**Generate the Jobs report in Recruiter and Recruiter Lite**

The Jobs report provides insights into your job posts' performance to help you improve your overall job strategy. The Jobs report is available to all LinkedIn Recruiter and LinkedIn Recruiter Lite users. The data is limited to one year. Data older than one year won't appear on the Jobs report.

All reports are in Universal Coordinated Time (UTC +0). Any activity can take up to 72 hours to appear in your reports.

If you are on a Recruiter contract, you can also install the LinkedIn conversion pixel to understand how many job applicants are coming from LinkedIn.

To generate a Jobs report:

1. Move your cursor over **Reports** at the top of the Recruiter or Recruiter Lite homepage and select **Jobs** from the dropdown.
2. On the left sidebar, click the **Edit** icon near **Date range** to select a date range.
3. Click the **Add** icon near each filter you want to use and select the data you want to filter.
4. Click the **Export** button at the top of the page to download a CSV file of your report.
   * Note: There is a 10,000 row limit for exports in a single export.

Jobs graph

Click the tabs at the top of the graph to view metrics for:

* **Total views**
* **Total apply clicks**
* **Apply rate**
* **Completed applications**
* **Completion rate**

Job traffic details

The **Job traffic details** graph displays metrics for **Job post reporting** and **Candidate demographics**.

Click the **Job post reporting** tab to see the **Apply rate**, **Total views**, and **Total apply clicks** metrics.

To see candidate demographics:

1. Click the **Candidate demographics** tab to see the **View to apply rate**, **Daily unique member job view**, and **Unique member job applies** metrics.
2. Click the **View by** dropdown to apply the **Companies**, **Education**, **Gender**, **Geography**, or **Seniority** filter to refine your metrics further.

Exported Report Terms and Definitions

Depending on how you set up your job posts and whether you’re on a Recruiter or Recruiter Lite subscription, not all report terms will be applicable or available to you.

|  |  |  |
| --- | --- | --- |
| **Column Name** | **Description** | **Sample Value(s)** |
| LinkedIn Job ID | The unique identifier for a job on LinkedIn. | 12345 |
| Employer Job ID | The ATS req ID (from ingestion) or the Employer Job ID (from manual job posts). | REQ\_1000 |
| Company Apply URL | URL for offsite jobs (if available). |  |
| Job Contract | The contract ID associated with the job. | 1009 |
| Posted Company | The company featured on the job post. | Microsoft |
| Posted Company ID | Unique identifier for the company featured on the job post. | 1035 |
| Company Hiring For | The company listed within the hiring project. This can be different from the company featured on the job post. | LinkedIn |
| Company Hiring For ID | Unique identifier for the company listed within the hiring project. | 1337 |
| Job Poster | First and last name of the profile attached to the job post. | Matthias Zeller |
| Hiring Project Owner | First and last name of the owner of the Hiring Project. This can be different from the job poster. | Rafa Crespo |
| Current Status | The current status of the job. | "CLOSED" or "LISTED" |
| Recent List Date | The most recent list date for each job ID within the exported time range if the job was renewed. It's possible for the list date to be before the exported time range. In these cases, the data is only aggregated for the selected time range. If the job was initially posted on 2019-10-05, but renewed on 2019-10-20, the value for this field would be '2019-10-20'. | 2019-10-20 |
| Close Date | The close date for each job ID within the exported time range. If a job was renewed multiple times, the close date will be pushed out each time. | 2019-10-25 |
| Original List Date | The original liste date for each job ID. | 2019-10-05 |
| Job Title | The job title shown on the job post. | Software Engineer |
| Location | The location shown on the job post. | Los Angeles, CA, US |
| Country | The country shown on the job post. | United States |
| Industry | The industries shown on the job post. |  |
| Function | The functions shown on the job post (these are standardized values). | "Admin", "Sales", "Engineering" |
| Application Collection Method | Indicates if the job was posted onsite or offsite. | LinkedIn - for onsite apply  ATS (or external site) - for offiste apply |
| Job Post Type | Indicates if the job was posted manually or via ATS. | "Manual" or "ATS" |
| ATS Posting Method | If the Job Post Type is "ATS", this field will indicate the method. | "Wrapping" or "API" |
| ATS Posting Method Detail | If the ATS Posting Method is Wrapping, there are different ways the job can be wrapped. | "Pin", "Tag", "Rule", or "Backfill" |
| Days Open in Report Date Range | Displays the number of days that the job was open within the time range of the exported report. The original list date and close date of the job may be beyond the time range selected. |  |
| Total Views | Total page views of the job post. |  |
| Total Apply Clicks | Total clicks on the Apply button on the job post. |  |
| Unique Viewers | The number of members who viewed your jobs each day over the selected date range. |  |
| Unique Apply Clicks | The number of members who clicked to apply for your jobs. |  |
| Applications | Number of onsite applications for the job post. |  |

Set up Jobs Report email notifications

If you’d like to receive emails with your Job Wrapping reports, take the following actions:

1. Move your cursor over **Reports** at the top of the Recruiter or Recruiter Lite homepage and select **Jobs** from the dropdown.
2. In the **Application collection** dropdown, under **Jobs**, select **ATS only (total)** if you would like to filter only for wrapped jobs.
3. Click **Save report.**
4. Name your report and toggle the **Schedule report via email** option to "On".
5. Select the options for timing, subject, recipients, and so on.
6. Click **Save & schedule.**