

Accessing Applicant Demographic Data

1. Open your requisition that you wish to export the demographic data for by clicking the Jobs link on the top toolbar.

The screenshot shows the PageUp BETA dashboard. At the top, there is a navigation bar with a hamburger menu icon, the PageUp logo, and a 'BETA' badge. On the right side of the navigation bar, there are links for 'Jobs', 'People', 'Reports', and 'Recent items'. A red arrow points to the 'Jobs' link. Below the navigation bar is a blue header with the text 'My Dashboard' and a welcome message: 'Welcome Test, this is your Dashboard where you will see all your tasks organized in various stages.' The main content area contains six cards, each representing a different job management task:

- Position Description:** My position description - Under review. Includes a button 'Manage position descriptions and ...'.
- New Requisition:** 2 Jobs open, 20 Team jobs open. Includes a button 'New Requisition'.
- Approvals:** 0 Jobs awaiting your approval, 0 Approved.
- Advertisements:** 1 Advertisements.
- Search committee review:** 1 Jobs requiring panel review.
- Offers:** 0 Offers awaiting your approval.

2. Next find your requisition and click on your requisition's title to open the req.

PageUp BETA Jobs People

New Requisition | Select a bulk action ▾

Status: All ▾ Clear Search

Types: All ▾

Working Title/ Posting Title: Test

+ Show other search criteria

| Job No. | Date created | User | Title | Department | Status | Applications ▲ | Opening date | Closing date | Hiring manager | Posted |
|---------|--------------|------|---------------------------------------|-----------------|--------------------|----------------|--------------|--------------|-------------------|--------|
| 494552 | 20 Jul 2018 | AUAT | TEST_Migration_Requisition_OFFER_CARD | Human Resources | Approved | 7 | 20 Sep 2018 | 12 Oct 2018 | Alyce Mitchell | ✗ |
| 494524 | 15 Jul 2018 | MD | TEST_PD Amherst UAT to Live Migration | Human Resources | Cancelled | 1 | 18 Jul 2018 | 18 Jul 2018 | Ann Williams | ✗ |
| 494550 | 20 Jul 2018 | RS | test_job_307446 | Human Resources | Reference checking | 1 | | | Robert Saunderson | ✗ |
| 495143 | 17 Aug 2018 | RS | HR Test Job | | Approved | 1 | 16 Oct 2018 | | Test Account | ✓ |
| 495341 | 24 Aug 2018 | TM | TEST_Offer_Card_communication | Human Resources | Approved | 1 | | | Amherst SuperUser | ✗ |
| | 10 Sep 2018 | HR | test_job_311251 | | Testing | 1 | | | | ✗ |
| 495623 | 11 Sep 2018 | TA | Test Job 00167702 | | Pending approval | 0 | | | Test Account | ✗ |
| 495624 | 11 Sep 2018 | HR | TEST JOB FOR HR | | | 0 | | | | ✗ |
| 495625 | 11 Sep 2018 | RF | test 00167702 01 | | Approved | 0 | | | Robert Saunderson | ✗ |
| 496412 | 30 Oct 2018 | TM | Amherst UAT to Live testing | | Approved | 0 | | | Rachel Fonseca | ✗ |

3. Next click on the “Reports” tab within your requisition.

PageUp BETA

Jobs People Reports Recent Items Test ?

View applications | Copy job

(494552) TEST_Migration_Requisition_OFFER_CARD

Print History Revision history

Position info Notes Posting Documents Reports

Approved PD Number:
Approved PD Number: For Staff Positions Only

REQUISITION INFORMATION

Requisition Number: 494552
Leave blank to automatically create a requisition number

Position number: Compensation Analyst
00029932
Compensation Analyst
Campus: Univ of Mass Amherst
Department ID: A821500
Department: Human Resources
Position Reports To: Alyce Mitchell
Job Code: UA01CN
Pay Grade: 26
Union Code: A53Non-Unit Professional
IPEDS Code: Office/Administrative Support
EEO-1 Category: Professionals
EEO-6 Category: Professional Nonfaculty
SOC: 13-1199-Business Operations Specialists All Other
FLSA: X-No FLSA Required
Job Group: 31

Campus:* Univ of Mass Amherst
Division: A401400
Department: Human Resources

4. Click the report title “Amherst EEO Report” to run your Applicant Demographic data.

PageUp BETA

Jobs People Reports Recent Items Test ?

