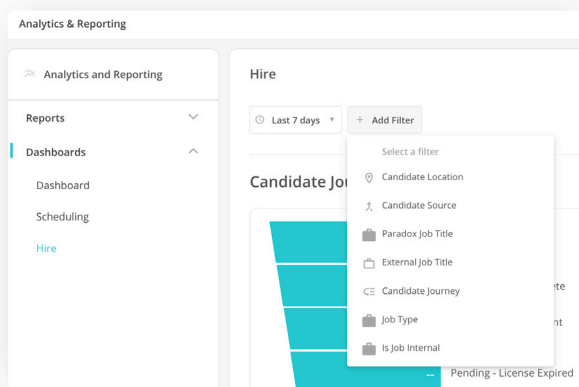# Reporting & Analytics

Hire Dashboard
With a click of a button, you can easily view data on your candidate activity.

To access your hire dashboard, go to
All Apps > Settings > Analytics & Reporting > Hire

At the top of your hire dashboard, you are able to select date ranges and filters for the data you'd like to see.

Export Data: Allows you to export data as a CSV (only exports Data Distribution Table at bottom) or PDF (exports entire page)

Last 7 Days: By default, data show the candidate count from the last 7 days. Click the dropdown to adjust this filter.

Add Filter: Allows you to view data for a specific location, source, job title, etc.

The dashboard allows you to see total candidates that have reached a specific status in the application process and average times.
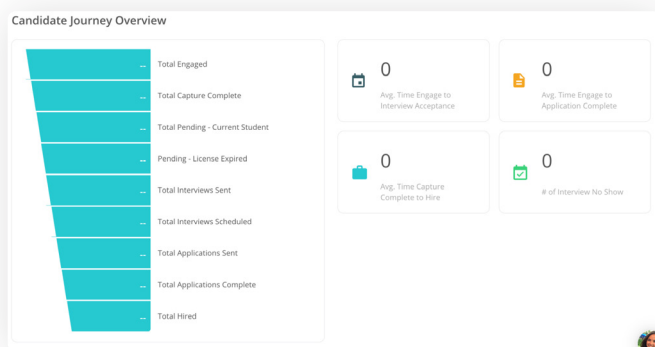
Total Engaged: Total candidates that have applied
Total Capture Complete: Total candidates who have completed a screening conversation
Total Pending: Total candidates who responded "currently a student" when applying for a stylist job
Total Interview Sent: Total candidates who have been invited to an interview
Total Interviews Scheduled: Total candidates who have responded with an interview time
Total Applications Sent: Total candidates who were sent an application
Total Applications Complete: Total candidates who completed an application
Total Hired: Total candidates moved to "hire" in Paradox

To the right of the candidate journey overview, you will notice cycle times.

Avg. Time Engage to Interview Acceptance: The average time from when a candidate interacted with Olivia to when they were scheduled for an interview

Avg. Time Engage to Application Complete: The average time from when a candidate interacted with Olivia to when they completed an application.

Avg. Time Capture Complete to Hire: The average time the candidate completed their screening questions to the time when the user was moved to a "Hire" status in Paradox.

Other Report Options: There are several other reports that can be pulled on an as-needed basis or sent to an email on a recurring basis.

To access the additional reports, go to
All Apps > Analytics & Reporting > Reports > New Report
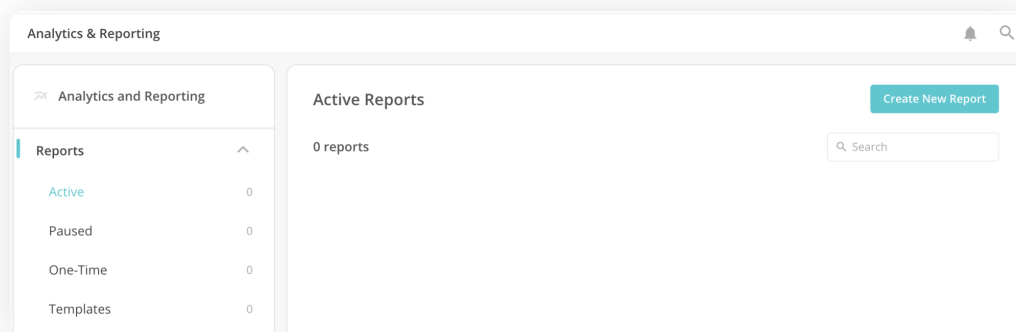
1. Select the report category and type
Category: The Paradox product you'd like to run a report on
Report: The various types of reports available for the selected category. There is a brief description listed for each report. If you select the report and hover over the "i" icon, you can view the fields that are provided on that report.
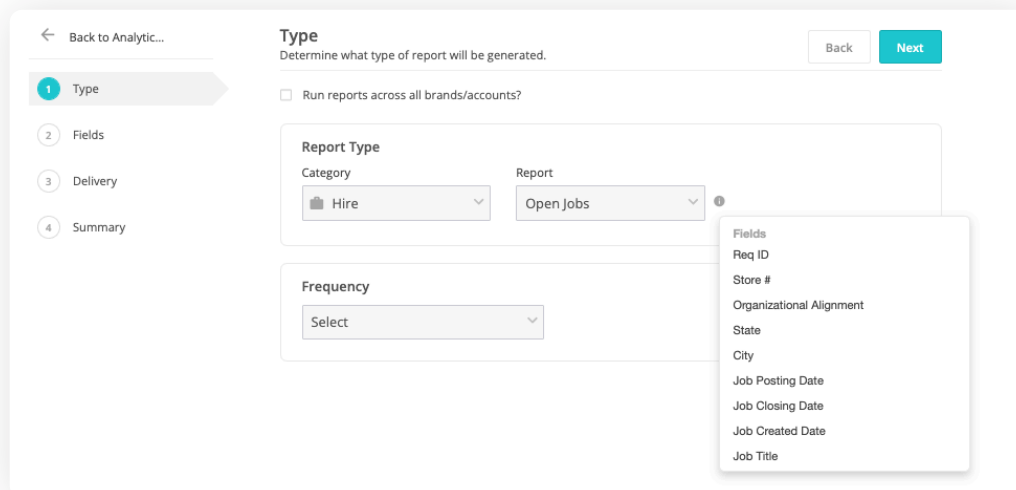
Check "run reports across all brands/accounts" if you are a company admin with multiple brands

2. Once a report is selected, you will select the frequency you'd like to receive the report and press **'Next'.**

3. Optional: You can either adjust field labels or remove specific fields on the report before running it and then select **'Next'.**
   - Click the pencil icon to rename and click the trash icon to delete the field from the report

4. Adjust the date range and/or add filters to the report (optional) then select **'Next'.**

5. Choose the format of the report, the file delivery method, and where it should deliver too.
   - Please note, if you are wanting to send a report to an SFTP site, you will need to contact your support email directly.

Common Reports

Category	Report	Info
Hire	Candidate Journey Details	Contains details about all candidate activities on a job and candidate journey
Capture	Candidate Specific	Conversation and status details for each candidate
Scheduling	Scheduling Overview	Summary of scheduled Interviews
Scheduling	Detailed Scheduling	Detailed report of interviews per candidate
Forms	Candidate Forms	Form details per candidate
Referrals	Referral Detail	Details of the referral of a candidate bay an employee for a specific job or general referral
Admin	User Detail	Shows which users have connected their calendars or added availability to their profile
Admin	Candidate Referring URL	Provides the URL the candidate came from

Default reports show several data fields; however, you can utilize pivot tables in excel to compile different information