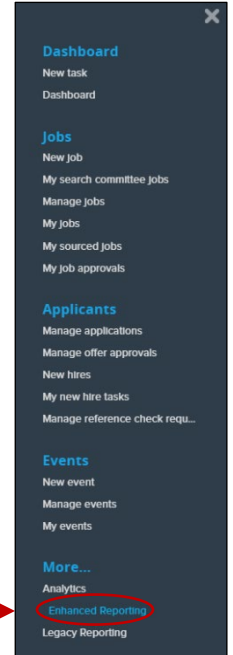
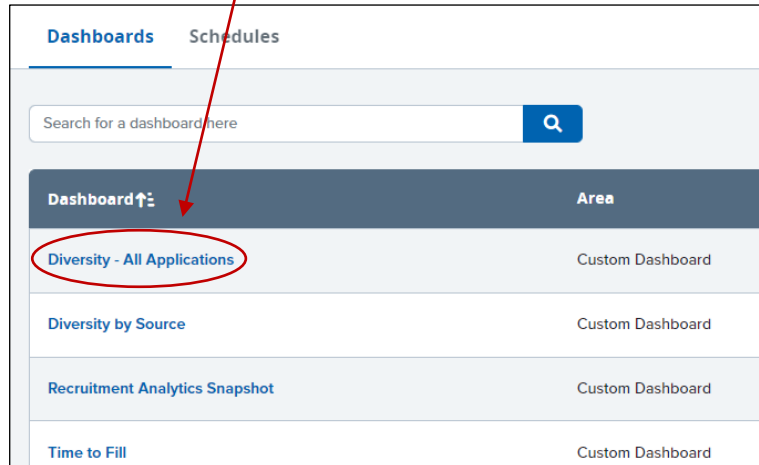


HOW TO: ACCESS DIVERSITY DASHBOARD IN ENHANCED REPORTING



A Diversity Dashboard is available in the Enhanced Reporting section of TREMS for Division HR TREMS users. Enhanced Reporting is not available to Hiring Administrator permission level users. This dashboard will return data specific to applications associated with your division's recruitments. The data is refreshed every 15 minutes. Consult the Analytics Glossary for descriptions of available dashboards.

1. From the menu bar click on the Enhanced Reporting link.
2. Click on Diversity – All Applications.

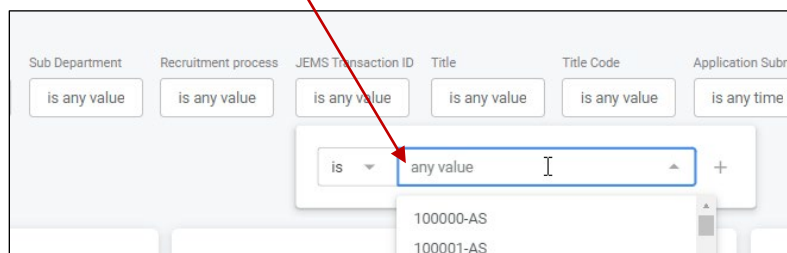


HOW TO: FILTER AND VIEW DIVERSITY DASHBOARD RESULTS



Initial dashboard results display diversity data for all recruitments in your division. There are many options to narrow your results using filters. Expanded views and export options are also available.

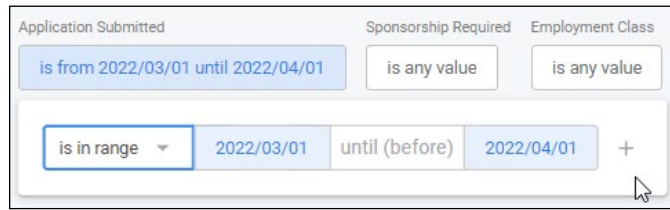
1. You can filter the data many ways, including by JEMS Transaction ID. To apply a filter, click on the box below the filter you wish to apply. For the JEMS Transaction ID filter, a list of transactions in your division will populate when you click into the 'any value' field. Select the JEMS Transaction ID you wish to view by clicking on it. You can also search by typing the JEMS Transaction ID into the field.