View applications | Copy job

(494552) TEST_Migration_Requisition_OFFER_CARD

Print History Revision history

Position info Notes Posting Documents Reports

Amherst EEO Report
Robert Saunderson
7 days ago

Amherst Search Committee
Rachel Fonseca
a month ago

Applicant Data Export
Robert Saunderson
5 days ago

Done

5. A pop-up window should appear. The system will display your applicant data on the screen as shown in the screenshot below. You will need to export this to Excel by clicking on the “Select a format” drop down window and choosing Excel (2007+) File then clicking the Export button to the right of that drop down window.

Report

Export to Excel file is not available due to the format of the attached reporting template.

Amherst EEO Report

| Requisition Number | Working Title/ Posting Title | Current Date | Campus (Position) | Business unit 2 | Business unit 3 | Business unit 4 | Gender | Race Category | Are you Hispanic or Latino? | Are you claiming veterans' preference? | Voluntary Self-Identification of Disability | Date of N |
|--------------------|---------------------------------------|--------------|----------------------|-----------------|-----------------|-----------------|--------|---|-----------------------------|--|---|-----------|
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | | | | | | 20 Jul 20 |
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | | | | | | 24 Sep 2 |
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | Female | White | No | I am not a protected veteran. | I DON'T WISH TO ANSWER | 24 Sep 2 |
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | Male | American Indian or Alaska Native | No | I am not a protected veteran. | NO, I DON'T HAVE A DISABILITY | 24 Sep 2 |
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | Male | Native Hawaiian or Other Pacific Islander | No | I am not a protected veteran. | YES, I HAVE A DISABILITY (or previously had a disability) | 27 Sep 2 |
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | Female | Two or More | No | I am not a protected veteran. | NO, I DON'T HAVE A DISABILITY | 8 Oct 20 |
| 494552 | TEST_Migration_Requisition_OFFER_CARD | 6 Nov 2018 | Univ of Mass Amherst | Human Resources | | | Female | Not Disclosed | Yes | I am not a protected veteran. | NO, I DON'T HAVE A DISABILITY | 8 Oct 20 |

