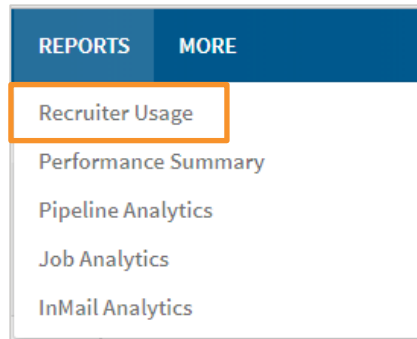


# Interpret the Recruiter Usage Report

The Recruiter Usage report helps you evaluate how effectively you are working in Recruiter and identify areas for improvement. By default you'll see all usage data on your contract. If your administrator restricts access to this report, you'll only see data for you.

## Access the Recruiter Usage Report

1. Place your cursor over **Reports** and click **Recruiter Usage**.

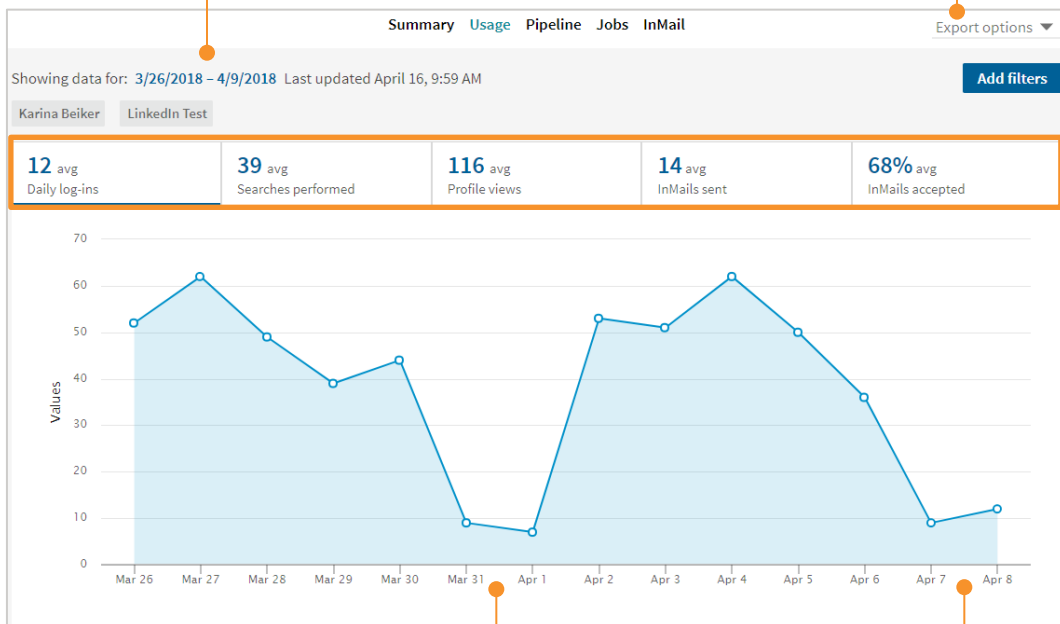


2. At the top of the screen, review the overall activity.

Select from the past 7, 30, or 90 days; the last 2-week reporting period, or you can select any custom date range during the past 2 years.

Click **Export options** to download the data to a .CSV file.

You can filter data by user and contract to refine the data displayed.



Click the tabs to toggle between the different usage data views.

You'll likely notice the absence of data during weekend days.

3. Click **Add Filters** to filter the data displayed by **Users** and **Contracts**.

Click **Apply filters** to save your changes.

**Add filters**

Cancel **Apply filters**

**Users**

Enter a user or contract name

Select all seats:

- Your contract (LinkedIn Test)
- All contracts (100)

Selected (2) Clear all

Seats

Karina Beiker X

Contracts

LinkedIn Test X

Search for a user or contract name.

If you have access to multiple contracts you can select **All contracts**.

Click **X** to remove individual users and contracts.

4. At the bottom of the screen, the **Usage Details** data table summarizes the individual recruiter usage for each person on your dashboard. You can use the information in this table to evaluate how effectively you are working and identify areas for improvement.

