Reporting Database Canned Queries

PeopleAdmin has provided several canned queries for your reporting needs. These canned queries are included at the time your reporting database is created. These queries are helpful for HR users in accessing and obtaining specific recruitment information. HR users can also use these queries to customize and develop their own reports. Below are brief descriptions of each of these canned queries:

1. **Applicant Info By Job Posting**
This query presents a list of all applicants who have applied to a specific posting and includes basic information about each applicant. The information includes the Applicant's name and address. When first running the query, you will be prompted to enter a posting/requisition number.

FirstName	MiddleName	LastName	StreetAddress	City	State	ZipCode
Sample First Name	Sample Middle Name	Sample Last Name	124 Sample Street	Sample City	TX	44440

2. **Count Applicants Reaching Status By Posting**
This query gives a count of the number of applicants that reach a particular status for a Posting. For instance, it will show how many applicants completed the application process and how many applicants Cancelled Applying. When first running the query, you will be prompted to enter a posting/requisition number.

PositionStatus	CountOfPositionStatusId
Incomplete - Attached Application	2
Incomplete - Answered Questions	2
Under Review by Department/Committee	1
Recommend for Hire	1
Incomplete - Attached Documents	1
Hired (Nonclassified)	1
Completed Application Process-Received Confirmation Number	1
Cancelled Applying	1

3. Time to Fill

This query provides the duration or number of days that a specific posting took from the time it was "Posted" until the posting was "Filled." The information includes the Position Number, Job Title, the dates of when the posting was Posted and Filled along with the number of days. (Time to Fill)

PositionNumber	JobTitle	Open Date	Fill Date	Time To Fill
102	Instructor, Machine Tool Technology Program	6/5/2007	8/23/2007	79
103	Enrollment Services Specialist	6/5/2007	7/2/2007	27
105	Culinary Instructor	6/5/2007	7/2/2007	27
107	Instructor Nursing Program Half-Time	6/5/2007	7/2/2007	27
110	Financial Aid/Business Office Specialist	6/5/2007	8/3/2007	59
114	Mathematics and Science/Engineering Instructor	6/5/2007	7/20/2007	45
115	Clinic Dentist/Dental Hygiene Instructor	6/6/2007	7/30/2007	54
116	Director of Recreation/Outdoor Education, Health and Wellness	6/6/2007	6/20/2007	14
118	Director of Development - Gillette College	6/6/2007	7/2/2007	26
120	Recruiter/Rodeo Coach	6/6/2007	6/11/2007	5
122	Human Resources Specialist/Administrative Assistant - Sheridan	6/18/2007	7/30/2007	42
123	CVC Assistant	7/5/2007	8/21/2007	47
124	M.S.H.A. Industrial Health & Safety Instructor	6/27/2007	10/18/2007	113
125	Director of Workforce Development and Continuing Education	7/10/2007	10/18/2007	100
129	Industrial Electricity/Electronics Instructor, Gillette College	6/5/2007	7/2/2007	27
130	Assistant Vice President For Program Development	7/26/2007	10/5/2007	71
131	Director, Facilities - Gillette	8/1/2007	8/23/2007	22
132	Administrative Assistant to the Vice President of Academic Affairs	8/2/2007	8/28/2007	26
133	Administrative Assistant	8/10/2007	10/18/2007	69
137	Testing Center Manager/Project Assistant to Student Services	9/6/2007	10/25/2007	49
143	Campus Police Officer	10/22/2007	11/19/2007	28

4. Hired Applicants

This query lists all applicants who have been hired in the system and the jobs for which they were hired. The information includes the Applicant's Name, EEO Information, Job Title, Position Number and the createDate which is the date/time stamp of when they were moved to the Hired status.

