



## Viewing Your Job Posting Statistics

To view your job posting statistics, log into your job posting account and click on the “View Statistics” text link under either Active or Inactive Jobs. If you want to see all jobs posted for the institution wither inactive or active you will need to change the “Posted By” option to “All Users’ Jobs”. You will see the following information for each of your job postings:

Views - The number of views the job received (the number of times that job posting was viewed).

Clicks - The number of times the “Apply Now” button was clicked.

Candidates - The total number of candidates emailed or delivered to your external application website.  
The job

Applications - The number of completed applications. This requires the candidate to voluntary respond “yes” answers to the question “Did you complete the external application form?” that jobseekers must answer when leaving your employment site and returning to the HERC site.

Alerts - The number of job alerts sent through that included this job. Provides candidates who signed up to have email alerts sent to them when a job fitting their profile filter is posted.