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ANALYTICS AND REPORTING (FOR RECRUITERS)

USER GUIDE

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Follow the steps here:

1. **Access Analytics Dashboard**
- Log in to your Recruiter Portal and click on the "Reports" tab.
- You'll be able to see metrics related to job postings, candidate responses, and interview scheduling.

2. **Track Job Performance**
- View detailed reports on how well each job posting is performing based on applicant activity and engagement.

3. **Generate Reports**
- Download reports for specific time periods or job posts.
- Reports can be exported in various formats such as PDF.

4. **Save and Share Results**
- Save the transcript and share it with your team or hiring managers for further evaluation.

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