

# DASHBOARDS AND REPORTS WORKSHOP

By the end of this course, you will be able to:

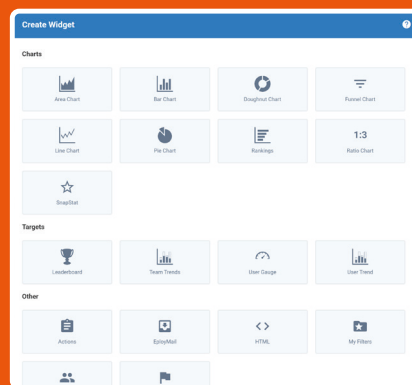
## Course Overview

After only a few weeks of using Eploy, your database will be teeming with data ready to be analysed and reported on.

In this 1-day workshop we'll introduce you to the full capabilities of your Dashboards, enabling you to create insightful and interesting widgets to help analyse and report on your recruitment data.

This is a hands-on and interactive training course, ideally delivered on-site, either at your offices or our Kidderminster HQ.

*To book this course, please speak to your Eploy Implementation Manager or Account Manager, or get in touch at [info@eploy.co.uk](mailto:info@eploy.co.uk).*



### Know the Basics

Differentiate between a Dashboard, a Widget and a Metric



### Populate Your Dashboard

Measure your data with metrics and then display that information with widgets



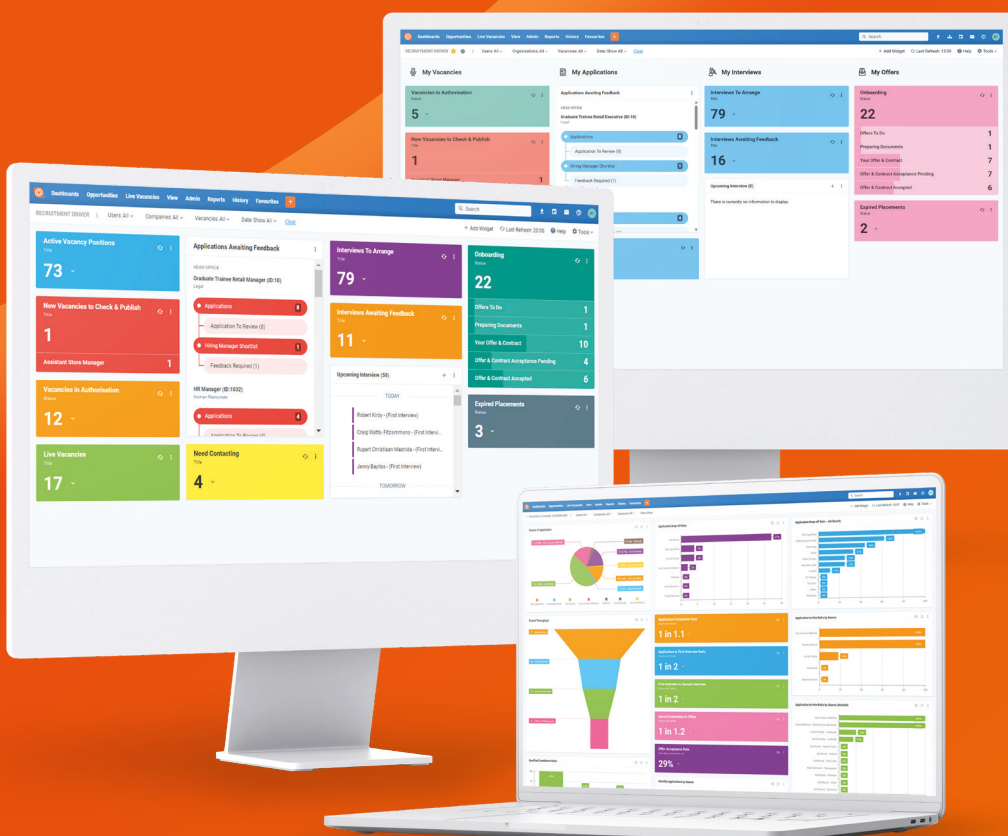
### Utilise Widgets

Know which widgets to use, and when, to display your data in the best way



### Make the Most of Your Data

Export data directly from your dashboard



## Agenda

### TRAINING DAY

#### Morning

Creating and Sharing Dashboards

Vacancy Metrics and Widgets

Exporting Data

#### Afternoon

Application Metrics and Widgets

Time to Hire, ED&I, Candidate Source, Ratios and Cost of Hire

Practice and Consolidation

We begin with a brief overview of what a Dashboard is, what they're used for and the various sharing options available to you. We then move on to creating basic SnapStats, reporting on Vacancy records to begin with. After a quick break, we move onto creating and editing Vacancy Metrics, to help filter the data displayed within your dashboard widgets. Finally, before lunch, we look at the reporting template options available within Eploy, should you need to export your data into Excel.

After lunch we move onto Application, Action and Hire metrics and widgets, taking a deep dive into the data held within your system to start producing insightful widgets looking at key data points including Time to Hire, ED&I and Source Tracking data, Application to Interview and Interview to Offer ratios.

This whole course is centred around the reporting you need to produce, so plenty of time is allowed for participants to create their own Dashboards, Widgets and Reports.

**TIP** - to get the most out of this course, we'd recommend that you spend a bit of time beforehand to identify the key metrics you'd like to report on and any KPIs you'd like to include within your Dashboards. Your trainer will ask you for this when they reach out to schedule a pre-training call.