PositionNumber	JobTitle	createDate	FirstName	LastName	Gender	AreYouHispanicOrLatino
103	Enrollment Services Specialist	7/2/2007 4:13:10 PM	John	Doe	Female	Not Disclosed
115	Clinic Dentist/Dental Hygiene Instructor	7/30/2007 4:02:40 PM	John	Doe	Male	No

5. Not Hired Reasons By Posting

This query lists all the applicants who were not hired for a particular posting and the reason why they were not selected. The information includes the Applicant's name and their Not Hired Reason. When first running the query, you will be prompted to enter a posting/requisition number.

LastName	FirstName	notHiredReason
Sample Doe	Sample Jane	Not the best fit for the position
Sample Last Name	Sample First Name	Not the best fit for the position

6. Count Postings By Status Between Dates

This query prompts the user for a start date and end date, and then returns a count of postings at each status between the two dates. For example, if you provide the dates of 07/01/2008 and 07/31/2008, it will tell you how many postings were at each status within that specified timeframe.

	CountOfstatus	status
	97	Save
	15	Posted
	12	Saved Without Submitting
	10	Position Filled
	9	Closed/Removed from Web
	8	Submitted for Approval
▶	4	Posting Cancelled
	1	Returned for Review
	1	Create
	1	Approved for Later Posting

7. Count of Apps to Jobs Between Dates

This query prompts for a start date and end date, and then returns a count of applicants to each job between the two dates. For example, given the dates of 7/1/2008 and 7/31/2008, it will tell you how many applicants applied to each job in the month of July. The information includes the Position Number, Job Title and Number of Applications. When first running the query, you will be prompted to enter a posting/requisition number.

	JobTitle	PositionNumber	NumOfApplication
▶	Administrative Assistant	133	2
	Assistant Vice President For Program Develc	130	5
	Associate Registrar	135	7
	Director of Workforce Development and Conti	125	1

8. New EEO Data

This is the main EEO query, which shows a count of applicants per each race and gender, per position.

PositionTitle	RequisitionNu	Department	Gender	Ethnicity and Race	Count
Office Assistant	0000098	Theatre Dance & Film	Not Disclosed	Not Disclosed	1
Music Library Assistant	0000103	Music	Not Disclosed	Not Disclosed	1
Publications-Editorial Assistant	0000110	Publications	Not Disclosed	Not Disclosed	1
Sr. Programmer/Analyst	0000111	Administrative Computing	Female	Not Hispanic:White	3
Sr. Programmer/Analyst	0000111	Administrative Computing	Male	Not Hispanic:White	4
Sr. Programmer/Analyst	0000111	Administrative Computing	Not Disclosed	Not Disclosed	1
Director of Planned Giving	0000113	Planned Giving	Female	Hispanic	1

The following are EEO sub-queries:

SQ_CountofRace

This query provides a list of all applicants (via "applicationID") who have indicated that they are Non-Hispanic and have responded to the "Optional Race Category" question on the application. Their response is provided by the number that appears under the "Count of Selected Response" column. The Optional Race Category question has a number of possible responses and based on the number shown, users are able to determine the response chosen by the applicant.

applicationID	CountOfselectedResponse
170367	1
170368	1
170369	2
170371	1

SQ_Hispanic

This query provides a list of all applicants (via "applicationID") who have responded with a "Yes" to the question of "Are you Hispanic or Latino?" on the application.

applicationID	Ethnicity
169372	Hispanic
169824	Hispanic
169832	Hispanic

SQ_NonHispanic

This query provides a list of all applicants (via "applicationID") who have indicated that they are Non-Hispanic and have chosen one particular Race/Ethnicity.

applicationID	Ethnicity
173022	Non-Hispanic: White
173024	Non-Hispanic: Black or African American
173025	Non-Hispanic: White
173027	Non-Hispanic: White
173029	Non-Hispanic: White
173032	Non-Hispanic: White
173033	Non-Hispanic: Black or African American
173034	Non-Hispanic: White
173035	Non-Hispanic: Black or African American
173036	Non-Hispanic: White