Usage Details  
27 seat holders | [Customize Columns](#)

Name	Unique daily logins	Job posts	Searches Performed	Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined
Francesca Buren	13	4	29	203	26	38	16	8
Blake Martinez	8	0	13	61	2	3	2	0
Phillip Rivers	1	0	0	8	0	1	1	0

**Customize Columns**

- Searches Saved
- Searches Alerts
- Projects Created
- InMails Sent
- InMails Accepted
- InMails Declined
- InMail Acceptance Rate
- InMail Decline Rate
- InMail Response Rate
- New Status
- New Tag

Click **Customize Columns** to customize the data you want to display in the table.

## Interpreting the Recruiter Usage Report

The Recruiter Usage report is your tool for reviewing your overall performance and seeing how everything you do in Recruiter is connected. The example scenarios below provide guidance on how to read and interpret the Recruiter Usage report.

### Searches

Effective and efficient searching techniques include using Boolean search strings and refinement filters to narrow your search results and saving your best searches and creating search alerts to save time and reduce work. Compare the data in the **Searches Performed**, **Searches Saved**, **Search Alerts**, and **Profiles Viewed** columns to determine how effectively and efficiently you are searching.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
23	5	2	45	25

**Data:** **Searches Performed** is equal to **Profiles Viewed**.

**Indicator:** Looking for specific people by name.

**Recommendation:** Learn and apply the different levels of search available within Recruiter to expand your talent pool beyond your own network.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
25	0	0	25	25

**Data:** **Searches Performed** is small and **Profiles Viewed** is large.

**Indicator:** Searching too broadly.

**Recommendation:** Refine search techniques with Boolean search strings and refinement filters.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
5	0	0	911	1

**Data:** **Searches Performed** is high and **Search Alerts** is small or none.

**Indicator:** Working too hard and duplicating efforts.

**Recommendation:** Save searches and set search alerts to save time and reduce work.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
45	5	2	42	25

**Data:** **Searches Performed** is small, **Profiles Viewed** is moderate, and **Search Alerts** have been created.

**Indicator:** Searching efficiently.

**Recommendation:** Keep doing what you're doing.

Searches Performed	Searches Saved	Searches Alerts	Profiles Viewed	Profiles Saved
23	15	8	196	103

## InMail

InMail success comes from targeting the right talent with a personalized and relevant message. This means taking the time to review each profile before you send someone an InMail message. Compare the data in the **Profiles Viewed**, **InMails Sent**, **InMails Accepted**, **InMails Declined**, **Acceptance Rate** and **Response Rate (%)** columns to determine your InMail success.\*

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate
42	25	13	4	2	0.307692	0.461538

\*Use the InMail Analytics report for a more in depth look into your InMail behaviors.

**Data:** **InMails Sent** is greater than **Profiles Viewed** and **InMail Response Rate** is low.

**Indicator:** Spamming members with InMail.

**Recommendation:** Spend more time reviewing profiles and customizing the messages that you send.

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate
8	45	307	3	10	0.042345	0.461538

**Data:** **Profiles Viewed** is equal to or greater than **InMails Sent** and **InMail Response Rate** is high.

**Indicator:** Spending time reviewing profiles to make sure they are a good fit and likely customizing messages.

**Recommendation:** Keep doing what you're doing.

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate
81	37	10	8	0	0.80	0.80

## Pipelining

Saving profiles to projects and adding tags and statuses to profiles are key steps to building a pipeline of talent. Review the data in the **Profiles Saved**, **New Status**, and **New Tag** columns to get a snapshot of how many profiles you've saved to projects, how many statuses you've set on profiles, and how many tags you've added to profiles within a given period.\*

Profiles Viewed	Profiles Saved	InMails Sent	InMails Accepted	InMails Declined	InMail Acceptance Rate	InMail Response Rate	New Status	New Tag
42	25	13	4	2	0.30	0.46	6	168

\*Use the Pipeline Analytics report and the information within individual projects for a more indepth look at your pipelining analytics.