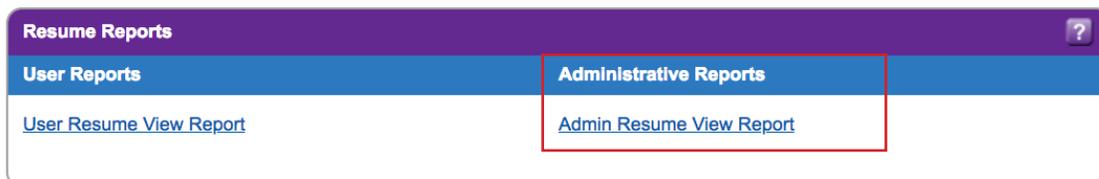
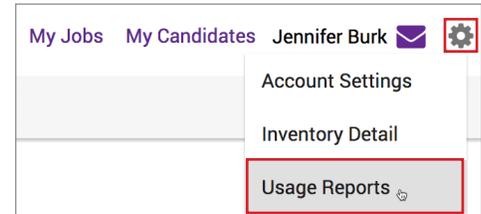


# VIEWING MONSTER ADMINISTRATIVE REPORTS

Reporting can become an important tool when it comes to managing your resources and your team. The following guide will show you how to access and interpret your Administrative Reports.

## GAINING ACCESS

1. Hover over the settings icon (gear) and then click on **Usage Reports**.
2. On the next page you will see all of the reports available to you. The Administrative Reports are available only to Super Users and Administrators.
3. Click on the name of the report you want to view.



### Access Different Reports

Once you've opened a report, you can access them all from the **Choose Report** menu above your data. You can also pull data from all users or individuals with the **Username** menu. Click **Run Report** and the page will refresh.

Choose Report:

Username:

## ADMIN ACTIVE JOBS DASHBOARD

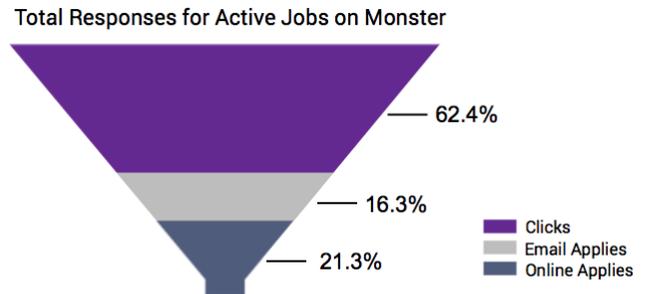
This report pulls the active jobs at the time the report is run. It shows performance from the date the job ad was posted or renewed. You can choose to view active jobs by all users or individual user accounts.

The illustration on the right shows the total responses you've received on your current active jobs:

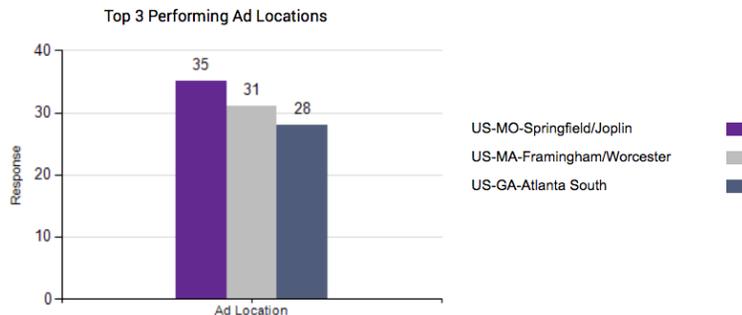
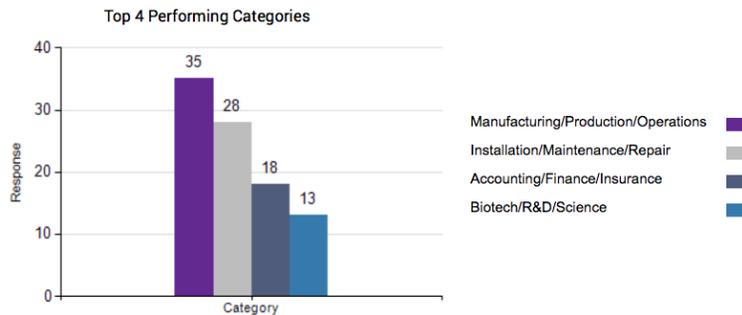
**Clicks** account for custom clicks and any shared applies, apply with Monster, and other clicks within the job ad.

