

## Franchise Search Activity Report

Once jobs are published to the [careersearch.ihg.com](https://careersearch.ihg.com) site, they will start to appear on search results. As candidates, search for jobs, view the job descriptions and apply for jobs, their activity is logged. The Search Activity Report will give you a chance to see how many times your job posting have viewed by candidates.

1. Log in to the IHG Franchise Jobs Portal and go to the Reports page.  
The Reports page contains the Search Activity Report as well as a summary count of all jobs that have been applied to in the past 30 days.

### Reports

View Search Activity Report  
Apply Now Clicks in the Past 30 Days: 1

[VIEW SEARCH ACTIVITY REPORT](#)

2. Click the *View Search Activity Report* button.  
The report will automatically load showing search results data for the past 30 days by default. Depending on what other filters are selected, the search activity report contains all jobs the current hotel has created. For each job listed in the report it contains a summary of all the candidate activity the job has had on the career search site.

The activity includes:





- How many times the job has shown up in search results
- How many people clicked on the job to view the job description
- How many people have shared the job on LinkedIn, Twitter, or Facebook
- How many people applied for the job through the career site (Clicking on the apply link)


At the bottom of the report, there is a summary section where it will combine all the activity results from all the jobs being displayed.

#### Search Activity for Sample Intercontinental Hotel

Job Search Activity

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Start Date: 07/22/2019  End Date: 08/21/2019  Published Status: Published  

Sort by: Most Viewed 

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**SAMPLE FRONT OFFICE JOB POSTING**  
Search Results: 43  
Job Descriptions Viewed: 0  
Job Descriptions Shared: 0  
Apply Clicks: 0

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**SAMPLE ROOM ATTENDANT JOB POSTING**  
Search Results: 0  
Job Descriptions Viewed: 0  
Job Descriptions Shared: 0  
Apply Clicks: 0

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**SEARCH ACTIVITY TOTALS**  
Search Results: 43  
Job Descriptions Viewed: 0  
Job Descriptions Shared: 0  
Apply Clicks: 0

3. Filters  
The Search Activity Report has a number of default filters. The Start Date will be set to 30 days ago and the End Date will be set to today. To remove the date filters click the X on the right side of the start and end date pickers when hovering over it. You can also change the date range by clicking on the calendar icon next to each and selecting a new date.

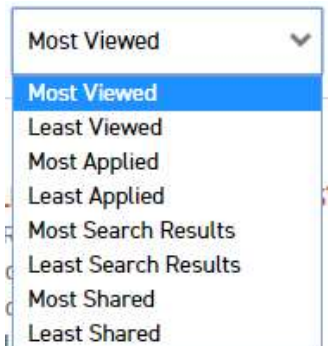
The Published Status will automatically be set to show only Published jobs. To show unpublished jobs or all jobs simply change the value of this drop-down.



Start Date:  End Date:  Published Status:

#### 4. Sorting

The order of the jobs can be sorted by a number of ways. By default the Search Activity Report will be sorted by Most Viewed job. Which means that the Activity Report will be sorted by what job descriptions have been viewed the most on the IHG career site. The Most Applied option will sort by the jobs that have been applied to the most. The Most Search Result filter will sort by the jobs that have shown up in the search results on the IHG Career site the most first.



#### 5. Export to Excel

The Search Activity Report data can be exported to an Excel file by clicking the Export to Excel button. This will download an Excel file with two worksheets. The first worksheet will contain the summary data of the Search Activity Report. The second worksheet is a more detailed report about each individual activity during the timeframe. This includes specifics about the job, the activity and the date and time of the event. When exporting the data to Excel we use all the same filters and sort options as the Search Activity Report.

	A	B	C	D	E
1	Title	SearchResults	JobDetailsViewed	JobDetailsShared	ApplyButton
2	Sample Front Office Job Posting	43	0	0	0
3	Sample Room Attendant Job Posting	0	0	0	0
4	Search Activity Totals	43	0	0	0
5					

	A	B	C	D	E	F
1	Holidex Code	Hotel Name	Job Number	Job Title	Date/Time	Activity
2	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
3	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
4	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
5	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
6	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
7	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
8	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
9	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
10	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
11	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
12	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
13	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
14	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
15	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
16	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
17	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT
18	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB RESULT
19	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB DETAILS
20	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB SHARE FACEBOOK
21	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB APPLY
22	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB RESULT
23	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB RESULT
24	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB RESULT
25	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-21	JOB DETAILS
26	DHMHA	Sample Intercontinental Hotel	FRDHMHA215	Sample Front Office Job Posting	2019-08-20	JOB RESULT