

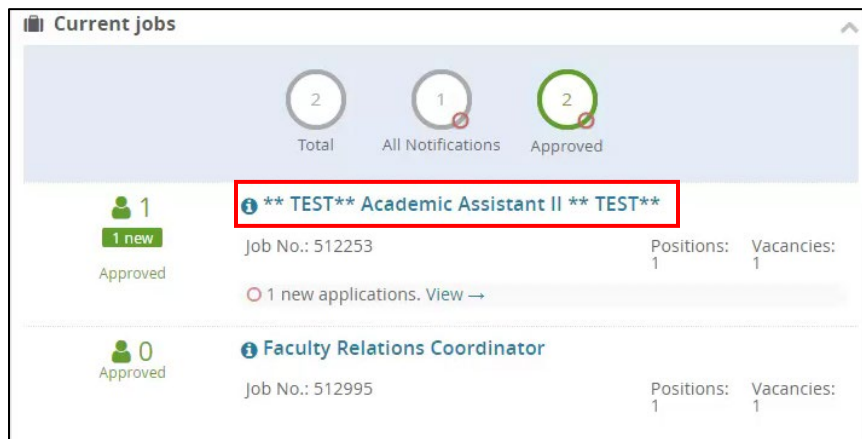
## RUNNING AN EEO REPORT PER JOB REQUISITION

The EEO report can be found on the job card, under the **Reports** tab.

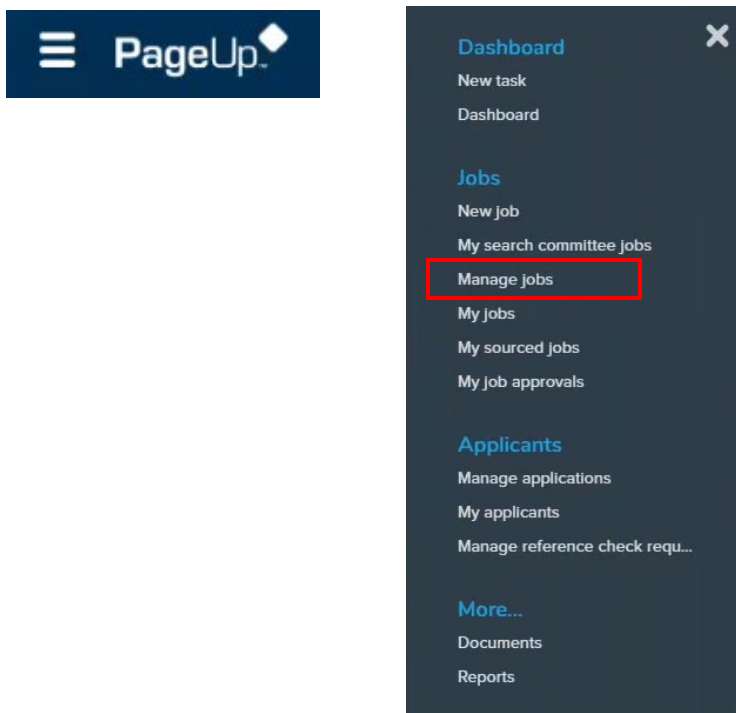
### NAVIGATION

1. First log into **myUFL** in order to access Careers at UF. Use the following navigation path: **NavBar → Main Menu → Human Resources → Recruiting → Job Requisitions.**

**Via the Dashboard (Originators Only):** To locate the job requisitions, select the **title** of the desired job requisition from the Dashboard.



**Via the PageUp Menu (Originators, Approvers, Hiring Managers):** Click the **PageUp menu** icon in the upper right-hand corner. Then click **Manage Jobs**.



## RUNNING AN EEO REPORT

1. Find the requisition you want to report on, and click on the **title** to be taken to the job card.

The screenshot shows the job card for 'Test - Research Administrator I (Part-Time)'. The 'Position info' tab is selected. The form contains the following fields:

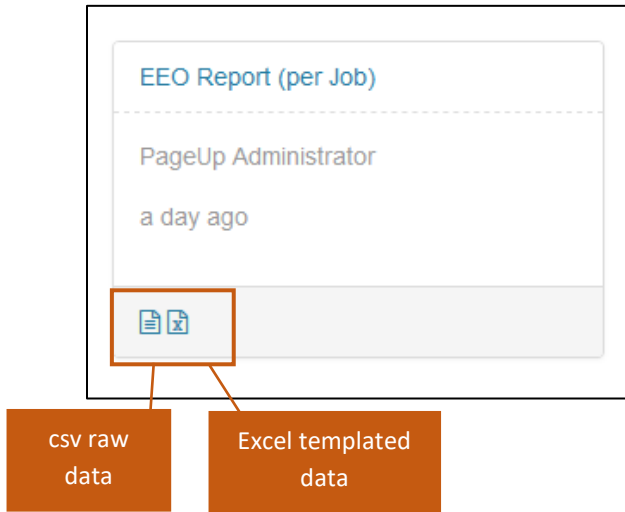
|                        |   |
|------------------------|---|
| Classification Title:* | Test - Research Administrator I             |
| Posting Title:*        | Test - Research Administrator I (Part-Time) |
| Requisition #:         | 505289                                      |