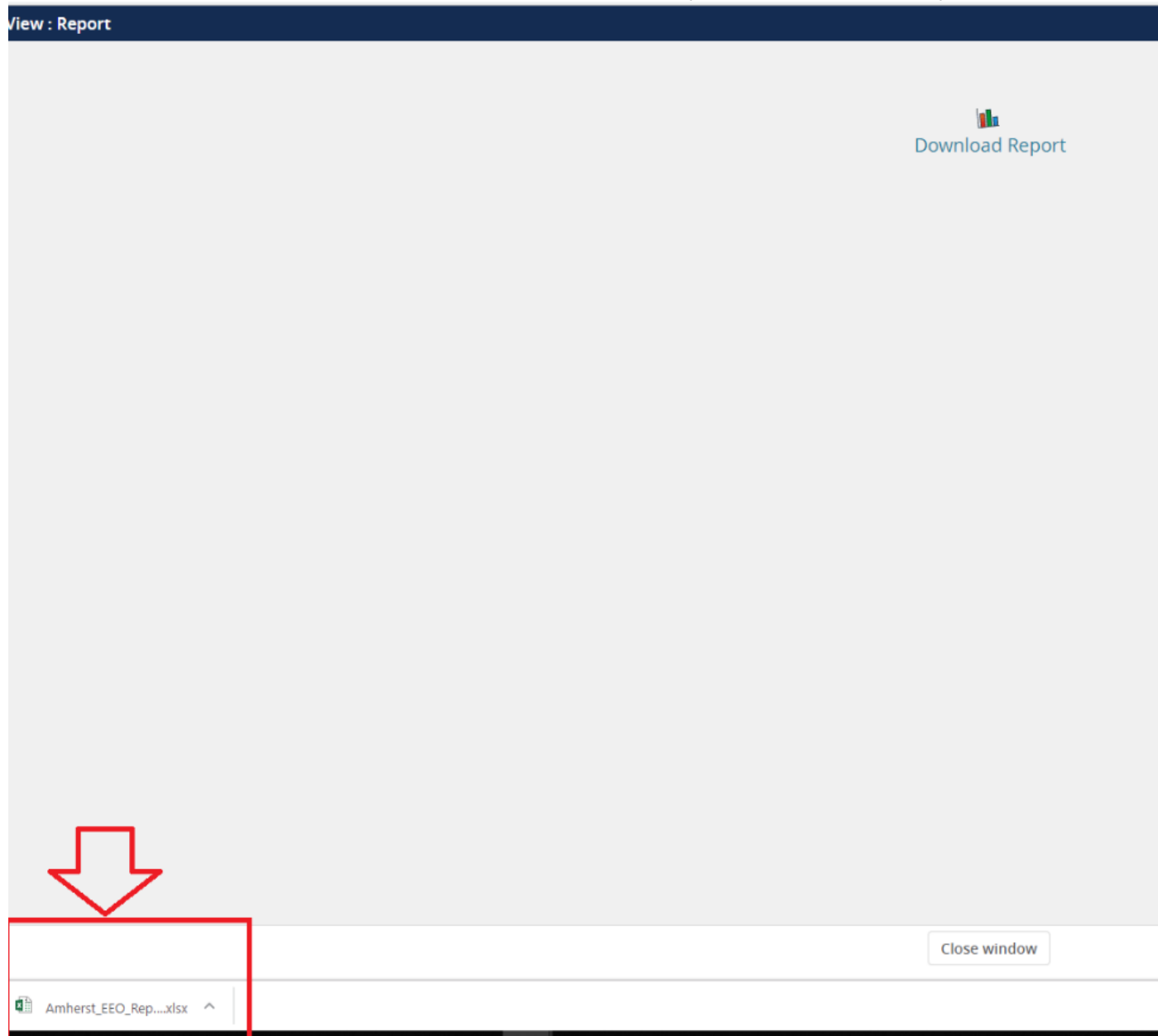
Close window Select a format Export

6. Once you click Export PageUp will load your report. Once the system is done loading you will need to click the “Download Report” link as shown in the below screenshot.

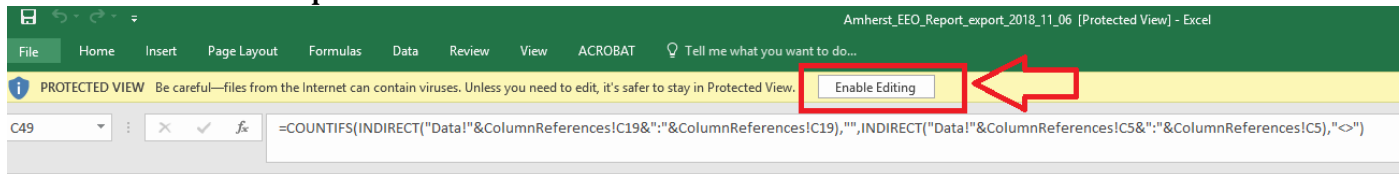
View : Report


Download Report

7. Your excel file will download and appear on the bottom of your screen. Click on your file to open the report.



8. Once your excel file opens click on the “Enable Editing” button towards the top of the spreadsheet to load your applicant data into this spreadsheet.





Applicant EEO Report

Report Date:
Powered by PageLip

Job ID:
Job Title:

Org Hierarchy:

All Applications

| Total Count | | |
|-------------|---|--|
| Total Count | 0 | |

| Gender | # | % |
|--------------------------|---|----|
| Male | 0 | 0% |
| Female | 0 | 0% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 0 | 0% |

| Are you Hispanic or Latino? | # | % |
|-----------------------------|---|----|
| Yes | 0 | 0% |
| No | 0 | 0% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 0 | 0% |

| Race Category | # | % |
|---|---|----|
| American Indian or Alaska Native | 0 | 0% |
| Asian | 0 | 0% |
| Black or African American | 0 | 0% |
| Native Hawaiian or Other Pacific Islander | 0 | 0% |
| White | 0 | 0% |
| Two or more races | 0 | 0% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 0 | 0% |

| Veteran Status | # | % |
|--------------------------|---|----|
| Yes | 0 | 0% |
| No | 0 | 0% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 0 | 0% |

| Disability Status | # | % |
|--------------------------|---|----|
| Yes | 0 | 0% |
| No | 0 | 0% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 0 | 0% |

Matrix View


| Non-Hispanic / Non-Latino | | | | | | | | | | | | | |
|---------------------------|------------------|----------------------------------|-------|---------------------------|---|-------|-------------------|---------------|--------------------------|---------------|--------------------------|-------|--|
| | Hispanic/ Latino | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | Two or more races | Not Disclosed | Not Specified/Incomplete | Not Disclosed | Not Specified/Incomplete | Total | |
| Female | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

←
All Applications
Minimally Qualified
First Round Interview
Finalist Interview
Offer Accepted
+
→

Ready

Explanations for each tab within the EEO Report

You will notice that your report has five tabs which displays demographic data for your applicant pool at various stages throughout your search process. These tabs are updated when applicants are dispositioned and moved into specific statuses. Please see the outline below explaining each tab.

