


Paradox reports can help you gain insight into operations and candidate metrics. Here's how to navigate through the report builder!


Building a Report


1. Navigate to **All Apps > Analytics**.
2. Click **Create New Report**. You'll notice different pages to customize the report on the left. You can navigate through by clicking **Next** when you're done on a page.
3. **Type**: Pick a category & report, and specify a report frequency. If you select a recurring report, you will need to choose when to receive the report and an end date.
 - **Pro tip**: If you hover over the *i* next to the report type, you can preview all default fields in the report.
4. **Fields**: Here, you can edit field names, plus remove and reorder fields by clicking on the pencil, trash, or dots icons.
 - **Pro tip**: You can also add optional fields by clicking into the search box.
5. **Filter**: If desired, you can **Add filter** (e.g. date range, job title, location name) and preview the first 5 rows of the report.
6. **Delivery**: Decide how you want your report to be delivered. You can **Add Employees** if you want someone else to receive the report.
7. **Summary**: Confirm the report information looks how it should, then click **Finish and Send Now**. You should receive the report within 15 minutes!



Available Fields

Search available fields

Candidate First Name 

Candidate Last Name 

Candidate Phone 

Candidate Email  

Suggested Reports

Some of the most popular reports are:

- **Capture: Candidate Specific**. This is one of our most data-heavy reports, with one row per candidate (perfect for pivot tables). Removing fields makes delivery faster!
- **Hire: Hire Trends**. See an overview of hiring trends per location. The number of candidates in Capture Complete will exceed the number of Candidates Engaged because it includes Indeed and ZipRecruiter candidates.
- **Scheduling: Employee Interview Availability / Scheduled / Total Hours - Long Format**. This report shows future user calendar availability, time scheduled, and totals, by employee. This is a great recurring report to keep tabs on hiring manager availability!
- **Scheduling: Scheduling Overview**. This report allows you to see big-picture details on all interviews during a period of time.