

9.2 Recruiting Insight Tile/Refreshing Analytics

Purpose: Use this document to run, review and to refresh the Diversity Analytic report within the Recruiting Insight (Fluid) Tile in ctLink.

Audience: Recruiters.

! You must have at least one of these local college managed security roles:

- ZZ Recruiter

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Recruiting Insight Tile/Refreshing Analytics

Navigation: Recruiting Homepage > Recruiting Insight tile



1. The **Recruiting Insight** page displays with the analytics for applicant data.

Note: Both *Applications Diversity* and *Applicant Diversity* tiles display “blanks.” For these two tiles, the college HR Recruiters are required to open each to view and filter the data for job openings at their perspective colleges.



Refreshing Data

Navigation: NavBar > Recruiting > Administration > Refresh Diversity Analytics

1. The **Refresh Diversity Analytics** run control search page displays.
2. Select the **Add a New Value** tab.
3. Enter a **Run Control ID**.
4. Select the **Add** button.

< Pivot Grid Viewer

Refresh Diversity Analytics

Find an Existing Value Add a New Value

Run Control ID AHILL_PQA

Add

Find an Existing Value | Add a New Value

5. The **Refresh Diversity Analytics** page displays.
6. Enter the **From** and **To** date range.
7. Select the **Run** button to begin the refresh process.

< Pivot Grid Viewer Refresh Diversity Analytics

Refresh Diversity Analytics

Run Control ID AHILL_PQA Report Manager Process Monitor Run

Date Range for Applicant Selection

*From 10/01/2019 *To 01/27/2021

Save Notify Add Update/Display

8. The **Process Scheduler Request** page displays.
9. Select the **Refresh Application Diversity** checkbox.
10. Select **OK** to initiate the run.

Process Scheduler Request

User ID 101008081 Run Control ID AHILL_PQA

Server Name Run Date 02/03/2021

Recurrence Run Time 12:05:06PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Refresh Application Diversity	HRS_DA_APPLN	Application Engine	Web	TXT	Distribution
<input type="checkbox"/>	Refresh Diversity Analytics	HRS_PG_DA	Application Engine	Web	TXT	Distribution

11. The **Refresh Diversity Analytics** page displays.
12. Select the **Process Monitor** link.
13. The **Process Monitor** page displays.
14. Select the **Process Monitor** link and then select the **Refresh** button (periodically) until the **Run Status** is **Success** and the **Distribution Status** is **Posted**.

Refresh Diversity **Process Monitor**

View Process Request For

User ID 101008081 Type Last 1 Days

Server Name Instance From Instance To [Report Manager](#)

Run Status Distribution Status Save On Refresh

Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	290790		Application Engine	HRS_DA_APPLN	101008081	02/03/2021 12:05:06PM PST	Success	Posted	Details

[Go back to Refresh Diversity Analytics](#)

Process List | [Server List](#)

15. Return to the **Recruiting Insight** tile to review the **Applications Diversity** tile. (After the Refresh, there should be data to review).



16. Navigate back to the **Refresh Diversity Analytics** page (NavBar > Navigator > Recruiting > Administration > Refresh Diversity Analytics).
17. The **Refresh Diversity Analytics** run control search page displays.
18. On the **Find an Existing Value** tab, enter the **Run Control ID** you created for the first refresh.
19. Select **Search**.

20. The **Refresh Diversity Analytics** page displays with defaults from the previous run.

21. Select the **Run** button.

22. The **Process Scheduler Request** page displays.

23. Select the **Refresh Diversity Analytics** process.

24. Select **OK** to initiate the run.

Process Scheduler Request

[Help](#)

User ID 101008081 Run Control ID AHILL_PQA

Server Name Run Date 02/03/2021

Recurrence Run Time 12:19:03PM

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	Refresh Application Diversity	HRS_DA_APPLN	Application Engine	Web	TXT	Distribution
<input checked="" type="checkbox"/>	Refresh Diversity Analytics	HRS_PG_DA	Application Engine	Web	TXT	Distribution

25. Select the **Refresh** button (periodically) until the **Run Status** runs to **Success** and the **Distribution Status** runs to **Posted**.

Process Monitor

[Refresh Diversity](#)

View Process Request For

User ID Type Last 1 Days

Server Name Instance From Instance To [Report Manager](#)

