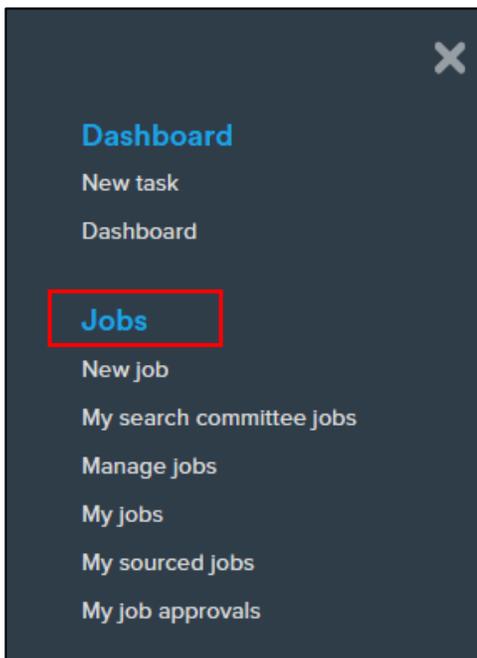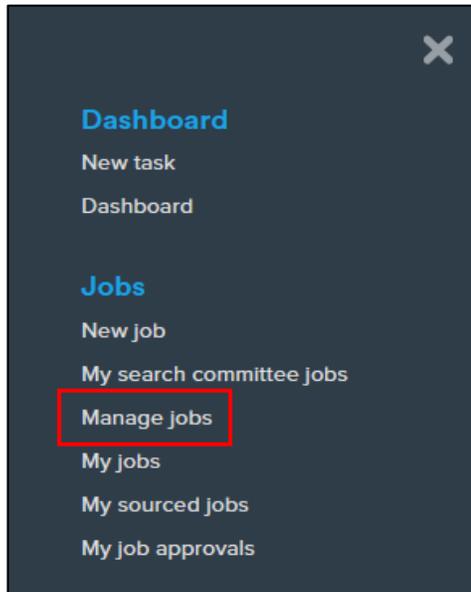## RUNNING A SOURCE REPORT PER JOB REQUISITION

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. The Source 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**.

2. Select the **main menu icon** in the upper left corner of the PageUp dashboard. Locate the **Jobs** header.
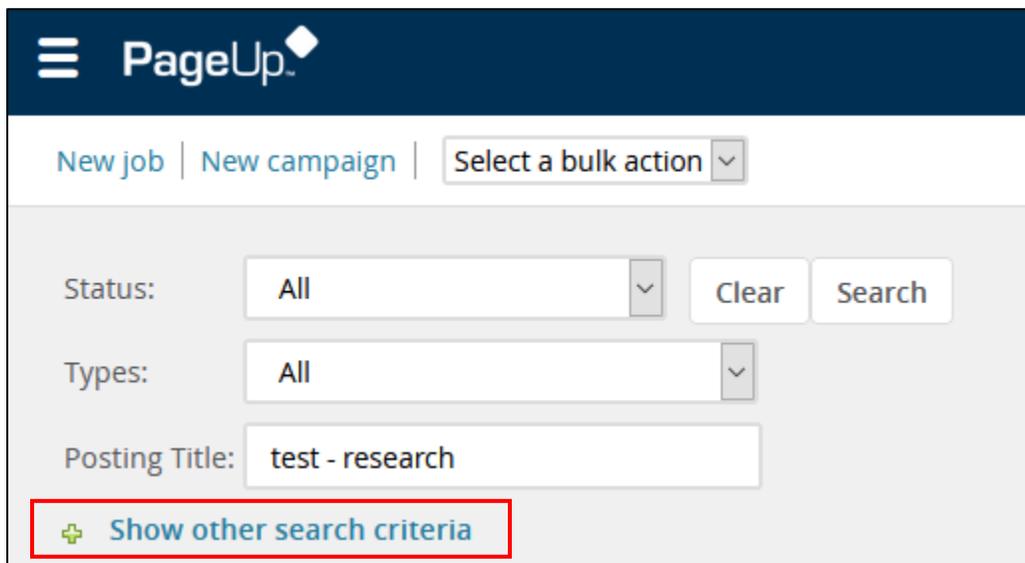
3. Select **Manage Jobs**.

RUNNING A SOURCE REPORT

1. On the Manage Jobs page, use the search options to find the requisition you want to report on.

2. You may expand the search list by clicking the plus icon to **Show other search criteria**.

3. Once you have located the requisition, click on the **position title** in the search results to be taken to the job card.