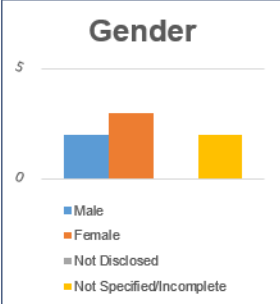


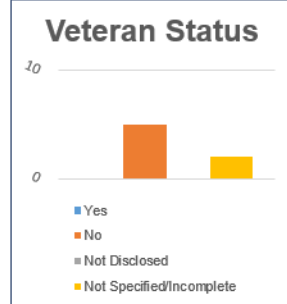
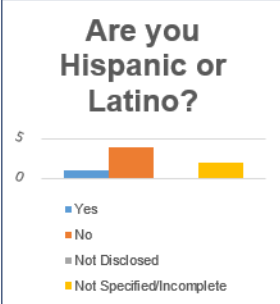
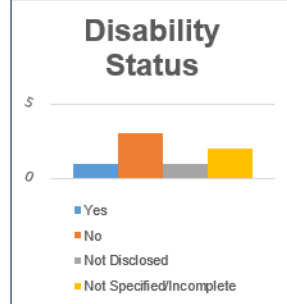
Applicant EEO Report

Report Date: 11/6/2018
Powered by PageUp

| | |
|--|------------------|
| Job ID: 494552 Job Title: TEST_Migration_Requisition_OFFER_CARD Org Hierarchy: Univ of Mass Amherst Human Resources | <h4>Visuals</h4> |
|--|------------------|

| All Applications | | |
|---|---|-----|
| Total Count | 7 | |
| Gender | # | % |
| Male | 2 | 29% |
| Female | 3 | 43% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 2 | 29% |
| Are you Hispanic or Latino? | # | % |
| Yes | 1 | 14% |
| No | 4 | 57% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 2 | 29% |
| Race Category | # | % |
| American Indian or Alaska Native | 1 | 14% |
| Asian | 0 | 0% |
| Black or African American | 0 | 0% |
| Native Hawaiian or Other Pacific Islander | 1 | 14% |
| White | 1 | 14% |
| Two or more races | 1 | 14% |
| Not Disclosed | 1 | 14% |
| Not Specified/Incomplete | 2 | 29% |
| Veteran Status | # | % |
| Yes | 0 | 0% |
| No | 5 | 72% |
| Not Disclosed | 0 | 0% |
| Not Specified/Incomplete | 2 | 29% |



Matrix View

| | Non-Hispanic / Non-Latino | | | | | | | | | | Total |
|--|---------------------------|----------------------------------|-------|---------------------------|---|-------|-------------------|---------------|--------------------------|---------------|-------|
| | Hispanic/Latino | American Indian or Alaska Native | Asian | Black or African American | Native Hawaiian or Other Pacific Islander | White | Two or more races | Not Disclosed | Not Specified/Incomplete | Not Disclosed | |
| | | | | | | | | | | | |

| | | | | |
|------------------|---------------------|-----------------------|--------------------|----------------|
| All Applications | Minimally Qualified | First Round Interview | Finalist Interview | Offer Accepted |
|------------------|---------------------|-----------------------|--------------------|----------------|

7

1. **All Applications:** This tab reflects all applicants that have applied to your position. It excludes applicants that are in the incomplete or withdrawn statuses.
2. **Minimally Qualified:** This tab reflects applicants that have been moved into the “Meets Minimum Qualifications” status. No other applicant’s data will be displayed on this tab.
3. **First Round Interview:** This tab reflects applicants that have been moved into the “Interview” status. No other applicant’s data will be displayed on this tab.
4. **Finalist Interview:** This tab reflects applicants that have been moved into the “Second/Final Interview” status. No other applicant’s data will be displayed on this tab.
5. **Offer Accepted:** This tab reflects applicant(s) that have been moved into the “Offer Accepted” status. No other applicant’s data will be displayed on this tab.

*You will need to rerun the report each time an applicant has been moved into any of the above mentioned statuses as it will impact the data shown in the report. To rerun the report simply follow the steps from the beginning of this reference guide.