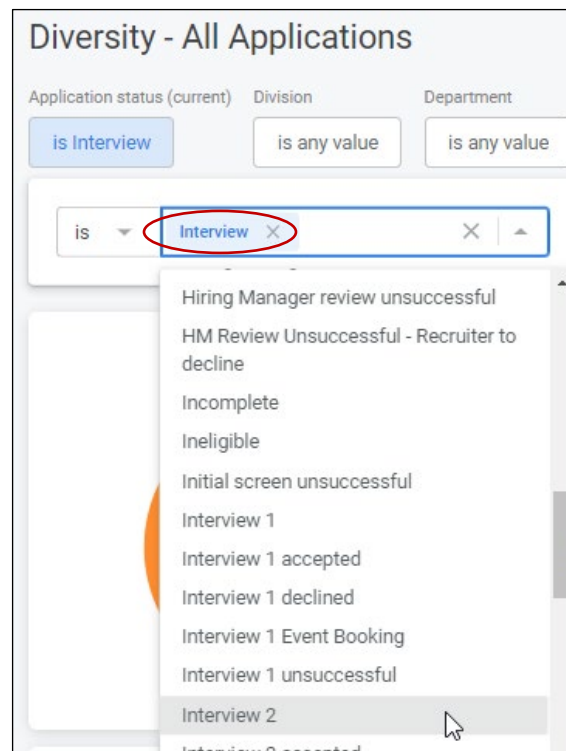
2. Click the Update button at the top right of the screen to apply the filter and update results.



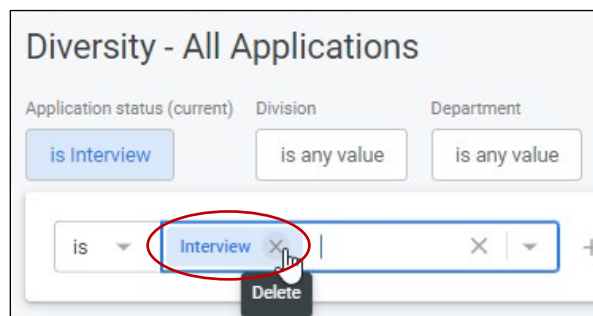
- The 'Application Submitted' filter will help you view the diversity among all applications received during a particular time period. For example, to see all applications received in March 2022, change the "is any time" dropdown to "is in range." Set the From Date to 3/1/2022 and the 'until' date to 4/1/2022. Click Update after selecting each filter.



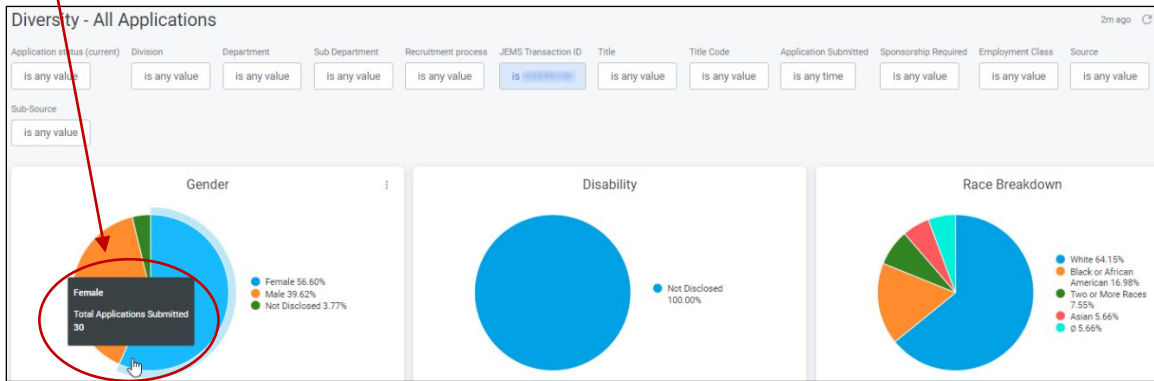
- You can apply more than one filter at a time. For example, you can filter by JEMS Transaction ID and Application Status to get diversity information for a specific recruitment step. To do this, click on the box below the filter type to set the additional filter(s). You can start typing an application status or click into the 'any value' field. Wait for the list or selection to load, and choose the one(s) you need. Note that there are many fields in the system, so this field may be slow to load and type in. Click Update to update results.



- To remove a filter, click the X next to the filter. Filters are not saved when you exit Enhanced Reporting, and must be set each time you open it.



6. The dashboard will populate the data into tiles that display a pie chart for the categories of Gender, Disability, Race Breakdown, Veteran, Hispanic, Race, and Minority status. To view details for a specific segment of the pie chart, hover your mouse over the segment.



7. To export the dashboard, click the three-dot icon in the upper right corner of the dashboard and download as PDF or CSV.