**Email Applies** is the percentage of clicks on an email address whether in the body of the job or contact information.

**Online Applies** account for all Monster standard applies.



The charts below show the top performing categories and locations for all responses. This data is an overview of the current active jobs performance and does not account for higher job ad volume in specific categories and locations.



### Run this report to get a birds-eye view of your job performance.

If responses are lower than expected within a specific category, make sure the job ad is written in a way that will appeal to your target candidates. If you're seeing a decline in applies within a particular location, adjust your search location settings to cast a wider net.

# ADMIN RESPONSE REPORT

This report will pull all jobs that were posted or renewed within the selected timeframe. It will show all of the job details as well as the responses received during the life of the posting.

Job ID	Job Product	Company	Username	Name	Job Title	Ad Location	Ad Industries	Ad Category	Ad Occupations
87337445	US Any Location, Monster, 30 Days	Jackson Co.	xjackson322	Burk, Jennifer	<a href="#">Automation Engineer</a>	US-MA-Framingham/Worcester	Manufacturing - Other,...	Engineering	Electrical/Electronics Engineering,Industrial/Manufacturing Engineering,Systems/Process Engineering,...
89337443	US Any Location, Monster, 30 Days	Jackson Co.	xjackson432	Davis, Emily	<a href="#">Packaging Team Lead</a>	US-MA-Framingham/Worcester	Manufacturing - Other,...	Engineering	Electrical/Electronics Engineering,Industrial/Manufacturing Engineering,Systems/Process Engineering,...
67337445	US Any Location, Monster, 30 Days	Jackson Co.	xjackson325	Harrison, Matt	<a href="#">Quality Assurance Team Leader - 2nd Shift</a>	US-GA-Atlanta South	Manufacturing - Other,Manufacturing - Other,Manufacturing - Other,...	Quality Assurance/Safety	Food Safety and Inspection,General/Other: Quality Assurance/Safety,Production Quality Assurance,Food Safety and Inspection,General/Other: Quality Assurance/Safety
97330995	US Any Location, Monster, 30 Days	Jackson Co.	xjackson042	Fox, Nancy	<a href="#">Maintenance Mechanic - Evening Shift</a>	US-GA-Atlanta South	Manufacturing - Other,Manufacturing - Other,Manufacturing - Other,...	Quality Assurance/Safety	Food Safety and Inspection,General/Other: Quality Assurance/Safety,Production Quality Assurance,Food Safety and Inspection,General/Other: Quality Assurance/Safety
7863793	US Any Location, Monster, 30 Days	Jackson Co.	xjackson873	Biggs, Steven	<a href="#">Forklift Operator</a>	US-GA-Atlanta South	Manufacturing - Other,Manufacturing - Other,Manufacturing - Other,...	Quality Assurance/Safety	Food Safety and Inspection,General/Other: Quality Assurance/Safety,Production Quality Assurance,Food Safety and Inspection,General/Other: Quality Assurance/Safety

Scroll to the right of the screen to see all of the data – including the number of job views and responses by type.

Posting Site	Job Views	Total Response	Online Job Apps	Custom Apps	Email Apps	Profile Clicks	Body Email Clicks	Other Clicks	Total Clicks	New/Renew/Billable	First Posted	Date Active or Renewed
Monster	118	45	10	0	12	8	15	0	45	Renew	05/16/2017	11/29/2017
Diversity	138	34	5	3	12	10	4	0	34	Renew	05/16/2017	11/29/2017
Monster	74	54	12	8	5	25	0	4	54	Renew	07/11/2017	09/28/2017
Monster	71	47	17	3	10	11	6	0	47	Renew	07/11/2017	10/26/2017
Monster	69	38	4	6	17	9	1	1	38	Renew	07/11/2017	11/21/2017

## DEFINITIONS

**Total Response:** This is all response types added together.

**Online Job Apps:** The number of applies using the Monster apply online process (tracked at Thank You page).

**Custom Apps:** The number of clicks through your custom apply online link.

**Email Apps:** The number of clicks with the apply button on Monster, and the number of resumes sent via the Job Email Apply process.