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

5. Select the **Dept_Source Report**.
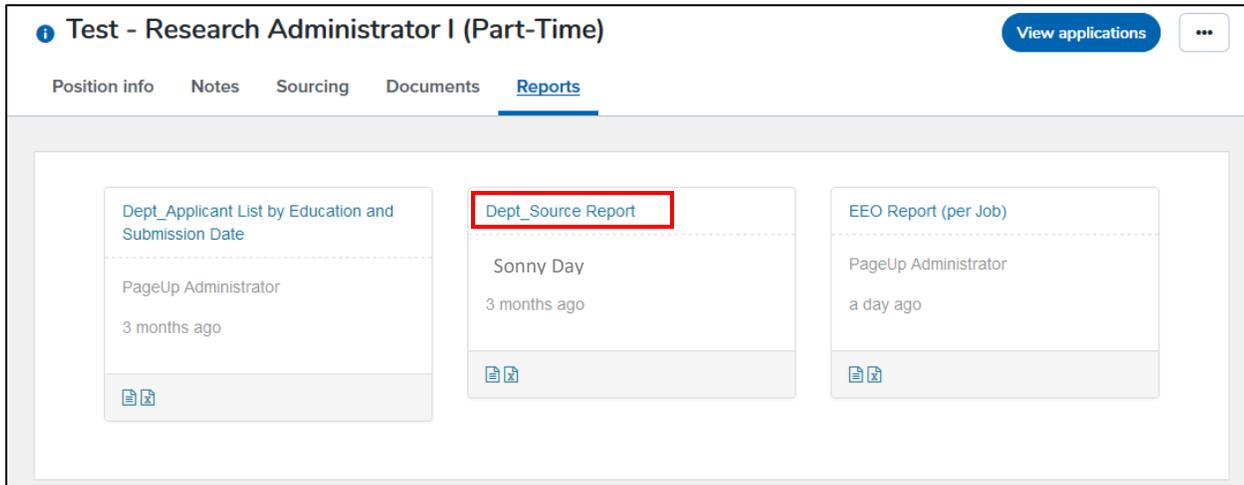
6. The icon on the bottom left will provide the raw data in csv format. The icon on the bottom right will provide the data in Excel file.
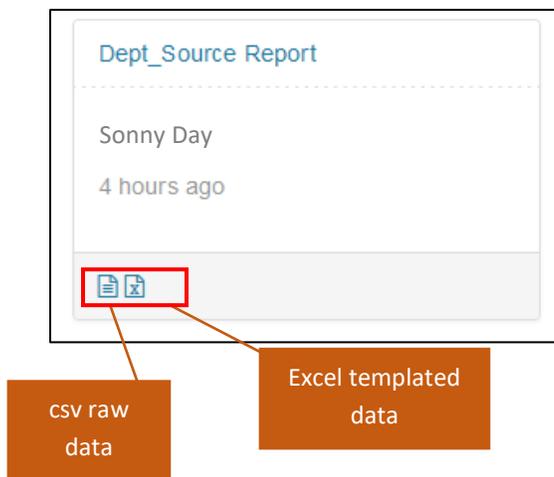
7. Selecting either report option will open a new window. Click the **Download Report** link to access the report.

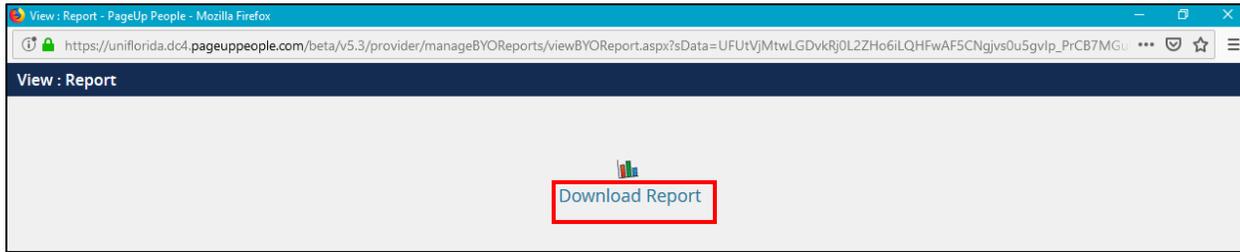**Note**: The report will provide the following information: job number, department name, classification title, posting title, work type, applicant name, source, sub source, and if the application was submitted via a mobile device. This data may be used **_post-hire_** to evaluate the success of strategies that contribute to a more diverse work environment.

Job No.	Department	Classification Title	Posting Title	Work type	Applicant name	Source	Sub source	APPLICATION_SUBMITTED_ON_MOBILE
514548	29710100 - MD-SCHOOL OF PA STUDIES - GEN	Academic Assistant II	Academic Assistant II	Staff Full-Time	Gator, Ali	Internet	UF Job Listing	False
514548	29710100 - MD-SCHOOL OF PA STUDIES - GEN	Academic Assistant II	Academic Assistant II	Staff Full-Time	Day, Sunny	Other	Employee referral	False
514548	29710100 - MD-SCHOOL OF PA STUDIES - GEN	Academic Assistant II	Academic Assistant II	Staff Full-Time	Dactyl, Teri	Internet	Indeed	True

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.