DETERMINING THE DIVERSITY OF YOUR APPLICANT POOL
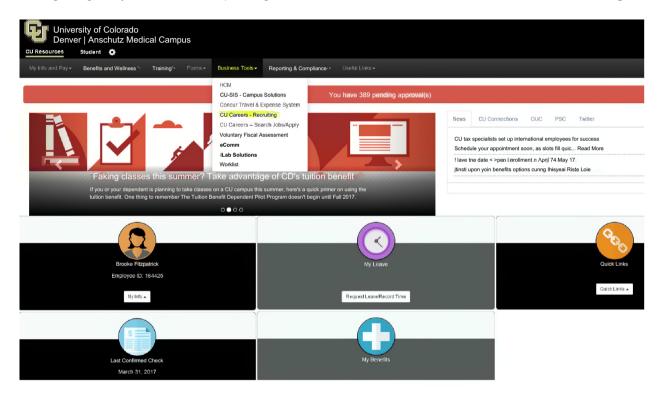## CU CAREERS REPORTING

Campus users with Business Partner (BP) access in CU Careers have the ability to access, run, and export reports in CU Careers using the Oracle Business Intelligence (OBI) tool.

User guides and training information are available on the main HCM Community reporting website at http://www.cu.edu/hcm-community/run-reports.

CU Careers Reports
Step-by-step: CU Careers reporting
Training video: CU Careers Reporting

To begin, login to your UCD Access portal, go to **Business Tools** and then select **CU Careers - Recruiting**

Select **Oracle Business Intelligence** on login screen

Follow step by step guide instructions.

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The diversity reports are called "EEO by Gender" and "EEO Race Counts", highlighted below: