

- Access <u>IES</u>
- Select the <u>Search Coordinator</u> role
- Locate the applicable job posting
- Select the <<u>Report</u>> tab

Summary	History	Applicants	Reports	Associated Position Description

- Select the <u>Departmental EEO Report</u>
  Departmental EEO Report
- Once the Status column indicates the report is Complete, utilize the <u>Actions</u> link to either view or export the report



• The applicant details will be displayed.

Hispanic / Latino	American Indian Or Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two Or More Races	Not Disclosed	Total
Gender								
Female								
Male								
No Answer								
Total								