Placement Reports

Standard Reports · https://learning.pcrecruiter.net/site/docs/reports/placement-reports/

This area contains three report options for Permanent Placements. Additionally, in the Position Reports area, there's a Time to Fill report listing permanent and contract placements, calculating dates from when the position was posted to Placement Date and Start Date.

Accessing Placement Reports

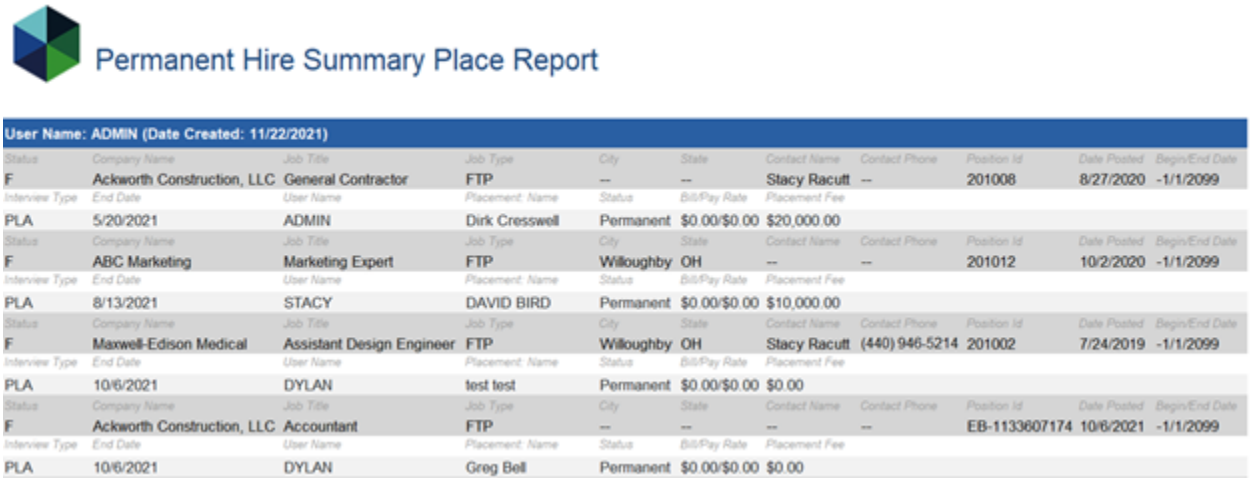
1. Click Reports on the main toolbar
2. Select "Placement Reports"
3. Choose the desired report
4. Apply filters as needed
5. Select PDF View Mode or preferred Export format

Permanent Hire Summary Place Report

This report can be generated for Companies, Names or Positions placed on a rollup, or the report can be generated based on the Placement Date on the Placement record. User may select Sort preference and generate Placement Status distributions to a pie or bar chart. The report can also be filtered by Contact Name, User Name, Company Name, Position Id, or Job Title.

The resulting report includes the Position Status, Company Name, Job Title, Job Type, City and State, Contact Name, Contact Phone, Position ID, Date Posted and Begin/End Date. The Placement details include the Placement Type, Placement Date, User Name, Candidate's Name, Status, Bill Rate/Pay Rate, and Placement Fee. The report highlights the date the candidate was placed, the start date, the number of weeks the candidate was in the database, and starting salary. The end of the report includes the Total Number of Placements, Total Placement Fees, Average Placement Fee, Average Salary, Average Time to Place (in weeks), and Placement distributions.

Sample Permanent Hire Summary Place Report



Permanent Hire Summary Place Report

User Name: ADMIN (Date Created: 11/22/2021)

