**Generate the Recruiter Summary Report**

The LinkedIn Recruiter Summary Report gives you access to your team’s Recruiter utilization and performance, with tips and resources to improve performance.

All reports are in Universal Coordinated Time (UTC +0). The Summary Report is updated every calendar month.

The report can be made available to admins only or all users on the contract. By default, a Summary report will be made available to users based on the product settings you have for other existing reports within Recruiter.

To generate a Summary report:

1. Move your cursor over **Reports** at the top of the Recruiter homepage page and select **Summary** 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 under each filter you want to use and select the data you want to filter.
4. To save a copy of the report, click the **Save Report** button at the top of the page, then add a name in the **Report name** field, and click **Save**.

The following modules will update interactively as you apply filters:

* **Influenced Hires**
* **InMail response rate**
* **Job Slot Utilization**
* **Company Followers**
* **Hiring Funnel**
* **Hiring Trends**
* **Departure Trends**