Collegiate LT - Breezy Reports

You will need to be added as a user with viewing privileges to Breezy. All directors should receive an email from Breezy telling them they have been added to the hiring team. You will need to create a username/password in Breezy if you do not have one already.

Downloading Breezy reports can be helpful to share information with LT leaders to know who has applied, from which school, and to know what stage they are in on the assessment. The reports will download into an Excel spreadsheet (CSV). You can then upload the results of that sheet into Google Sheets if you'd like to share them with all of the campus leaders attending your LT.

Remember, these are just the stages of Breezy for the assessment. The applicants, once accepted, will go to events.reliant.org to make their LT deposits and fee payments. You will need to assess Brushfire (our payment website) to see who has paid their deposit and who has made additional payments (Brushfire Event Registration Instructions)

- Breezy Stages for Collegiate LT Program
- LT Program Participant List in Breezy

ⓘ **Breezy Stages for Collegiate LT Program**

- ***Applied (Initial App):*** The applicant has initiated the first application stage. This stage sends their references off so that, hopefully, they are complete when the application is finished or within a few days.
- ***Moral/Emotional Health***: The applicant is currently filling out their Moral/Emotional Health questionnaire.
- ***Medical***: The applicant is currently filling out their Medical questionnaire.
- ***Checkpoint***: The applicant has completed all of their application. At this point, the Reliant LT Admin will check to ensure all of their references are in. Once they are in, the Reliant LT Admin will manually move them to Reliant Review.
- ***Reliant Review:*** This is the initial review performed by Reliant. If there are no concerns, the applicant will be moved to Acceptance. If there are concerns noted, the Reliant Reviewer will pass the application onto Collegiate Review.
- ***Collegiate Review:*** If the Collegiate Reviewer echoes the concerns after discussing them with the local church leadership, the application is passed to National Review.
- ***National Review:*** If serious concerns arise, it is passed along to Reliant legal counsel (Dave Meldrum-Green), Collegiate National LT Director (Chad Frank) and Collegiate NEB representative to assess.
- ***Counselor Review:*** If there is a safety concern (self-harm), the National Review team may request a Counselor Review. The applicant would need to seek a counselor for a reference.
- ***Acceptance:*** The applicant has been accepted.
- ***Accepted with Conditions:*** The applicant was accepted but will need follow-up with a staff guide over the summer with their conditions for acceptance.
- ***Declined:*** The applicant was not accepted. The National Collegiate Assessment Director will follow up with the LT Director and local church before sending this to the applicant. The local church will have 5 days to contact the applicant.
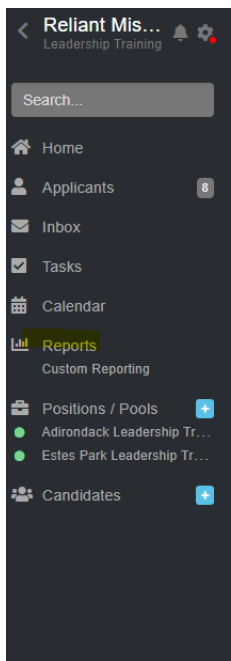

LT Program Participant List in Breezy

To get a list of names, emails, phone numbers, and current stage (acceptance, conditional accepted, declined, etc), follow the steps below.

1

Go to app.breezy.hr and LOG IN.

After you have logged in, you will select Reports on the left-hand side.

My Dashboard

My Positions ▾

● Adirondack Leadership Training
📍 Adirondack, NY

● Estes Park Leadership Training
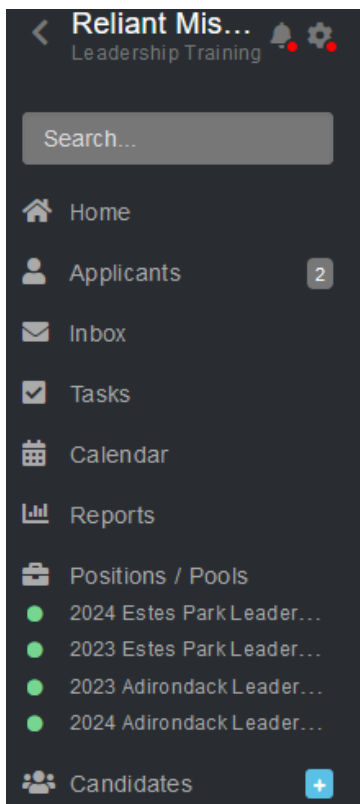📍 Estes Park, CO

2

Click on the All My Positions dropdown to select the position you want to receive information on. If you aren't in other positions, you can omit this step.

Reporting / Analytics

All My Positions ▾

Analytics Overview

System
All My Positions
My Published Positions
My Draft Positions

Positions

Filter by text

2023 Estes Park Leadership Training
2023 Adirondack Leadership Training
2024 Adirondack Leadership Training
2024 Estes Park Leadership Training

Recruited Candidates

Hired Candidates

Pipeline Performance

■ Views ■ Sourced

Jul 26-7   Aug 8-20   Aug 21-2   Sept
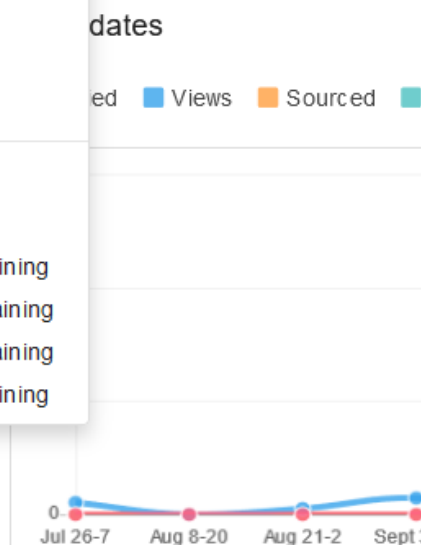
3

Change the time from Last 7 Days to Custom Range. If you want to get all the information for this current year, you will want to use 10/01/YYYY for Start Date and the current day for the End Date.

4

Click Questionnaires to get a report of what was filled out. You can also explore the other reporting options available.

Scroll down to find the questionnaires labeled with LT at the beginning. You can download any of these reports as a CSV (Excel) file.

If you're looking for a breakdown of the churches involved, you will want to download the report for LT 1: Leadership Training Application.

ⓘ If you have questions about Breezy Reports, feel free to email LT@reliant.org.