

# System Reports

## Candidate Information Verification Notice

**Recruiter** \_\_\_\_\_  
Mail Code/Mail Station \_\_\_\_\_  
Phone \_\_\_\_\_  
Review Date \_\_\_\_\_

**Data Entry** \_\_\_\_\_  
Mail Code/Mail Station \_\_\_\_\_  
Phone \_\_\_\_\_  
Input Date \_\_\_\_\_

### Recruiter

\_\_\_\_\_ Information verified and correct  
\_\_\_\_\_ Returned to data entry for  
corrections

### Data Entry

\_\_\_\_\_ Information corrected  
Date \_\_\_\_\_

Recruiter,

Please verify the information in the attached candidate line report. Mark whether the information is accurate or needs correction and return it to the data entry person listed in the upper right corner. Print any corrections directly on the report.

# PRTS Report Request Form

Requestor's Name \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Mail Code/Mail Station \_\_\_\_\_  
 Request Date \_\_\_\_\_

Report Run by \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Run Date \_\_\_\_\_

## Standardized Report Formats

### Report I: Candidate Information

1. Select Candidates:      Campus - Experienced - Both (Circle One)

2. Select recruiting activity that you want to report on: (Pick One)

- Campus Interview  
 Site Interview  
 Accept Date  
 Start Date

*NOTE: Report will contain candidate information from the selected recruiting activity date forward.*

3. Select Date Range of recruiting activity:    \_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_  
Y    M    D                                      Y    M    D

4. Select salary suppression option:      \_\_\_ Yes      \_\_\_ No

*NOTE: Reports containing salary offer information are for Lead Recruiters and Hiring Management.*

5.

Selection Criteria *	Sort Order **	Page Break ***
Fill in the information on all desired criteria	Circle sort order for fields not chosen in selection criteria	Circle YES or NO for each sort order chosen
Degree _____	1    2    3	Yes    No
Discipline _____	1    2    3	Yes    No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	1    2    3	Yes    No
Recruiter ID _____ <small>(Print name if no PROFS ID or ID unknown)</small>	1    2    3	Yes    No
School Code _____ <small>(Print school name and location if code unknown)</small>	1    2    3	Yes    No
Status _____	1    2    3	Yes    No

- \* Selection Criteria are the set of conditions that the data from the database must meet in order for it to be included in your report.
- \*\* Sort Order refers to the order in which the information is printed.
- \*\*\* Page Break means that a new page will be started each time that the sort order field changes.

# Standardized Report Formats

## Report II: EEO Summary of Campus Recruits

1. Select Date range of campus interviews:    /   /    through    /   /     
Y   M   D Y   M   D
  
- 2.

Selection Criteria *	Group Criteria **	
Fill in the information on all desired criteria	Circle YES or NO only for criteria not selected	
Discipline _____	Yes	No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	Yes	No
School Code _____ <small>(Print school name and location if code unknown)</small>	Yes	No

NOTE: If no selection criteria are filled out in the box above, then all candidates for the selected date range in the database will be included in the report. This would generate an EEO summary of all campus candidates throughout the company.

- \* Selection Criteria are the set conditions that the data from the database must meet in order for it to be included in your report.
  
- \*\* Group Criteria refers to how you want to group or summarize the data. For example, if you choose to run this EEO summary on all campus candidates from Texas City, and you said yes to grouping by discipline and school, you would get an EEO summary by discipline by school for all the schools recruited by Texas City (the selected location).

# Standardized Report Formats

## Report III: EEO Summary of Experienced Candidates

1. Select Date range of site interviews:    /   /    through    /   /     
Y   M   D Y   M   D
  
- 2.

Selection Criteria *	Group Criteria **	
Fill in the information on all desired criteria	Circle YES or NO only for criteria not selected	
Discipline _____	Yes	No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	Yes	No

NOTE: If no selection criteria are filled out in the box above, then all candidates for the selected date range in the database will be included in the report. This would generate an EEO summary of experienced candidates throughout the company.

- \* Selection Criteria are the set conditions that the data from the database must meet in order for it to be included in your report.
  
- \*\* Group Criteria refers to how you want to group or summarize the data. For example, if you choose to run this EEO report on all experienced candidates from Texas City, and you said yes to grouping by discipline, you would get an EEO summary by discipline for all the experienced candidates recruited by your selected location. If you said no to grouping by discipline, you would get the EEO report for all experienced candidates at the selected location.

