1. Hover over the **Your Account** tab, and then click on **Reports**.

2. Click on the name of the report you want to view.

   Report access depends on your role.

   ![Reports](image)

   Note: The User Reports under Job Reports and Resume Reports are not available to Hiring Managers and the Administrative Reports are only available to super users and administrator roles.

3. Review the report information.

   Some reports allow you to filter the information by date or username. Change the information and click **Run Report**.
GLOSSARY OF REPORTS

Admin Active Jobs Dashboard: Select a user or view the company’s total number of jobs that were posted for the month, number of active postings, and the average views, emails, and responses per job.

Admin Response Report: The report contains the information that was entered in the different fields of the job posting such as location, job title, career level, enhancements added, and posted date for jobs posted by everyone or a particular user during the time period selected.

Admin Resume View Report: View the number of resume searches performed each month for the company or a particular user.

EEO/AA Applicant Summary Report: This report will provide EEO/AA information for seekers that have applied to a job through Monster.

Online Purchase Report: See any inventory that has been purchased and by who.

User Active Jobs Dashboard: Contains your total number of jobs that were posted for the month, number of active postings, and the average views, emails, and responses per job.

User Job Inventory Usage: See how many jobs (as well as title and location) were posted during a specified time-frame and how long they were posted for.

User Private Board Activity Report: This report shows how many searches were done by database and how many views by database.

User Response Report: The report contains the information that was entered in the different fields of the job posting such as location, job title, career level, enhancements added, and posted date for all of your jobs during the time period selected.

User Resume View Report: View the number of resumes searches you performed each month.