

RUNNING AN EEO REPORT PER POSITION IN INTERFOLIO

Administrators, Committee Managers and EEO Officers in Interfolio Faculty Search can generate a **Forms Report** that provides a visual representation of data collected from EEO questionnaires and custom application forms. The report data can be displayed onscreen or downloaded as a .csv file for use in spreadsheet programs.

NAVIGATION

To get started, navigate to my.ufl.edu and use one of the following navigational paths:

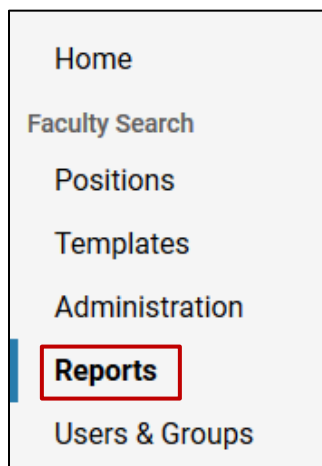
1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

OR

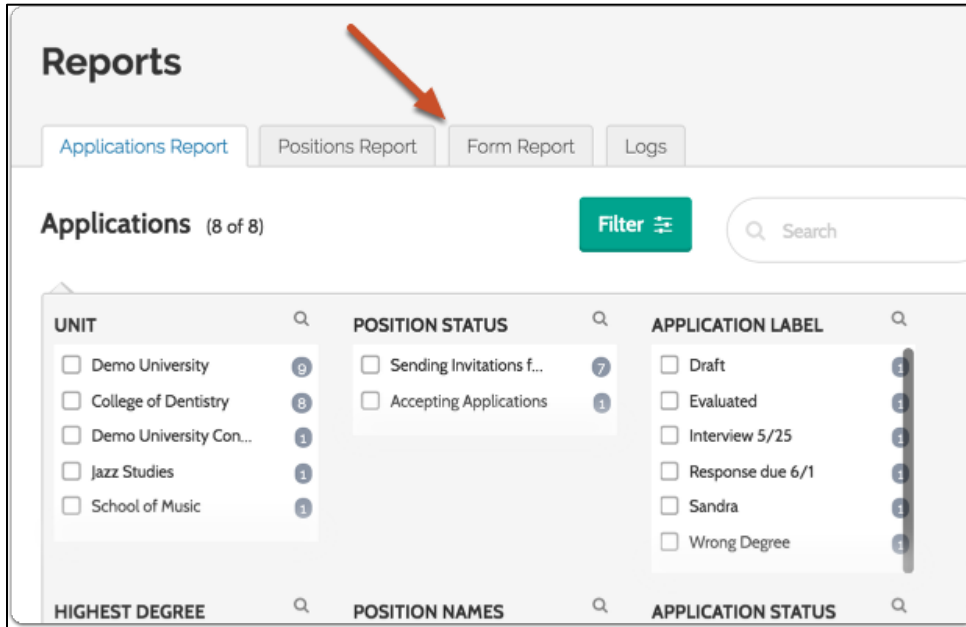
1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**

RUNNING AN EEO REPORT

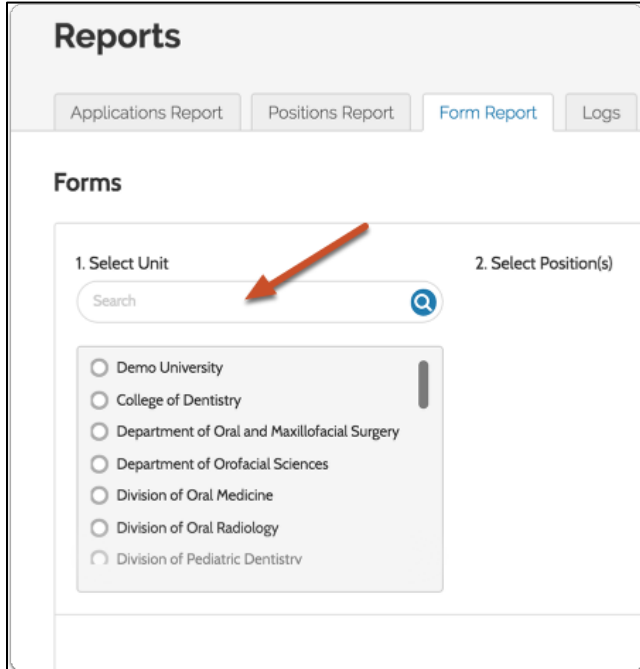
1. Navigate to the reports section of your Interfolio account by selecting **Reports** in the menu on the left side of your screen.



