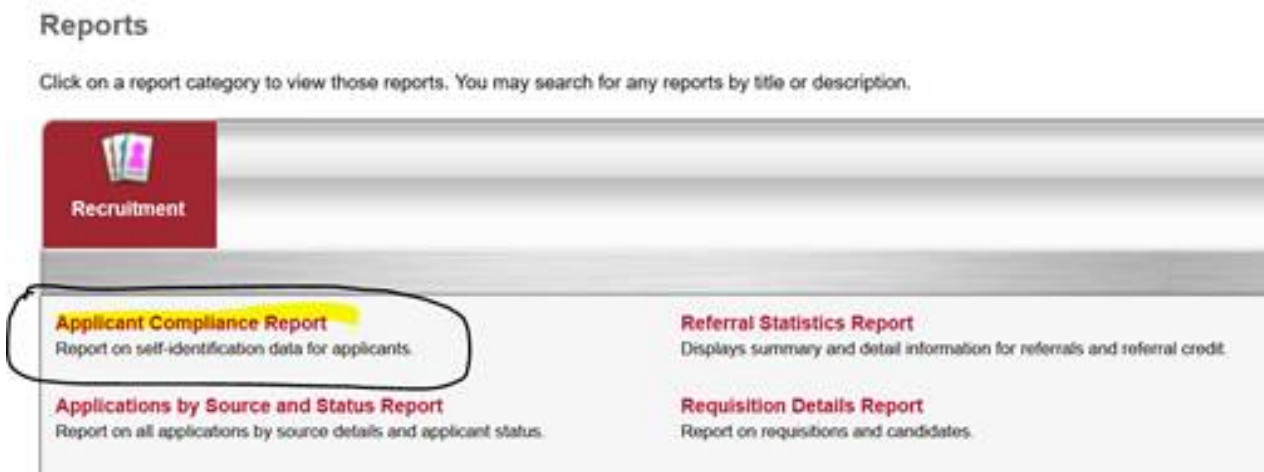


1) Go to the reports tab and click on "Standard Reports"



2) Click on "Applicant Compliance Report"



3) Enter the information below:

Applicant Compliance Report

Report Criteria
Report on self-identification data for applicants.

DATE CRITERIA
Date Criteria: From: To:
*Date criteria applies to the requisition creation date.

ADVANCED CRITERIA
Requisition Owner:
Division:
Location:
Job Title:
Requisition ID:

DISPLAY OPTIONS

DISPLAY OPTIONS

Report output template (optional):

COMPLIANCE QUESTIONS

☒ Voluntary Self-Identification of Disability ☒ Gender ☒ Are you Hispanic or Latino? ☒ Veteran Status ☒ Optional Race Category: If you have identified your self as Hispanic or Latino, you are not required to select an additional category

OTHER FIELDS

☒ Applicant Name ☒ Requisition ID ☒ Job Title ☐ Job Category ☐ Job Division ☐ Hiring Manager ☐ Requisition Owner(s)

☒ Date of Application ☐ Source ☐ Qualified Applicant ☐ Interview ☐ Interview Date ☐ Action Taken ☐ Action Date

☐ Disposition

PROCESS REPORT

Report Title:
(If no report title is entered, the title of the report will default to Applicant Compliance Report)

☒ **Process Report**

4) Process Report

If you have any questions regarding this report, please contact Shirley Rey Lovato at srlovato@unm.edu or 277-6131.