

Win with Reporting: Maximizing Built-In Greenhouse Reporting Tools

ACTION PLAN

1. Save and schedule the 3-5 reports you want to see on a weekly basis.
 - a. [Interviewing Activity](#) - Filtered for Last 7 Days
 - b. [Current Pipeline Per Job](#) - Filtered by Milestone
 - c. [Candidate Survey](#) - Filtered for Last 7 Days
2. [Explore new Report Builder](#) functionality.
3. Turn on the Daily Recruiting Email from [Hi, Name > Account Settings](#).
4. [Leverage the candidate export](#) for any candidate-centric reporting.
5. Email out the [Candidate Pipeline Email](#) to keep team members up to date.

RESOURCES

Intro Resources

1. **Greenhouse Report Finder:** Use [this typeform](#) to help narrow down which report to use to get the right information.
2. **FAQs for Each Report:** [These FAQ articles](#) go over each report in the system and other common questions.

Additional Reporting Features:

1. [Save Reports:](#) Apply filters and then save the report to easily navigate back to it.
2. [Send and Schedule Reports:](#) You can email any report and schedule it to be emailed out with a certain cadence to keep your team apprised of key metrics.
3. [Report Builder:](#) Check out the collection of help articles to get started building your own reports.