# Standardized Report Formats

## Report IV: Candidates with Multiple Interested Locations

1. Select Candidates:      Campus - Experienced - Both (Circle One)
  
2. Select Date Range of campus or site interviews:  

\_\_\_/\_\_\_/\_\_\_ through \_\_\_/\_\_\_/\_\_\_  
Y M D                      Y M D
  
3. Select salary suppression option:      \_\_\_ Yes      \_\_\_ No  
*NOTE: Reports containing salary offer information are for Lead Recruiters and Hiring Management.*
  
- 4.

Selection Criteria *	Sort Order **	Page Break ***
Fill in the information on all desired criteria	Circle sort order for fields not chosen in selection criteria	Circle YES or NO for each sort order chosen
Discipline _____	1    2    3	Yes    No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	1    2    3	Yes    No
School Code _____ <small>(Print school name and location if code unknown)</small>	1    2    3	Yes    No

- \* Selection Criteria are the set of conditions that the data from the database must meet in order for it to be included in your report.
  
- \*\* Sort Order refers to the order in which the information is printed. If you ran this report for Chocolate Bayou and said yes to sort by school and discipline, you would get a report for all the Chocolate Bayou candidates that have been interviewed by other Amoco locations. This information would be printed by discipline, by school for each school recruited by Chocolate Bayou.
  
- \*\*\* Page Break means that a new page will be started each time that the sort order field changes.

# Standardized Report Formats

## Report V: Status Statistics for Campus Candidates

1. Select Date range of campus interviews:  $\frac{\quad}{Y} / \frac{\quad}{M} / \frac{\quad}{D}$  through  $\frac{\quad}{Y} / \frac{\quad}{M} / \frac{\quad}{D}$
- 2.

Selection Criteria *	Group Criteria **	
Fill in the information on all desired criteria	Circle YES or NO only for criteria not selected	
Discipline _____	Yes	No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	Yes	No
School Code _____ <small>(Print school name and location if code unknown)</small>	Yes	No

NOTE: If no selection criteria are filled out in the box above, then all candidates for the selected date range in the database will be included in the report. This would generate a statistical summary on the status of all campus candidates throughout the company.

- \* Selection Criteria are the set conditions that the data from the database must meet in order for it to be included in your report.
- \*\* Group Criteria refers to how you want to group or summarize the data. For example, if you choose to run this statistical report on all campus candidates from the University of Illinois - Urbana, and you said yes to grouping discipline, you would get a statistical summary by discipline of the status of all campus candidates from the University of Illinois - Urbana.

# Standardized Report Formats

## Report VI: Status Statistics for Experienced Candidates

1. Select Date range of site interviews:    /   /    through    /   /     
Y M D Y M D
  
- 2.

Selection Criteria *	Group Criteria **	
Fill in the information on all desired criteria	Circle YES or NO only for criteria not selected	
Discipline _____	Yes	No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	Yes	No
Source Code _____ <small>(Print candidate source if code unknown)</small>	Yes	No

NOTE: If no selection criteria are filled out in the box above, then all candidates for the selected date range in the database will be included in the report. This would generate a statistical summary on the status of all experienced candidates throughout the company.

- \* Selection Criteria are the set conditions that the data from the database must meet in order for it to be included in your report.
  
- \*\* Group Criteria refers to how you want to group or summarize the data. For example, if you choose to run this statistical report on all experienced candidates from Whiting Refinery, and you said yes to grouping by discipline, you would get a statistical summary by discipline of the status of all experienced candidates interviewed by Whiting Refinery.



# Standardized Report Formats

## Report VII Salary and GPA Summary For Campus Candidates

1. Select Date range of campus interviews:  $\frac{\quad}{Y} / \frac{\quad}{M} / \frac{\quad}{D}$  through  $\frac{\quad}{Y} / \frac{\quad}{M} / \frac{\quad}{D}$
2. Select: all offers extended - all offers accepted (Circle One)
- 3.

Selection Criteria *	Group Criteria **	
Fill in the information on all desired criteria	Circle YES or NO only for criteria not selected	
Discipline _____	Yes	No
Location Code _____ <small>(Print company, Location/Dept. if code unknown)</small>	Yes	No
School Code _____ <small>(Print school name and location if code unknown)</small>	Yes	No

NOTE: If no selection criteria are filled out in the box above, then all candidates for the selected date range in the database will be included in the report. This would generate a salary and GPA summary on the campus candidates in the database.

- \* Selection Criteria are the set conditions that the data from the database must meet in order for it to be included in your report.
- \*\* Group Criteria refers to how you want to group or summarize the data. For example, if you choose to run this statistical report on all campus candidates from Whiting Refinery, and you said yes to grouping by discipline, you would get a salary and GPA summary by discipline of the status of all campus candidates from Whiting.