

OVERVIEW

GatorJobs provides ready-made reports for each job requisition to view your applicant pool, such as the Applicant List report and the Departmental EEO report. Follow the steps in this instruction guide to generate these reports. You will need the security role **UF_N_GJ_Department Admin** or **UF_N_GJ_Department Approver**.

STEPS

Navigation

There are two ways to navigate to GatorJobs in myUFL:

1. **Click Main Menu > Click UF Departmental Admin > Click GatorJobs**
2. **Click Main Menu > Click Recruiting > Click GatorJobs**
3. Navigate to the job posting. For example, **Requisitions > Staff/Faculty**.
4. View the job requisition by clicking its link. For example, click the **PROGRAM AST** link.
5. Click the **Reports** tab.

Requisitions / [Staff/Faculty](#) / [PROGRAM AST \(Extended Posting\)](#) / Summary Search Results: [Previous](#) | [Next](#)

Requisition: PROGRAM AST (Staff/Faculty)
Current Status: Extended Posting

Position Type: **Staff/Faculty**
Department: 62010000-HR-HR
ADMINISTRATION

Created by: **Level3 Human Resources**
Owner: **Level Three**

[★ See how Requisition looks to Applicant](#)
[Print Preview \(Applicant View\)](#)
[Print Preview](#)

Summary | [History](#) | [Applicants](#) | [Reports](#)

Please review the details of the posting carefully before continuing.

6. Click the report link to generate and view.

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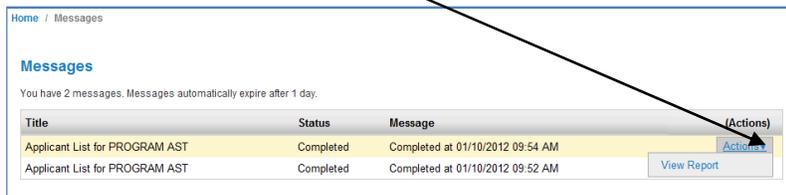
[Applicant List Report](#)
[Departmental EEO Report](#)

For either report, follow the next steps:

1. The report will start generating as shown by the green bar message at the top.
 - a. The Status of the report will show as **Queued** until it changes to **Completed**.
 - b. Please be patient; it only takes a few seconds to change to Completed.
 - c. You may also click the Refresh button on your browser if needed at the end of the Address bar or press the **F5 button** on your keyboard.

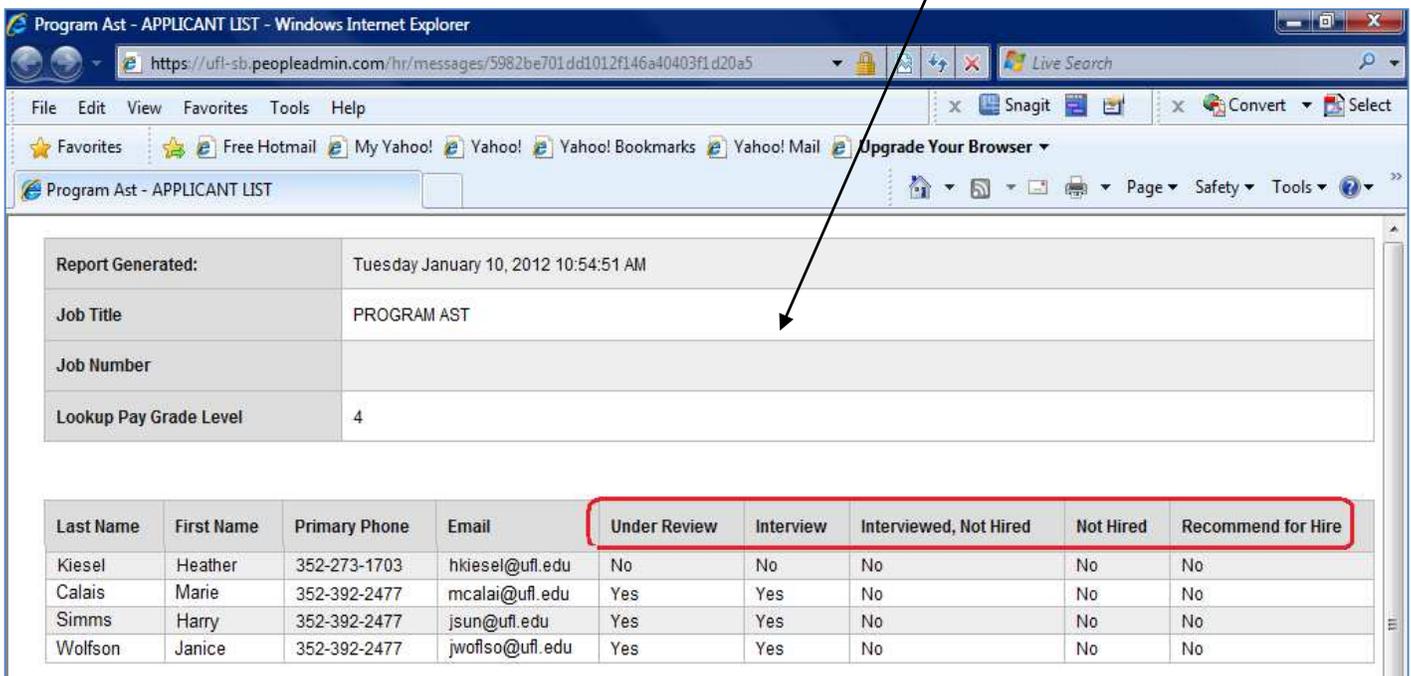


2. Once the status is **Completed**, click the **Actions** button.
3. Click the **View Report** link.



The **Applicant List Report** will display the following for each applicant:

- Name, phone and e-mail
- Whether or not the applicant has transitioned to each workflow state



Report Generated:	Tuesday January 10, 2012 10:54:51 AM
Job Title	PROGRAM AST
Job Number	
Lookup Pay Grade Level	4

Last Name	First Name	Primary Phone	Email	Under Review	Interview	Interviewed, Not Hired	Not Hired	Recommend for Hire
Kiesel	Heather	352-273-1703	hkiesel@ufl.edu	No	No	No	No	No
Calais	Marie	352-392-2477	mcalai@ufl.edu	Yes	Yes	No	No	No
Simms	Harry	352-392-2477	jsun@ufl.edu	Yes	Yes	No	No	No
Wolfson	Janice	352-392-2477	jwoffso@ufl.edu	Yes	Yes	No	No	No

4. Save or print by clicking the **File** menu at the top.
5. Click the **Close** button to return to the list of generated reports. These generated reports will display only for a day.
6. Click the **Back** button to return to the original reports page for this job posting

The **Departmental EEO Report** lists the applicants by gender and ethnic origin for each workflow state in which they transitioned.

Program Ast - DEPARTMENTAL EEO REPORT									
Interview Applicants									
Gender	Hispanic / Latino	American Indian/Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two or More Races	Not Disclosed	Total
Female	0	0	0	0	0	0	0	0	0
Male	0	0	3	0	0	0	0	0	3
Not Disclosed	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	3	0	0	0	0	0	3
Recommend for Hire Applicants									
Gender	Hispanic / Latino	American Indian/Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two or More Races	Not Disclosed	Total
Female	0	0	0	0	0	0	0	0	0
Male	0	0	0	0	0	0	0	0	0
Not Disclosed	0	0	0	0	0	0	0	0	0
No Answer	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0
Hired Applicants									
Gender	Hispanic / Latino	American Indian/Alaska Native	Asian	Black Or African American	Native Hawaiian Or Other Pacific Islander	White	Two or More Races	Not Disclosed	Total

For further assistance, please contact Recruitment and Staffing at 392-2477 or visit <http://www.hr.ufl.edu/recruitment/default.asp>.