**Profile Clicks:** The number of clicks that lead to your company profile, and clicks of links that contain your company name.

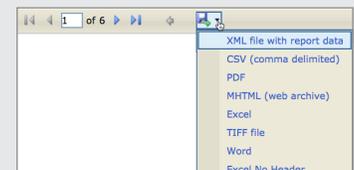
**Body Email Clicks:** The number of clicks on email links inside the body of the job ad.

**Other Clicks:** The number of clicks on any links inside the job ad excluding email links.



### View Recommendations

If your report contains additional pages, you will see page numbers above your data. To download the information for easier viewing, click the save button and select from the dropdown menu.



# ADMIN JOB INVENTORY USAGE

This report will show the job ad details such as who posted the job, information selected during the posting process, and when it expires. You can select a date range for this report as well – just make sure to click Run Report after you make your selection. Scroll over to the right to see all of the information.

Choose Report: Admin Job Inventory Usage | From: 6/21/2018 | To: 8/21/2018 | Run Report

Username: -- All --

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Monster Business Intelligence

Admin Job Inventory Usage Report - Data As Of 08/21/2018 06:38 ET

For Job Activity Between 06/21/2018 and 08/21/2018

Job ID	Posting Site	Username	First Posted	Date Active	Date Expires	Job Title	Ad Locations	Ad Categories	Job Ref Code	Billable Actions
7003901	Monster	Smith, Kailey (xacmecoxftp)	06/11/2018	07/12/2018	08/11/2018	Maintenance Technician	US-TX-Houston	Installation/Maintenance/Repair	NA	Renew
7376753	Monster	Gibson, Jon (xacmecoxftp01)	06/21/2018	06/21/2018	07/21/2018	Retail Tailor	US-TN-Chattanooga	Manufacturing/Production/Operations	13289	New
7378029	Monster	Baker, Debbie (xacmecoxftp033)	06/21/2018	06/21/2018	07/21/2018	Sales Consultant	US-TX-South/Corpus Christi	Sales/Retail/Business Development	06782	New
7386359	Monster	Melanson, Hal (xacmecoxftp051)	06/21/2018	06/21/2018	07/21/2018	Wardrobe Consultant	US-TX-Fort Worth	Sales/Retail/Business Development	01713	New
7386455	Monster	Melanson, Hal (xacmecoxftp051)	06/21/2018	06/21/2018	07/21/2018	Manager in Training	US-TX-Fort Worth	Sales/Retail/Business Development	03669	New
7415347	Monster	Smith, Kailey (xacmecoxftp)	06/22/2018	06/22/2018	07/22/2018	Assistant Store Manager	US-WV-Northern	Sales/Retail/Business Development	01515	New
7415396	Monster	Baker, Debbie (xacmecoxftp033)	06/22/2018	06/22/2018	07/09/2018	Store Manager	US-WV-Northern	Sales/Retail/Business Development	05030	New
7467912	Monster	Brooks, Dawn (xacmecoxftp051)	06/25/2018	06/25/2018	07/25/2018	Retail Tailor	US-NJ-Southern	Manufacturing/Production/Operations	02455	New
7478976	Monster	Smith, Kailey (xacmecoxftp)	06/25/2018	06/25/2018	07/16/2018	Senior Linux Administrator	US-TX-Houston	IT/Software Development	13855	New
7480591	Monster	Gibson, Jon (xacmecoxftp01)	06/25/2018	06/25/2018	07/25/2018	Wardrobe Consultant	US-TX-Austin	Sales/Retail/Business Development	10104	New
7480885	Monster	Smith, Kailey (xacmecoxftp)	06/25/2018	06/25/2018	07/25/2018	Wardrobe Consultant	US-TX-Austin	Sales/Retail/Business Development	10111	New
7480967	Monster	Smith, Kailey (xacmecoxftp)	06/25/2018	06/25/2018	07/25/2018	Wardrobe Consultant	US-TX-Austin	Sales/Retail/Business Development	01515	New
7482104	Monster	Brooks, Dawn (xacmecoxftp051)	06/25/2018	06/25/2018	07/25/2018	Manager in Training	US-PA-Philadelphia	Sales/Retail/Business Development	03568	New
7482624	Monster	Brooks, Dawn (xacmecoxftp051)	06/25/2018	06/25/2018	07/25/2018	Retail Tailor	US-PA-Philadelphia	Sales/Retail/Business Development	03805	New
7482710	Monster	Baker, Debbie (xacmecoxftp033)	06/25/2018	06/25/2018	07/25/2018	Sales Consultant	US-PA-Philadelphia	Sales/Retail/Business Development	01930	New
7482732	Monster	Melanson, Hal (xacmecoxftp051)	06/25/2018	06/25/2018	07/25/2018	Wardrobe Consultant	US-PA-Philadelphia	Sales/Retail/Business Development	02056	New
7503354	Monster	Gibson, Jon (xacmecoxftp01)	06/26/2018	06/26/2018	07/06/2018	Manager in Training	US-TX-Houston	IT/Software Development	14935	New
7506239	Monster	Baker, Debbie (xacmecoxftp033)	06/26/2018	06/26/2018	07/16/2018	Production Planning Assistant	US-NY-New York City	Creative/Design	14919	New
7506503	Monster	Brooks, Dawn (xacmecoxftp051)	06/26/2018	06/26/2018	07/26/2018	Manager, POS Development	US-TX-Houston	IT/Software Development	14908	New
7506919	Monster	Smith, Kailey (xacmecoxftp)	06/26/2018	06/26/2018	07/26/2018	Systems Analyst	US-TX-Houston	IT/Software Development	14099	New
7549447	Monster	Gibson, Jon (xacmecoxftp01)	06/27/2018	06/27/2018	07/12/2018	Assistant Buyer, Neckwear & Furnishings	US-CA-Oakland/East Bay	Sales/Retail/Business Development	14934	New
7552642	Monster	Smith, Kailey (xacmecoxftp)	06/27/2018	06/27/2018	07/12/2018	UI Engineer	US-CA-Oakland/East Bay	IT/Software Development	14936	New
7553288	Monster	Smith, Kailey (xacmecoxftp)	06/27/2018	06/27/2018	07/12/2018	Program Assistant	US-CA-Oakland/East Bay	Administrative/Clerical	13883	New
7553824	Monster	Melanson, Hal (xacmecoxftp051)	06/27/2018	06/27/2018	07/12/2018	Senior Copywriter	US-CA-Oakland/East Bay	Creative/Design	14096	New
7555305	Monster	Melanson, Hal (xacmecoxftp051)	06/27/2018	06/27/2018	07/27/2018	Manager in Training	US-NC-Winston Salem	Sales/Retail/Business Development	07146	New

