

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:

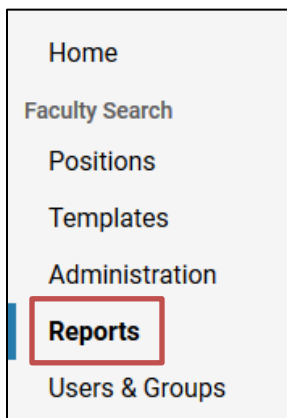
1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **Recruiting**
5. Click **Faculty/Postdoc Requisitions**

OR

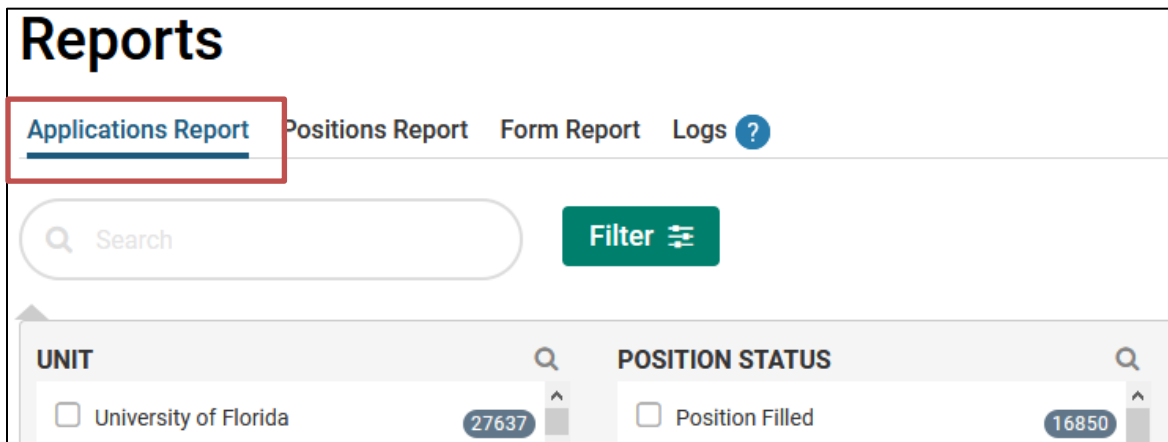
1. Click the **Nav Bar** icon
2. Click **Main Menu**
3. Click **Human Resources**
4. Click **UF Departmental Administration**
5. Click **Faculty/Postdoc Requisitions**

RUNNING A SOURCE REPORT

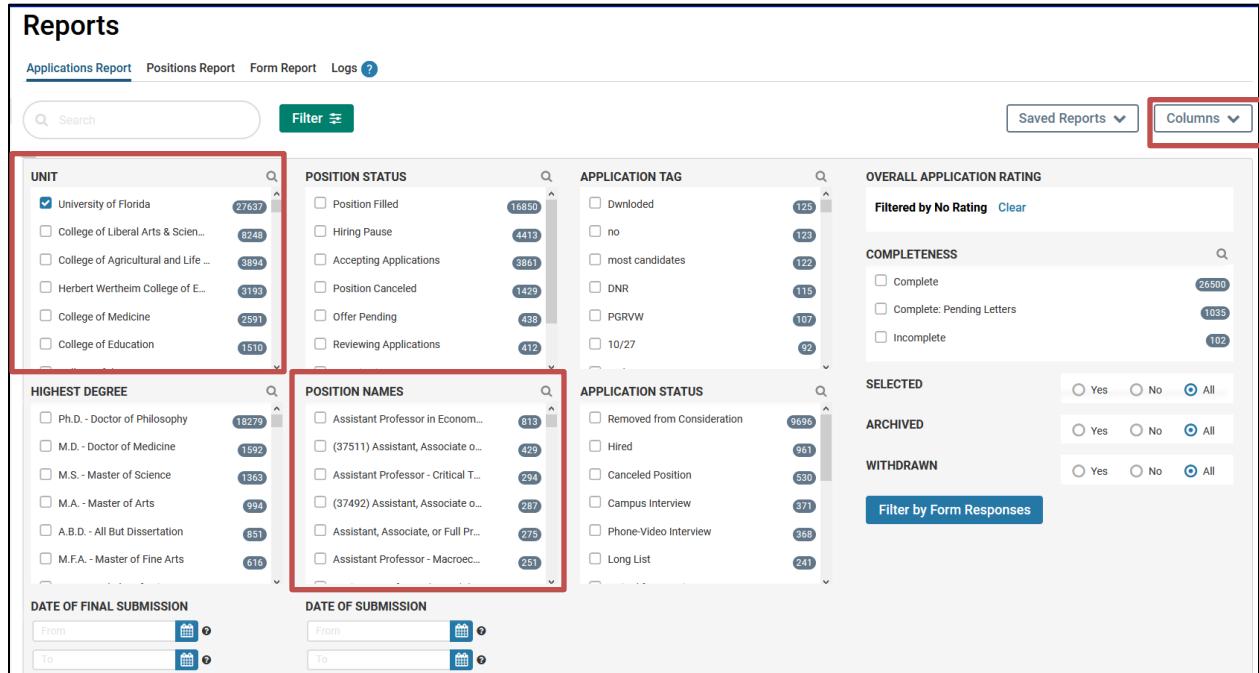
1. Navigate to the reports section of your Interfolio account by selecting **Reports** in the menu on the left side of your screen.



