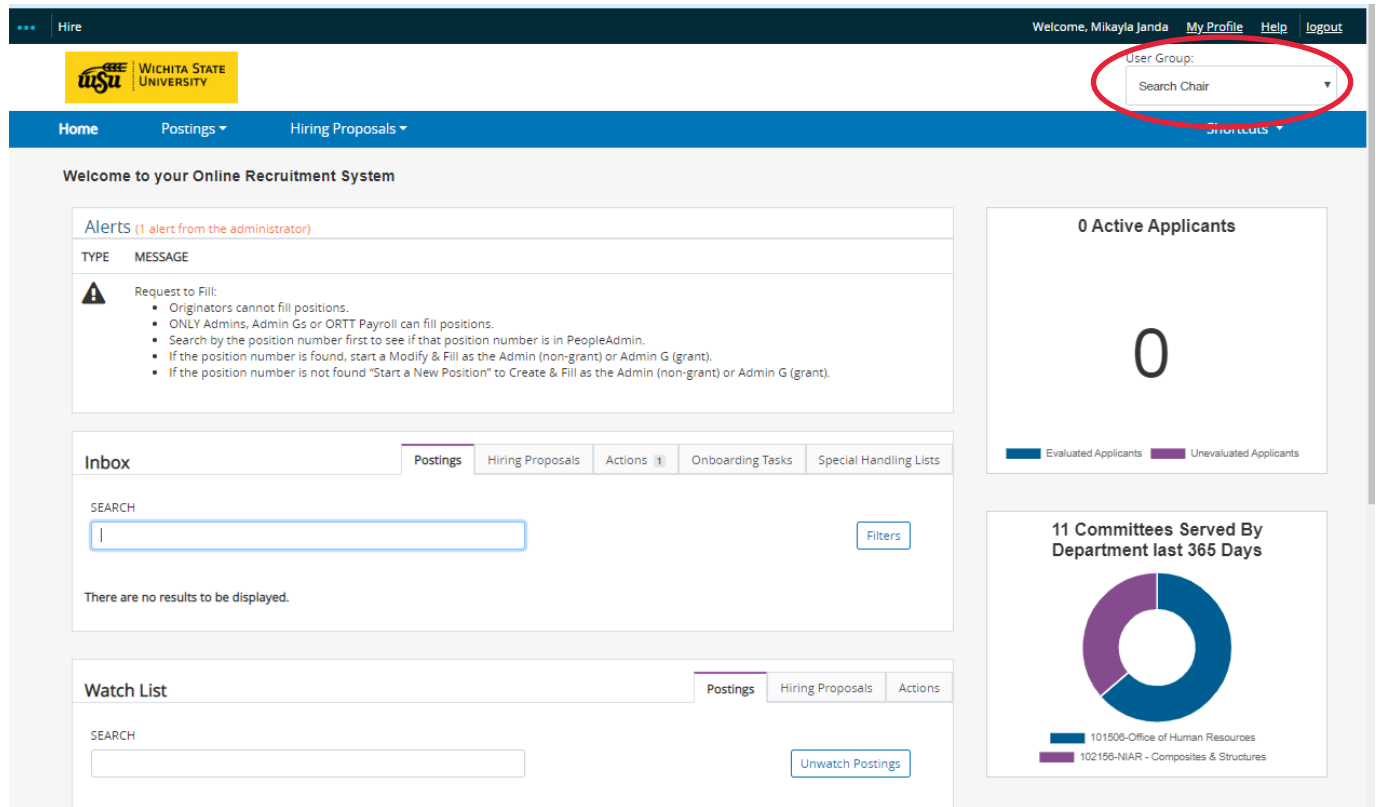
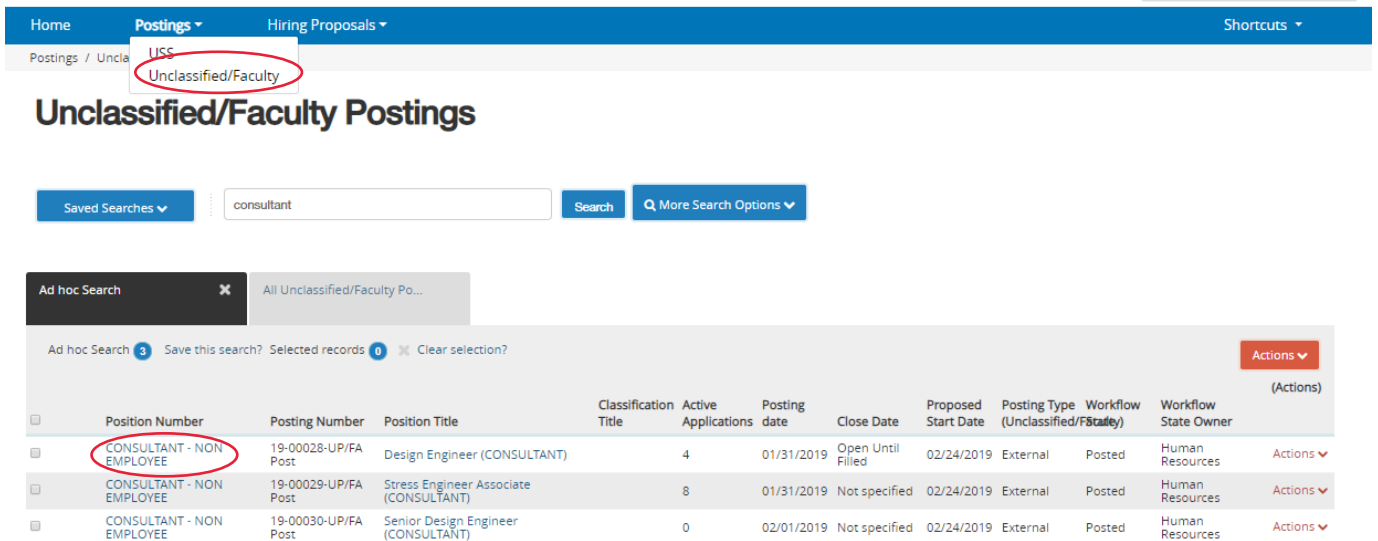