## DEFINITIONS

**Job ID:** Unique ID number for each job.

**Posting Site:** The site where the jobs are posted (Monster, Diversity, etc.).

**Username:** The username of the recruiter who posted the job.

**First Posted:** The date the job appeared on the site for the first time – this will remain the same for all renewals.

**Date Active:** The date the job was first active or renewed.

**Date Expires:** The date that the job expires.

**Job Title:** What the recruiter entered in the job title field.

**Ad Location:** The location where the job was posted (Country, State, City).

**Ad Categories:** The categories selected for this job.

**Job Ref Code:** The reference number field available on the job ad form.

**Billable Actions:** Indicates whether this instance of the job was new or renewed.



## Review Your Job Inventory Often

Seeing all the job ads you have up and running will give you a great overview of your recruiters' activity. From this view, you will have the ability to:

- Spot overlapping jobs to consolidate
- Review categorization/job titles entered by your recruiters
- Monitor the number of job ads each recruiter has on their plate.

## ADMIN RESUME VIEW REPORT

The first table summarizes all licenses information – giving a high-level overview of all actions taken. This includes total number of searches, the number of resumes saved to a folder, the number of emails sent to candidates and total resumes forwarded to your colleagues.

	Company	Total Searches	Total Saves	Total Emails	Total Forwards
All Licenses	AcmeCo. (xacmecoxftp)	1,591	13,944	1,339	826

The table below shows the resume inventory that has been purchased and used by each user. This information is broken down by views per month based on the timeframe you enter before running the search.

