

Ivy Bridge College

OF TIFFIN UNIVERSITY

Online. On Target. On Your Way.

BASIC TIPS ON BUILDING REPORTS

- **Why Use Reports**
 - Enhance the team's communication
 - Maximize recruitment goals
 - Utilize tracking methods
 - Review recruitment trends
 - Determine most efficient recruitment methods
 - Support data-driven decision making
- **Data Hygiene**
 - Ever heard the saying “Garbage In- Garbage Out”
 - Maintain high level of data integrity
 - Data hygiene is key to build reports that are accurate
 - Use attributes to more narrowly define
- **Filters**
 - Building filters is key to building reports
 - Use appropriate attributes to capture the correct data
- **Building Reports**
 - Choose the appropriate filter
 - Choose which attributes should be used within the report
 - Reports can be built with a primary attribute or with primary and secondary attribute
 - Choose which report format type
 - Conversion Funnels
 - Bar Graph
 - Line Graph
 - Pie Graph
 - Area Graph
 - Goal Gauge
 - Data Table
- **Dashboard Reports**
 - Update the dashboard with most relevant reports to track progress or to view “snapshot” information at any given time
 - Archive reports to “lock-in” data on a certain date and time