How to Run a Compliance Report:

1. Navigate to Reports > Standard Reports > Recruitment > Applicant Compliance Report
2. Enter the date range
3. You can narrow it down by either Location or Requisition ID
4. Choose the Output Template EEO-C
5. Make sure Job Category is checked
6. Click on Process Report
7. Once it is ready it will be under Processed Reports. You can print, preview, or extract the data as an excel file

