

Applicant Tracking Batch Processes and Reports

Pre-Applicant Tracking Batch Job

[PS5100J - Pre-App Purge and Notice Process](#)

This job purges pre-applicant records that have expired. The job allows the optional purging of specific applicant records as identified by Job Class, CIP, or Job Family. This job also allows the creation of a file to be downloaded (by the user at a later date) for the creation of expiration notification labels and notices. The job produces two reports.

[PS5110J - Applicant Flow Report](#)

This job prints reports showing applicant information in detail and summary form. These reports show pertinent applicant information for all applications received during a given time period. The job produces four reports:

- PS5110A Applicant Flow Detail Report by EEO and Affirm Grp
- PS5110B Applicant Flow Summary Report
- PS5110C Positions Filled Summary Report
- PS5110D Applicant Flow Summary Report - Overview

[PS5115J - Recruitment Flow Report](#)

This job prints reports showing recruitment tracking information in detail and summary form. These reports show pertinent applicant information for all applicants to a recruitment. The job produces four reports:

- PS5115A Recruitment Tracking Detail Report
- PS5115B Recruitment Tracking Summary Report
- PS5115C Positions Filled Summary Report
- PS5115D Referral Effectiveness Report