2. From the job card, click on the **Reports** tab.

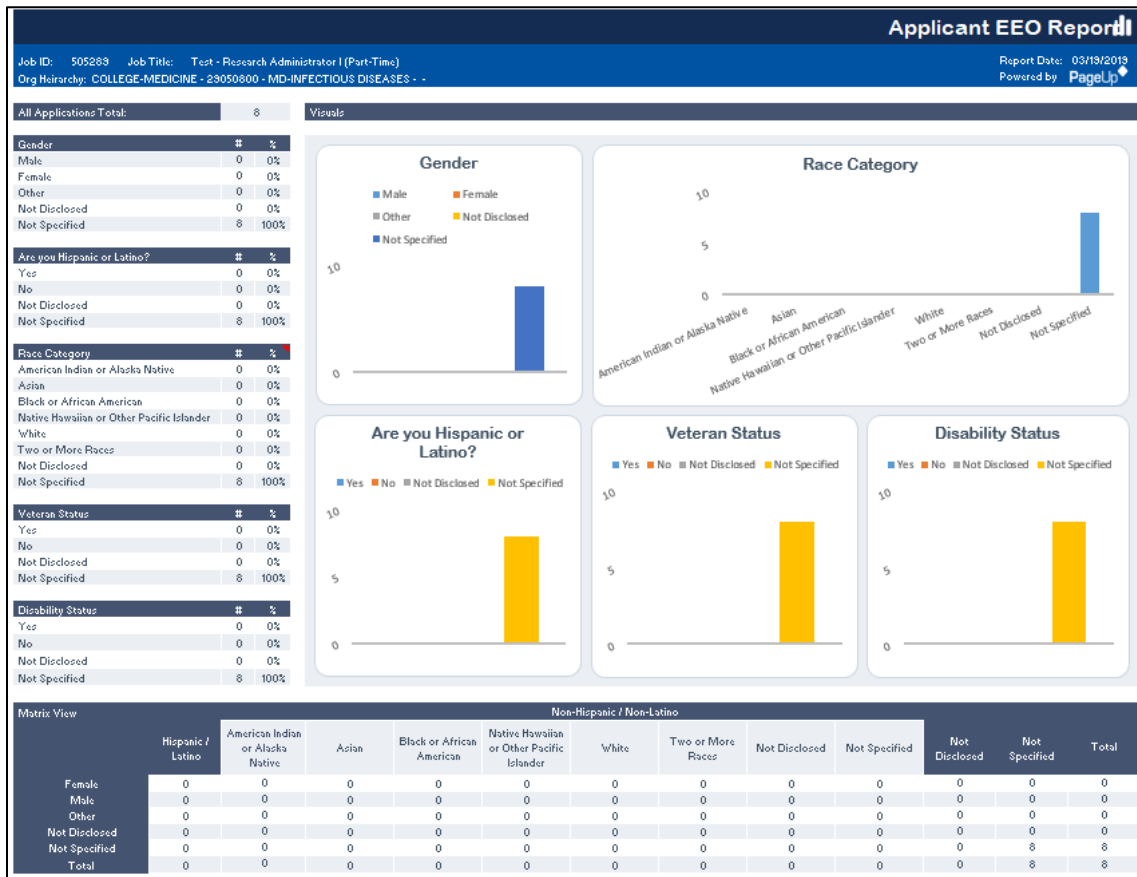
The screenshot shows the job card for 'Test - Research Administrator I (Part-Time)' with the 'Reports' tab selected. The 'Reports' tab is highlighted with a red box. The page displays three report cards:

| Dept_Applicant List by Education and Submission Date | Dept_Source Report       | EEO Report (per Job)              |
|--|--------------------------|-----------------------------------|
| PageUp Administrator<br>3 months ago                 | John Sun<br>3 months ago | PageUp Administrator<br>a day ago |
|  |                          |                                   |

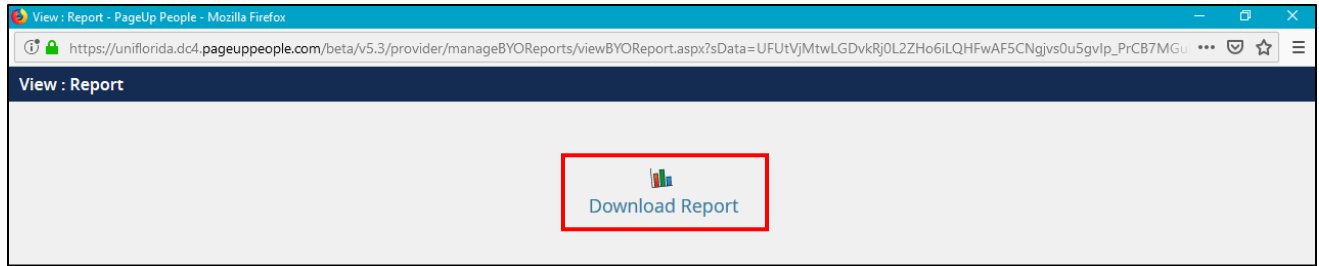
- Select the **csv** or **Excel icon** to choose which format you want to run your report.



- The icon on the bottom left will provide the raw data in csv format.
- The icon on the bottom right will provide the data in a formatted Excel file, like the example below:



6. Selecting either report option will open up a new window. Click the **Download Report** link to access the report.



**Note:** the requisition must have three or more applicants in order for the EEO Report to run.

## 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](mailto:helpdesk@ufl.edu).

For assistance with policies and directives, contact Talent Acquisition & Onboarding at 392-392-2477.