Run Status Distribution Status Save On Refresh

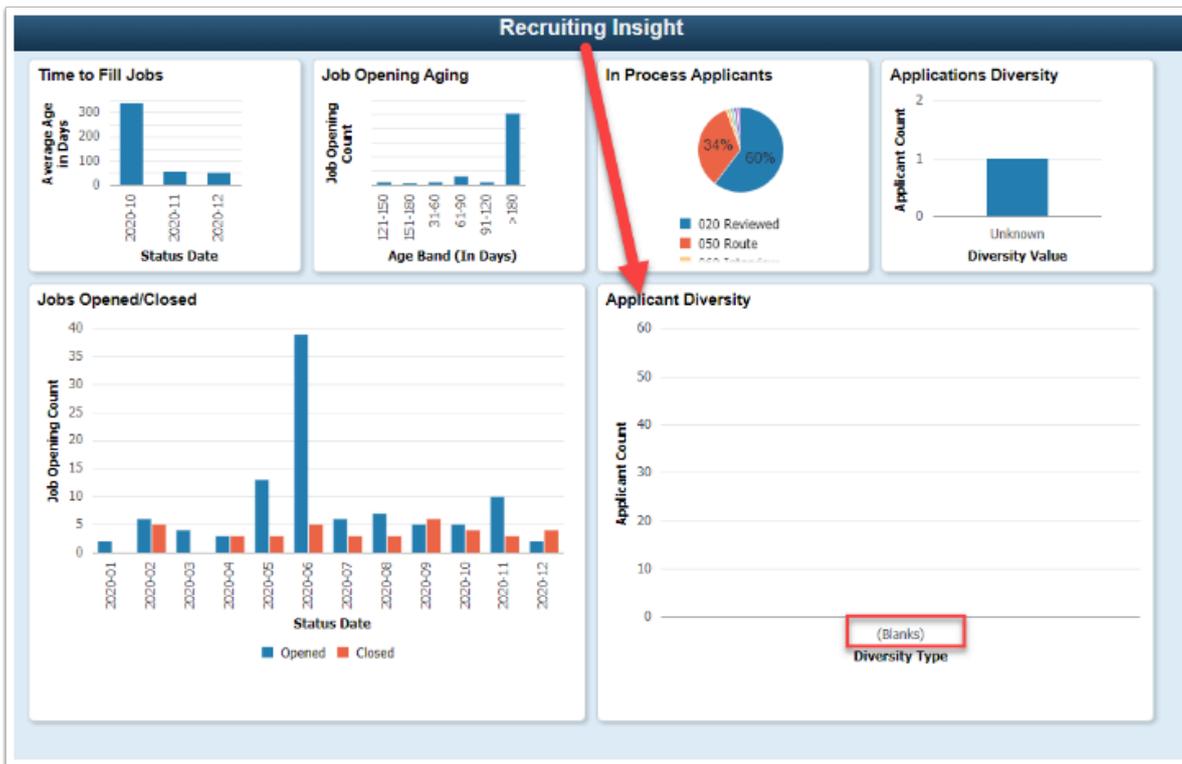
Process List

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	290791		Application Engine	HRS_PG_DA	101008081	02/03/2021 12:13:22PM PST	Success	Posted	Details
<input type="checkbox"/>	290790		Application Engine	HRS_DA_APPLN	101008081	02/03/2021 12:05:06PM PST	Success	Posted	Details

[Go back to Refresh Diversity Analytics](#)

Process List | [Server List](#)

26. Return to the **Recruiting Insight** tile to review the **Applicant Diversity** tile. Although the tile displayed "blank", there is now data to review.

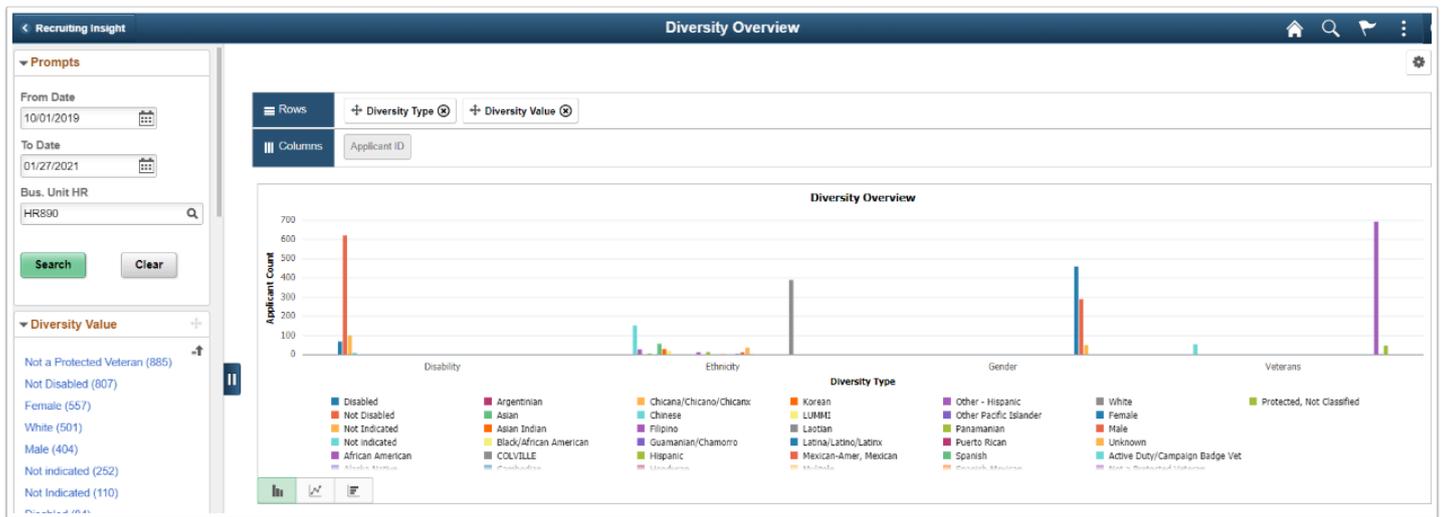


27. Select the **Applicant Diversity** tile. Enter the date range used in the Run Control ID information from the previous run.
28. Select a **Business Unit** using the magnifying glass/lookup icon.
29. Select **Search**.

The search prompt form includes the following fields:

- From Date:** 10/01/2019
- To Date:** 01/27/2021
- Bus. Unit HR:** HR890
- Buttons:** Search (highlighted in green), Clear

30. Results are now displayed.



31. Process complete.