How to Access Applications Quick Guide

1- In the Hire (blue) mode of PeopleAdmin, choose the "Search Chair" user group.



2- Click on posting and choose "Unclassified/Faculty," type the position number, and click on the posting.



3- Click on Applicants tab

Postings / Unclassified/Faculty / Stress Engineer Associate (CONSULTANT) (Posted) / Applicant Review

Posting: Stress Engineer Associate (CONSULTANT) (Unclassified/Faculty) Edit

Current Status: Posted

Position Type: Unclassified/Faculty
 Department: 102406-Engineering Design and Mod Team (102406)

Created by: Mikayla Janda
 Owner: Human Resources

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Saved Searches ▼ [Search] [More Search Options ▼]

UP/FA Applicants-Active ✕

"UP/FA Applicants-Active" 8 Selected records 0 Clear selection?

<input type="checkbox"/>	Last Name	First Name	Active/Inactive	Posting Number	Application Date	Email Address	Primary Contact Number	Workflow State Owner	Workflow State (Internal)	Status	Special Handling List	Combined Document	Actions
<input type="checkbox"/>	Selvdorai	Prathikshen	Active	19-00029-UP/FA Post	February 03, 2019 at 01:34 AM	prathikshen1@gmail.com	+6582607259	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	Countryman	Joshua	Active	19-00029-UP/FA Post	February 03, 2019 at 09:16 PM	josh.r.countryman@gmail.com	316-516-2659	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	Nunes	Paulo	Active	19-00029-UP/FA Post	February 04, 2019 at 09:29 AM	paulnunes.aero@gmail.com	905-760-8431	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	Moorthy	Prabakaran	Active	19-00029-UP/FA Post	February 06, 2019 at 02:34 PM	prabamoorthy@gmail.com	00447448952542	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	Varughese	Paul	Active	19-00029-UP/FA Post	February 08, 2019 at 07:57 AM	paulvarughese@bellsouth.net	6783760426	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	Awenlimobor	Aigbe	Active	19-00029-UP/FA Post	February 11, 2019 at 02:53 PM	aigbeawen@yahoo.com	313-266-7706	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	MOHAMMED	OBAIDUR	Active	19-00029-UP/FA Post	February 12, 2019 at 03:02 PM	obaidd.rahman36@gmail.com	4754496241	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼
<input type="checkbox"/>	Singh	Harjinder	Active	19-00029-UP/FA Post	February 18, 2019 at 12:22 AM	harjinder784@gmail.com	3163230707	Search Chair	Under Review by Manager	Under Review by Manager		Generate	Actions ▼

4- Click the check all box on the left and choose the "Download applications as PDF" option under the actions menu.