SQ_NotDisclosed

This query provides a list of all applicants (via "applicationID") who have responded with a "Not Disclosed" to the question of "Are you Hispanic or Latino?" on the application.

applicationID	Ethnicity
1221212	Not Disclosed
3231311	Not Disclosed
5678807	Not Disclosed
2312312	Not Disclosed
4321211	Not Disclosed

SQ_NewEEOCount

This query provides a comprehensive list of all applicants (via "applicationID") along with their respective selections made to the Voluntary Demographic Section of the Application.

applicationid	Ethnicity
170771	Hispanic
170780	Hispanic
170788	Hispanic
169424	Not Hispanic:White
169500	Not Hispanic:Black or African American

Each of the next three queries are similar as they track the number of hits that have taken place on three specific pages within the PeopleAdmin system. These pages include the Applicant home Page, Applicant Search Jobs Page and Applicant View Job Details page. The tracking feature also breaks down the number of hits by day, week and month. This can be seen by the three queries listed below.

9. Web Hits by Day Of Week

This query provides the number of hits that have taken place on each of the three pages by each day of the week. The day is listed under Day, the appropriate page is listed under Page and the number of hits is listed under the Hits Column.

page	Day	Hits
1 - Applicant home Page	Sunday	43
1 - Applicant home Page	Monday	119
1 - Applicant home Page	Tuesday	123
1 - Applicant home Page	Wednesday	84
1 - Applicant home Page	Thursday	98
1 - Applicant home Page	Friday	66
1 - Applicant home Page	Saturday	33
2 - Applicant Search Jobs Page	Sunday	36
2 - Applicant Search Jobs Page	Monday	88
2 - Applicant Search Jobs Page	Tuesday	75
2 - Applicant Search Jobs Page	Wednesday	74
2 - Applicant Search Jobs Page	Thursday	63
2 - Applicant Search Jobs Page	Friday	55
2 - Applicant Search Jobs Page	Saturday	29
4 - Applicant View Job Details page	Sunday	23
4 - Applicant View Job Details page	Monday	63
4 - Applicant View Job Details page	Tuesday	52
4 - Applicant View Job Details page	Wednesday	53
4 - Applicant View Job Details page	Thursday	41
4 - Applicant View Job Details page	Friday	38
4 - Applicant View Job Details page	Saturday	18

10. Web Hits by Week

This query provides the number of web hits that have taken place on each of the three pages per week. The week is listed under MinOfDate, the appropriate page is listed under Page and the number of hits is listed under the Hits Column.

MinOfDate	page	Hits
2007-07-22	1 - Applicant home Page	653
2007-07-22	2 - Applicant Search Jobs Page	636
2007-07-22	4 - Applicant View Job Details page	453

11. Web Hits by Month

This query provides the number of hits that have taken place on each of the three pages per month. The month is listed under Month, the appropriate page is listed under Page and the number of hits is listed under the Hits Column.

Month	page	Hits
2007-05	1 - Applicant home Page	3
2007-06	1 - Applicant home Page	1997
2007-06	2 - Applicant Search Jobs Page	1670
2007-06	4 - Applicant View Job Details page	984
2007-07	1 - Applicant home Page	2861
2007-07	2 - Applicant Search Jobs Page	2165
2007-07	4 - Applicant View Job Details page	1298
2007-08	1 - Applicant home Page	3965
2007-08	2 - Applicant Search Jobs Page	1866
2007-08	4 - Applicant View Job Details page	1367
2007-09	1 - Applicant home Page	1737
2007-09	2 - Applicant Search Jobs Page	1419
2007-09	4 - Applicant View Job Details page	1001
2007-10	1 - Applicant home Page	2132
2007-10	2 - Applicant Search Jobs Page	1894
2007-10	4 - Applicant View Job Details page	1382
2007-11	1 - Applicant home Page	1608
2007-11	2 - Applicant Search Jobs Page	1377
2007-11	4 - Applicant View Job Details page	1100