RUNNING A SOURCE REPORT PER POSITION IN INTERFOLIO

A source report provides information on where applicants are learning about your job postings. This data will allow you to evaluate your advertising strategies and make adjustments as needed.

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 A SOURCE 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 Applications Report tab.
3. Select the appropriate **Unit** and **Position**.
4. Select the **Columns** drop-down menu in the upper right of the screen.

5. You may use the search feature within the drop-down menu or the scroll bar to locate the following options from the column menu list. Locate **position ID** (this is the job number), and **position type** and select both options.
6. In the Columns drop down, scroll to the bottom of the list to find the “How Did You Hear About This Opportunity?” Form. Click the arrow to the right of the header to expand and select the column.

7. After all columns have been added, click Done.
8. The results will populate under the Applied Filters section. You may also export the results by clicking the Download CSV button. This data may be used post-hire to evaluate the success of strategies that contribute to a more diverse work environment.

**ADDITIONAL HELP**

Further resources may be found in the Careers at UF Toolkit. For help with technical issues, contact the UF Help Desk at 352-392-HELP or helpdesk@ufl.edu. For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477.