2. Select the **Form Report** tab.



3. Select the appropriate **Unit**.



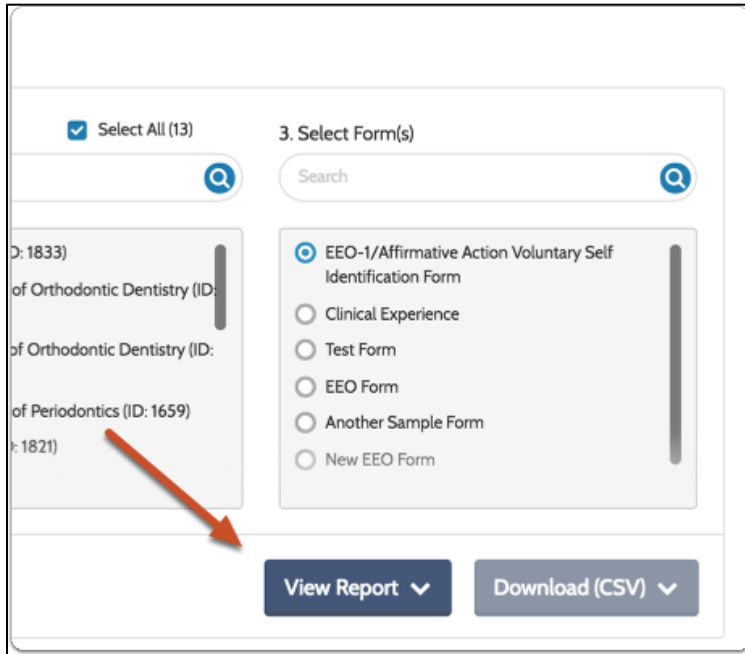
4. Select the **Position** to include in the report.

The screenshot shows a web interface titled "Reports". At the top, there are four tabs: "Applications Report", "Positions Report", "Form Report", and "Logs". Below the tabs is a section titled "Forms". This section is divided into three columns: "1. Select Unit", "2. Select Position(s)", and "3. Select Form(s)". Each column has a search bar. Under "1. Select Unit", there is a list of units with radio buttons, including "Demo University" (which is selected), "College of Dentistry", "Department of Oral and Maxillofacial Surgery", "Department of Orofacial Sciences", "Division of Oral Medicine", "Division of Oral Radiology", and "Division of Pediatric Dentistry". Under "2. Select Position(s)", there is a list of positions with checkboxes, including "Dean of Students (ID: 1833)", "Associate Professor of Orthodontic Dentistry (ID: 1537)", "Assistant Professor of Orthodontic Dentistry (ID: 1649)", "Associate Professor of Periodontics (ID: 1659)", and "Untitled Position (ID: 1821)". An orange arrow points to the "2. Select Position(s)" column. At the bottom right of the "Forms" section, there is a "View Report" button with a dropdown arrow.

5. Select the **EEO Voluntary Self-Identification Form**.

This is a close-up of the "3. Select Form(s)" section. It features a search bar at the top with a magnifying glass icon. Below the search bar is a list of forms with radio buttons. The first form, "EEO Voluntary Self-Identification Form", is highlighted with a red rectangular box. The other two forms are "Work Eligibility-Visa Sponsorship" and "How Did You Hear About This Opportunity?".

- Click **View Report** and select the **Response Summary** option to view the data online. You may also select **Download (CSV)** to download the data into a spreadsheet.



The **Response Summary Report** is available to any Committee Manager, Administrator or EEO Officer with access to a position or the unit in which that position resides.

The **Response Summary** provides a summary, detailed category view, and overview of the applicant pool responding to EEO forms. Results can be displayed onscreen or downloaded via .csv file. Both will display your questions and responses, along with a breakdown of the number of responses and response percentage for each answer value.

ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives

UFHR Recruitment & Staffing
(352) 392-2477
[Website](#)