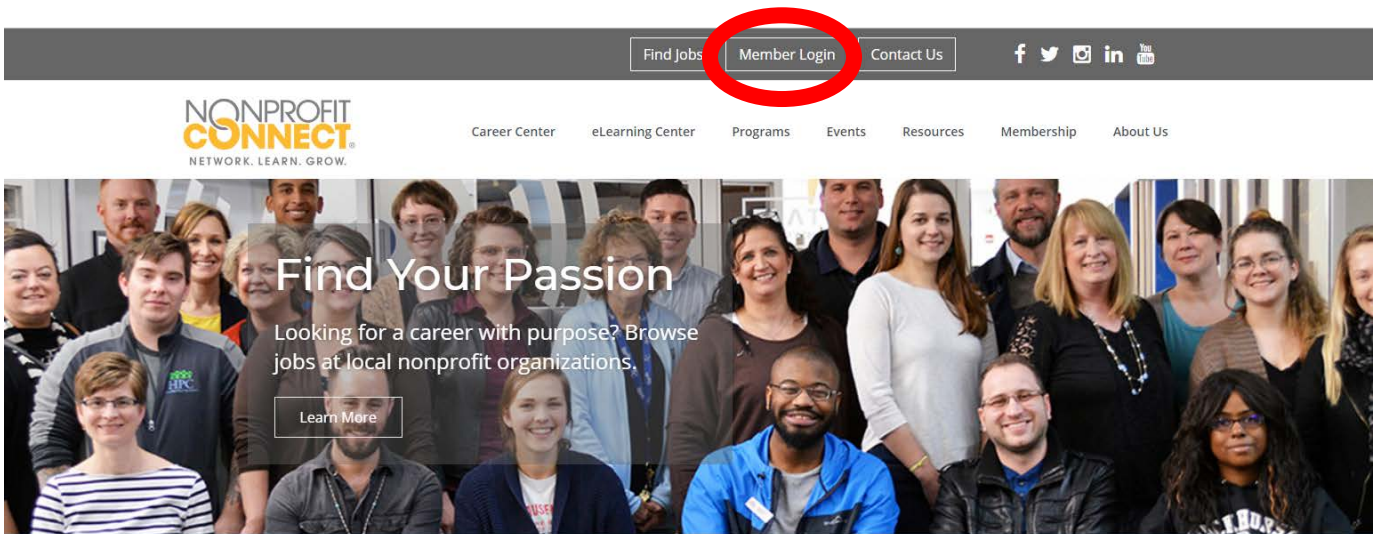


## How To: View Job Statistics

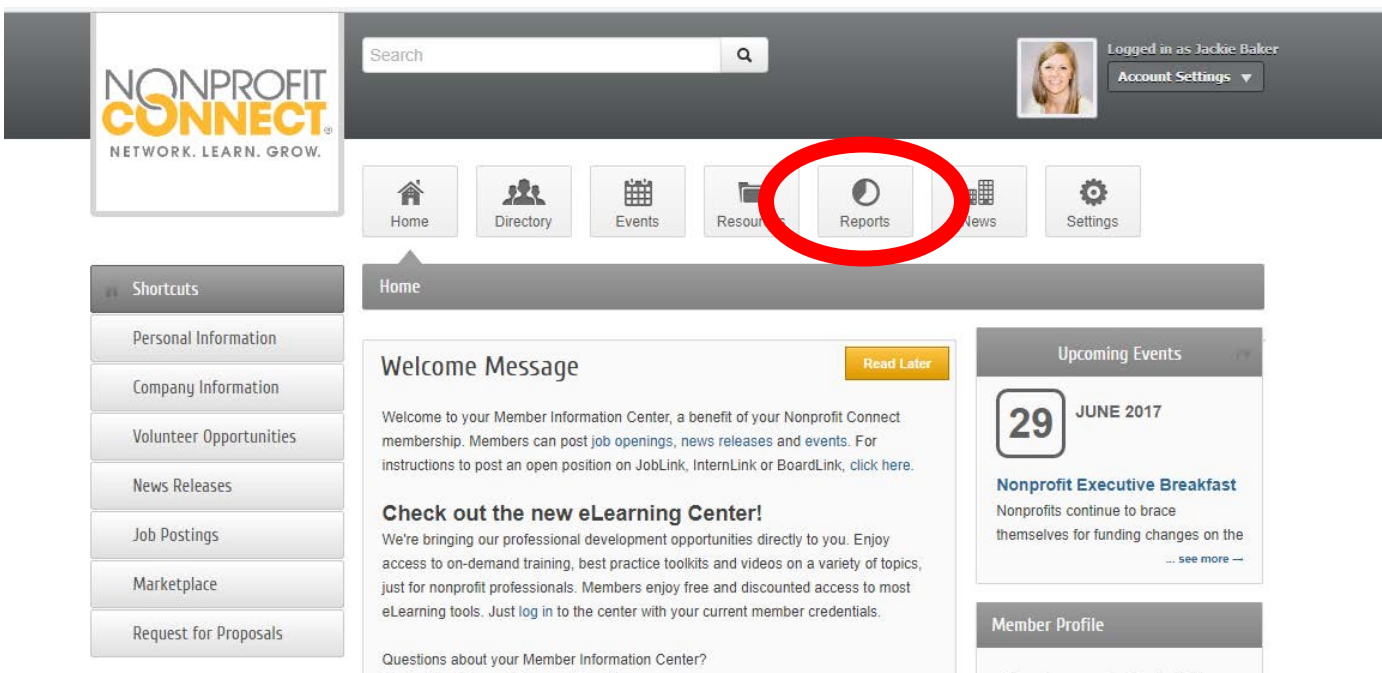
You now have access to reports and statistics on the positions you post on JobLink, including the number of views your ad receives.

Need help? Please contact Nonprofit Connect at 816-888-5600 or [info@npconnect.org](mailto:info@npconnect.org).

1. To access this information, log in to the Member Information Center at [www.npconnect.org/login](http://www.npconnect.org/login).



2. Click the **Reports** button in the top menu row.



3. Then click **Job Posting Views** from the left-hand menu.

The screenshot shows the Nonprofit Connect interface. The top navigation bar includes a search box, the logo, and user information: "Logged in as Amanda Rehan Nonprofit Connect" with an "Account Settings" dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left-hand menu is open to "Reports", with "Volunteer Opportunity Views" circled in red. The main content area is titled "Summary" and "Membership Visibility", displaying the following statistics:

Category	Value
1242566 Total views and impressions in the last 12 months	1242566
1235179 Banner Ad Impressions	1235179
337 Member Page Views	337
704 Category Search Result Displays	704
338 Other Search Result Displays	338
0 Volunteer Opportunity Views	0
5591 Job Posting Views	5591

4. Here you can view statistics for all the jobs your organization has ever posted, and can break down statistics by individual positions.

The screenshot shows the Nonprofit Connect interface. The top navigation bar includes a search box, the logo, and user information: "Logged in as Amanda Rehan Nonprofit Connect" with an "Account Settings" dropdown. Below the navigation bar are icons for Home, Directory, Events, Resources, Reports, News, and Settings. The left-hand menu is open to "Reports", with "Job Posting Views" circled in red. The main content area is titled "Job Postings Views" and "Job Postings Views Job Postings to Jan 2017". It features a bar chart showing views over time from 1/1/2017 to 6/1/2017. The y-axis is labeled "Views" and ranges from 0 to 300. The x-axis shows dates from 1/1/2017 to 6/1/2017. The chart shows two distinct peaks in views, one around 2/1/2017 and another around 4/1/2017. Below the chart is a "Filter Options" section with a dropdown menu labeled "Job Posting:" and "Cumulative Job Posting Hits" circled in red.

\*Uncheck **Display Active Only** to see a cumulative list of all your organization's job postings or select one particular posting.