
Win with Reporting: Data Integrity

ACTION PLAN

Instituting Best Practices at Your Organization

1. Train anyone who is using Greenhouse to input data on the below essential actions.
 - Create a deskside version of the list!
 - Make sure this information is part of onboarding for new hires.
2. Leverage [this data quality audit checklist](#) to review your data.
3. Create a routine for auditing the data integrity.

RESOURCES

Essential Greenhouse Actions for Data Integrity

1. Enter every candidate under the correct job.
2. Assign Source and Who Gets Credit.
3. Assign Recruiter and Coordinator.
4. Move candidates through each stage of the job as they move through your interview process.
5. Schedule interviews in the system with the correct interviewer.
6. Train interviewers to completely fill-out their scorecards using the unique URLs they receive through their interview invites.
7. Disposition candidates with the appropriate rejection reasons.
8. Fill-out the offer information in Greenhouse and mark candidates as hired when they accept.
9. Close jobs for which you are no longer hiring.

