid=_scorm12_cu_u100149_0001

Note: You can also access Oracle Analytics from within CU Careers Recruiting, shown below:

University of Colorado					Find submission	<b>~</b> Q	
	ING T/	ASKS	REQUISITIONS	SUBMISSIONS	OFFERS	CANDIDATE POOLS	
🐼 Home							
🕒 Oracle Anal	ytics						

2. Click Catalog.



3. Navigate to Shared Folders> 584211> Company Shared> CU Careers Reports> Recruiting Reports.



Refer to campus folder for customized campus-specific reports, if needed.

Under Recruiting Reports, you will see a list of delivered reports that can then be accessed and exported.

Attachments report     Open Edit More ▼
Candidate and Req Overview Open Edit More ▼
Candidate Details     Open Edit More ▼
Candidate Summary By Recruiting Status (Time Spent In Each Status) Open Edit More ▼
Candidates Requiring Attention (Based On Aging) Open Edit More ▼
CLOR Report     Open Edit More ▼
Most Recent Application Updates     Open Edit More ▼
Requisitions Filled Details     Open Edit More ▼
Open Edit More ▼
Open Edit More ▼

## **Opening and Running Reports**

To open and run a report:

1. Identify the report you want to run and click Open.

```
Open Edit More ▼
```

The system prompts you for criteria by which to filter specific information in the report.

Req. Identifier	Select Value	
Current Status	Filled	
Position Number	Select Value 🔻	
First Sourced Date	Between to -	Ë
Latest Filled Date	Between	i.
Campus	Select Value	
CSW	Select Value	
Dept.	Select Value 🔻	
	OK Res	et 🔻
Edit - Refresh		

2. Click **OK** to run your report.

ок

The system displays an example of the report that you just ran:

Time To Fi	II							
					29			
					Time To Fill			
					Average Time to Fill			
Position Number	Req Id	Req Title	Current Status	First Posted Date	Filled Date	# Applications Complete	# Internal Applications	Time To Fill (Days)
TEST	01721	TESTING	Filled		6/3/2015 3:31:30 PM	5	1	29.00
Edit - Refresh - P	Print - E	xport - A	dd to Briefing B	ook				

## **Exporting Reports**

To export a report:

- 1. Click the **Export** link at the bottom of the report.
- 2. Select Formatted or Data from the options list.

Formatted	Data
PDF         Excel         Powerpoint         Formatted         Web Archive         Data         Edit - Refresh - Print         Export         - Add to Briefing Book	Formatted Tab Delimited Data XML Edit - Refresh - Print - Export - Add to Briefing Book

3. Click **OK** once the export has completed.

<ul> <li>Confirmation</li> </ul>	×
The Export process is compl	ete.
$\oslash$	
	ж