Resume Product	Company	Username	Recruiter Full Name	License Start Date	License End Date	Views Purchased	Views Remaining	Monthly Consumption								Total
								JAN-18	FEB-18	MAR-18	APR-18	MAY-18	JUN-18	JUL-18	AUG-18	
Monster, US						5000	3090	203	131	382	219	175	315	270	215	1910
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp004	Smith, Kailey	12/30/2017	12/30/2018	5000	3090	79	2	25	13	5	0	1	0	1
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp033	Baker, Debbie	12/30/2017	12/30/2018	5000	3090	9	28	2	0	1	79	71	71	222
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp051	Melanson, Hal	12/30/2017	12/30/2018	5000	3090	5	3	5	25	30	34	13	0	47
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp054	Brooks, Dawn	12/30/2017	12/30/2018	5000	3090	21	5	0	0	9	121	71	55	247
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp004	Jones, Amy	12/30/2017	12/30/2018	5000	3090	30	34	21	30	2	9	24	3	36
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp038	Rowe, Hannah	12/30/2017	12/30/2018	5000	3090	0	0	9	0	1	0	10	69	79
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp051	Hannon, Kate	12/30/2017	12/30/2018	5000	3090	22	1	251	139	99	54	0	2	568
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp057	Shaw, Karen	12/30/2017	12/30/2018	5000	3090	3	0	0	3	5	5	21	10	5
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp028	Burk, Rosie	12/30/2017	12/30/2018	5000	3090	0	28	39	0	13	0	28	3	67
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp041	Campbell, Tim	12/30/2017	12/30/2018	5000	3090	34	1	0	9	2	13	10	2	2
Monster, US	AcmeCo. (Xacmecox)	xacmecoxftp097	McMahon, Doug	12/30/2017	12/30/2018	5000	3090	0	0	30	0	5	0	21	0	56

### DEFINITIONS

**Company:** Name of company that has the license.

**Total Searches:** Total number of searches that are conducted (i.e. Power Resume Search or Classic).

**Total Saves:** Number of resumes that the users save to a folder.

**Total Emails:** Number of letters that are sent to seekers from resumes that are viewed.

**Total Forwards:** Number of resumes that are forwarded to another recruiter.

**Resume Product:** The type of resume license that was purchased.

**Username:** The recruiter who has performed the actions with the resume license.

**Recruiter Full Name:** The name of the recruiter who has performed the actions with the resume license.

**License Start Date:** The start date when the license became active and available for use.

**License End Date:** The date the license ends and will no longer be available.

**Views Purchased:** The amount of inventory the company has purchased (starting inventory).

**Views Remaining:** The amount of inventory that remains.

**Monthly Consumption:** Total views/units of inventory that have been consumed by month.



### Monitor Your Resume Views

Each recruiter has their own process when it comes to viewing resumes, and this report will show you who is making good use of the inventory available to them. You can also use this information to determine if you need to adjust your inventory based on your budget and anticipated future hiring needs.

## ADDITIONAL USER REPORTS

User reports are available to all users. Just note that the User Reports under Job Reports and Resume Reports are not available to Hiring Managers. Summaries for these reports are provided below.

**User Active Jobs Dashboard:** Contains your total number of jobs that were posted for the month, number of active postings, and the average views, emails, and responses per job.

**User Response Report:** The report contains the information that was entered in the different fields of the job posting such as location, job title, career level, enhancements added, and posted date for all of your jobs during the time period selected.

**User Job Inventory Usage:** See how many jobs(as well as title and location) were posted during a specified time-frame and how long they were posted for.

**User Resume View Report:** View the number of resumes searches you performed each month.

**EEO/AA Applicant Summary Report:** This report will provide EEO/AA information for seekers that have applied to a job through Monster.

**Online Purchase Report:** See any inventory that has been purchased and by who.

Job Reports <span style="float: right;">?</span>	
User Reports	Administrative Reports
<a href="#">User Active Jobs Dashboard</a>	<a href="#">Admin Active Jobs Dashboard</a>
<a href="#">User Response Report</a>	<a href="#">Admin Response Report</a>
<a href="#">User Job Inventory Usage</a>	<a href="#">Admin Job Inventory Usage</a>

Resume Reports <span style="float: right;">?</span>	
User Reports	Administrative Reports
<a href="#">User Resume View Report</a>	<a href="#">Admin Resume View Report</a>

Company Wide Reports <span style="float: right;">?</span>	
<a href="#">EEO/AA Applicant Summary Report</a>	
<a href="#">Online Purchase Report</a>	