DETERMINING THE DIVERSITY OF YOUR APPLICANT POOL CU CAREERS REPORTING

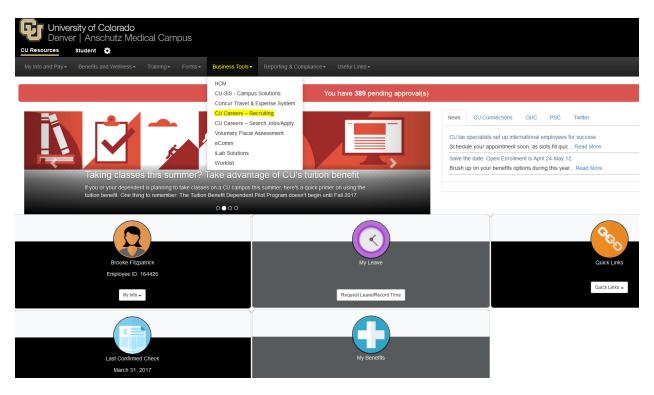
Campus users with Business Partner (BP) access in CU Careers have the ability to access, run, and export reports in CU Careers using the Oracle Business Intelligence (OBI) tool.

User guides and training information are available on the main HCM Community reporting website at http://www.cu.edu/hcm-community/run-reports.

CU Careers Reports

Step-by-step: <u>CU Careers reporting</u> Training video: <u>CU Careers Reporting</u>

To begin, login to your UCD Access portal, go to Business Tools and then select CU Careers – Recruiting



Select Oracle Business Intelligence on login screen



Follow step by step guide instructions.

CU Careers Reports

Step-by-step: <u>CU Careers reporting</u> Training video: <u>CU Careers Reporting</u>

The diversity reports are called "EEO by Gender" and "EEO Race Counts", highlighted below:

