

## **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.

Requisit	ions / Staff/Faculty / PROSRAM AST (Exter	nded Posting) / Summary	Search Results: Previous   Next
	Requisition: PROGRAM Current Status: Extended Posting Position Type: Staff/Faculty Department: 62010000-HR-HR ADMINISTRATION	AST (Staff/Faculty) Created by: Level3 Human Resources Owner: Level Three	<ul> <li>See how Requisition looks to Applicant</li> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>
	Summary         History         Application           Please review the details of the place         Please         <	nts Reports oosting carefully before continuing.	

6. Click the report link to generate and view.

Requisition: PROGRAM Current Status: Extended Posting	AST (Staff/Faculty)	Coo how Dequisition looks to Applicant.
Position Type: Staff/Faculty Department: 62010000-HR-HR ADMINISTRATION	Created by: Level3 Human Resources Owner: Level Three	<ul> <li>Print Preview (Applicant View)</li> <li>Print Preview</li> </ul>
Summary History Applica	Reports	
<ul> <li>Applicant List Report</li> <li>Departmental EEO Report</li> </ul>		



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.

report generation in progress						
UF FLORIDA				Watch List	APPLICANT TRACKING	3
	Home Requisi	itions   My Profile	Help			
			Jan <mark>ice Adkinson</mark>	, you have 2 messag	es. LevelOne 💌 C	10
Messages You have 2 messages. Messages automaticall Title	y expire after 1 day. This page	will automatically refresh ir Message	i 10 seconds.		(Actions	)
Messages You have 2 messages. Messages automaticall Title Applicant List for PROGRAM AST	y expire after 1 day. This page Status Queued	will automatically refresh ir Message	10 seconds.		(Actions Actions▼	)

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

ome / Messages			
Messages			
You have 2 messages. Messages automatically e	expire after 1 day.		
Title	Status	Message	(Actions)
Title Applicant List for PROGRAM AST	Status Completed	Message Completed at 01/10/2012 09:54 AM	(Actions)



## **Instruction Guide Using Reports in GatorJobs**

UNIVERSITY of FLORIDA

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 •

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Danart Cana	atadı	Tuesday	January 10, 2012 10:5	4:51 AM	/					
Report Gene	ateu.	Tuesuay	January 10, 2012 10.5	4.5 T AM	/					
Job Title		PROGRA	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		
Niesei	Marie	352-392-2477	mcalai@ufl.edu	Yes	Yes	No	No	No		
Calais	1.142.2753.5			10.00	Vee	No	No	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Calais Simms	Harry	352-392-2477	jsun@ufl.edu	Yes	res	140	110	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 A	st - DEPARTMENTAL EEO REPORT					1	• 🔊 • 🗆	🖷 🔻 Pag	e ▼ Safety ▼	Tools ▼ (
nterview	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
	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
red App	licants									
	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 <u>http://www.hr.ufl.edu/recruitment/default.asp</u>.