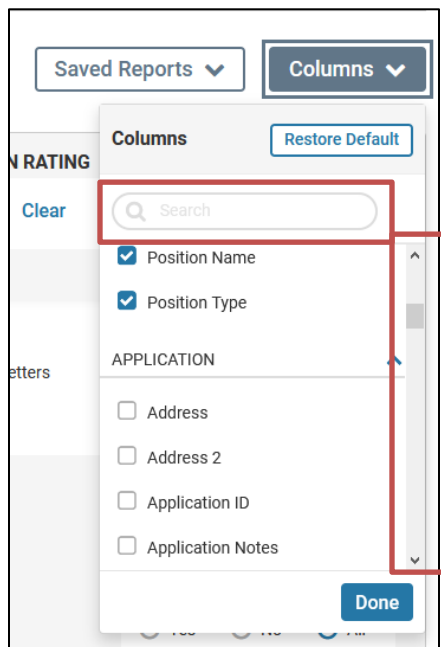
2. Select the **Applications Report** tab.



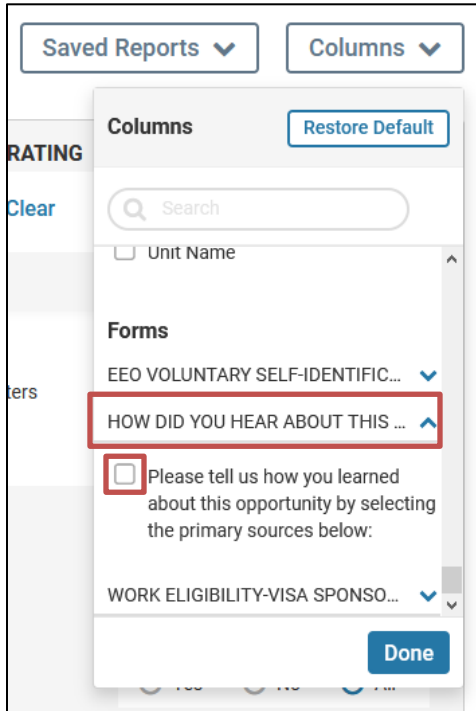
3. Select the appropriate **Unit** and **Position**.
4. Select the **Columns** drop-down menu in the upper right of the screen.



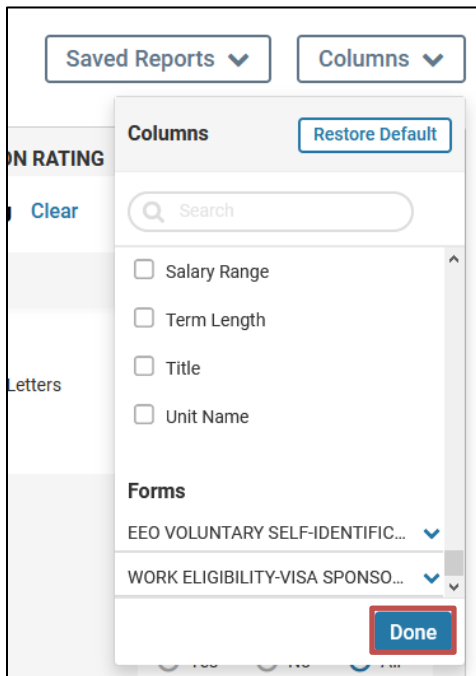
5. You may use the search feature within the drop-down menu or the scroll bar to locate the following options from the column menu list. Locate **position ID** (this is the job number), and **position type** and select both options.



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**.



- 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.

Applied Filters
TEST POSITION ONLY - Clinical Assistant/Associate/Full Professor (40823) (ID: 40823) | Save Clear Filters

Showing 6 of 6 results

<input type="checkbox"/>	First Name	Last Name	Highest Degree	Position ID	Application Status	Tags	Last Date Updated	Position Name	Position Category	Position Type	Please tell us how you learned about this opportunity by sele
<input type="checkbox"/>	Sonny	Day	D.O. - Doctor of Osteopathy	40823	Invited for Interview	Other Referral/Word of Mouth Ref collect email 11.15 Sally to review 11.14	Feb 4, 2019	TEST POSITION ONLY - Clinical Assistant/Associate/Full Professor (40823)	Faculty	Non-Tenure-Track Faculty	Other Referral/Word of Mouth
<input type="checkbox"/>	Alli	Gator		40823	Removed from Consideration		Nov 14, 2018	TEST POSITION ONLY - Clinical Assistant/Associate/Full Professor (40823)	Faculty	Non-Tenure-Track Faculty	

Download CSV

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.