Status	Company Name	Job Title	Job Type	City	State	Contact Name	Contact Phone	Position Id	Date Posted	Begin/End Date
F	Ackworth Construction, LLC	General Contractor	FTP	--	--	Stacy Racutt	--	201008	8/27/2020	-1/1/2099
Interview Type	End Date	User Name	Placement: Name	Status	Bill/Pay Rate	Placement Fee				
PLA	5/20/2021	ADMIN	Dirk Cresswell	Permanent	$0.00/$0.00	$20,000.00				
Status	Company Name	Job Title	Job Type	City	State	Contact Name	Contact Phone	Position Id	Date Posted	Begin/End Date
F	ABC Marketing	Marketing Expert	FTP	Willoughby	OH	--	--	201012	10/2/2020	-1/1/2099
Interview Type	End Date	User Name	Placement: Name	Status	Bill/Pay Rate	Placement Fee				
PLA	8/13/2021	STACY	DAVID BIRD	Permanent	$0.00/$0.00	$10,000.00				
Status	Company Name	Job Title	Job Type	City	State	Contact Name	Contact Phone	Position Id	Date Posted	Begin/End Date
F	Maxwell-Edison Medical	Assistant Design Engineer	FTP	Willoughby	OH	Stacy Racutt	(440) 946-5214	201002	7/24/2019	-1/1/2099
Interview Type	End Date	User Name	Placement: Name	Status	Bill/Pay Rate	Placement Fee				
PLA	10/6/2021	DYLAN	test test	Permanent	$0.00/$0.00	$0.00				
Status	Company Name	Job Title	Job Type	City	State	Contact Name	Contact Phone	Position Id	Date Posted	Begin/End Date
F	Ackworth Construction, LLC	Accountant	FTP	--	--	--	--	EB-1133607174	10/6/2021	-1/1/2099
Interview Type	End Date	User Name	Placement: Name	Status	Bill/Pay Rate	Placement Fee				
PLA	10/6/2021	DYLAN	Greg Bell	Permanent	$0.00/$0.00	$0.00				

Cost Per Hire Detail Report

Users can generate the report based on the Placement Date or Transaction Date range. Users can Filter by Placement User Name, Transaction User Name, Company Name, Position Id, or Job Title. The report includes:

- Placement Date
- Candidate Name
- Job title
- Work Phone
- City
- State
- Zip
- Placement Fee
- Other Costs
- Starting Salary

Calculated on an additional tab of the report, you will find:

- Total Number of Placements
- Total Fees
- Total Expenses
- Average Cost Per Hire

Sample Cost per Hire Report



Cost Per Hire Detail Report

User Name: ADMIN (Date Created: 11/22/2021)					
Status	*Placement Name*	*Work Phone*	*City*	*State*	*Zip*
P	Dirk Cresswell	--	--	--	--
Placement Date	*Job Title*	*Company Name*	*Placed By*		
5/20/21 12:51 PM	General Contractor	Ackworth Construction, LLC	ADMIN		
Placement Fee					
$20,000.00					
Status	*Placement Name*	*Work Phone*	*City*	*State*	*Zip*
P	DAVID BIRD	--	Chino Hills	CA	91709
Placement Date	*Job Title*	*Company Name*	*Placed By*		
8/13/21 10:11 AM	Marketing Expert	ABC Marketing	STACY		
Placement Fee					
$10,000.00					
Status	*Placement Name*	*Work Phone*	*City*	*State*	*Zip*
P	Bridget Smithton	--	Nashville	TN	37201
Placement Date	*Job Title*	*Company Name*	*Placed By*		
10/6/21 11:10 AM	Assistant Design Engineer	Maxwell-Edison Medical	DYLAN		
Status	*Placement Name*	*Work Phone*	*City*	*State*	*Zip*
P	Greg Bell	--	--	--	--
Placement Date	*Job Title*	*Company Name*	*Placed By*		
10/6/21 11:14 AM	Accountant	Ackworth Construction, LLC	DYLAN		

Hire Exp by Category

This report includes the Placement Date, Candidate Name, Job Title, Position ID, Placement Status, and Starting Salary. For each placed candidate, the report also includes a breakdown of transactions by category. The end of the report totals the fees by category then provides cost-per-hire average.

Sample Hire Expense Report by Category



Hire Expense Reports by Category

User Name: ADMIN (Date Created: 11/22/2021)					
Placement Date	*Last Name*	*Job Title*	*Position Id*	*Placement Status*	*Starting Salary*
5/20/21 12:51 PM	Dirk Cresswell	General Contractor	201008	Permanent	$0.00
Category	*Amount*				
PLACEMENT FEES	$20,000.00				
Total	$20,000.00				
Placement Date	*Last Name*	*Job Title*	*Position Id*	*Placement Status*	*Starting Salary*
8/13/21 10:11 AM	DAVID BIRD	Marketing Expert	201012	Permanent	$0.00
Category	*Amount*				
PLACEMENT FEES	$10,000.00				
Total	$10,000.00				