- Access IES

- Select the Search Coordinator role

- Locate the applicable job posting
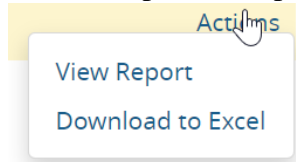
- Select the <Report> tab

Summary	History	Applicants	**Reports**	Associated Position Description
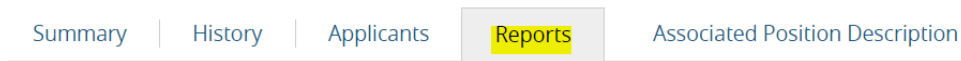
- Select the Departmental EEO Report

  📄 Departmental EEO Report
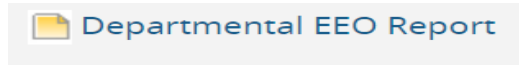
- Once the Status column indicates the report is Complete, utilize the Actions link to either view or export the report

  Actions
  View Report
  Download to Excel

- 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									