Posting: Stress Engineer Associate (CONSULTANT) (Unclassified/Faculty) Edit

Current Status: Posted

Position Type: Unclassified/Faculty
 Department: 102406-Engineering Design and Mod Team (102406)

Created by: Mikayla Janda
 Owner: Human Resources

Take Action On Posting ▼

- ★ See how Posting looks to Applicant
- Print Preview (Applicant View)
- Print Preview
- Add to Watch List

Summary | History | Settings | **Applicants** | Reports | Hiring Proposals | Associated Position Description

Saved Searches ▼ [Search] [More Search Options ▼]

UP/FA Applicants-Active ✕

"UP/FA Applicants-Active" 8 Selected records 8 Clear selection?

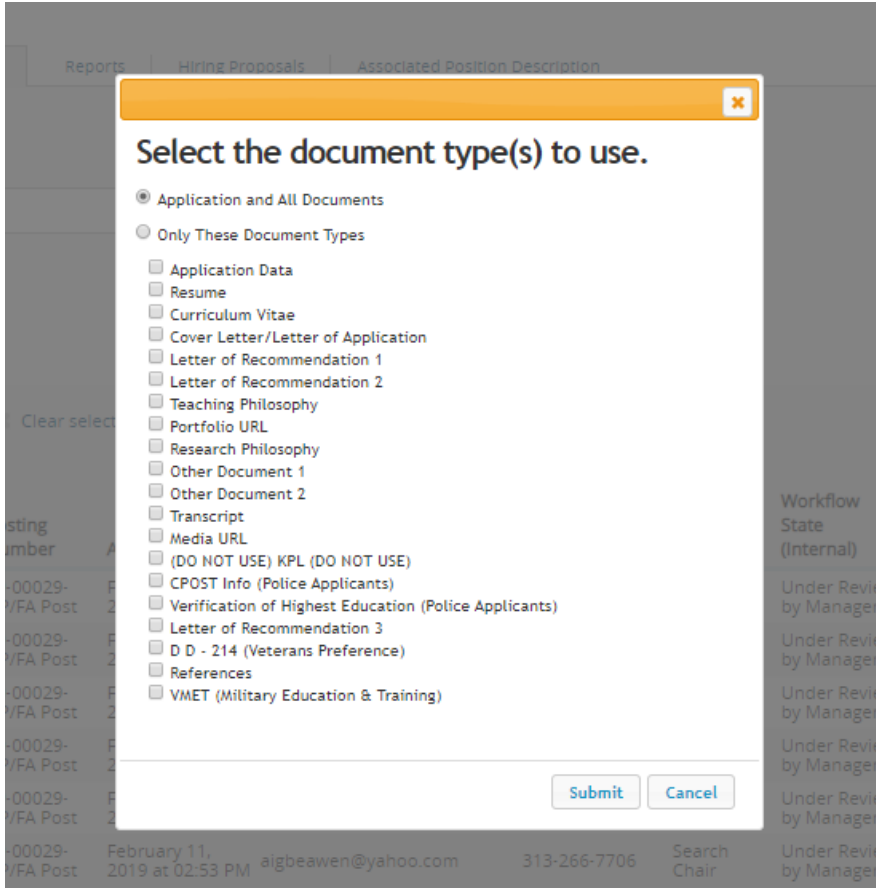
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GENERAL

- Review Screening
- Question Answers
- Download Screening
- Question Answers
- Import Application Data
- Export Applicants without Email
- Export results
- Bulk
- Copy Applications to Posting
- Move in Workflow
- Email Applicants
- Download Applications as PDF**
- Create Document PDF per Applicant
- Reactivate Applications

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5 - Choose which documents you want to export.



6- Application comes up in PDF format for saving/printing (repeat for other applicants)

