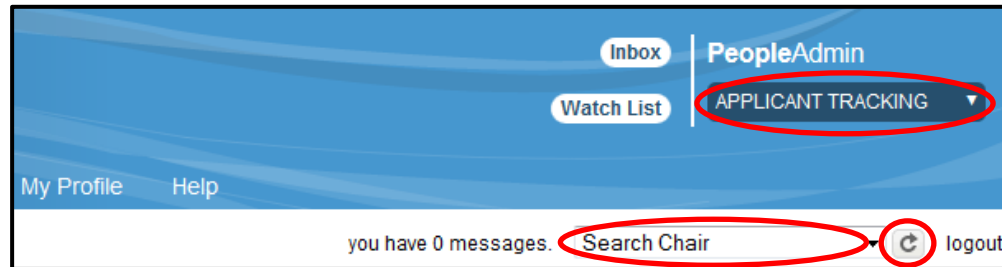
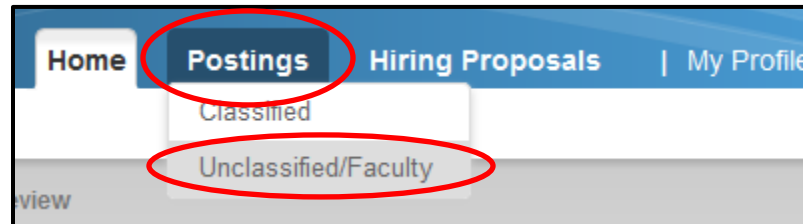


## How to Print Applicant Materials as a Search Member

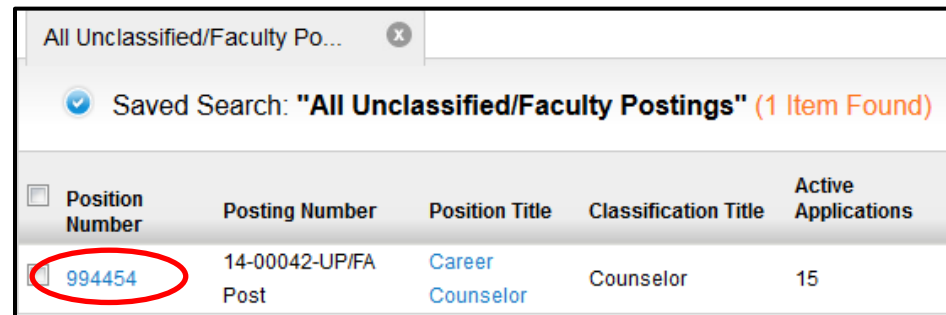
1. Select the Applicant Tracking Module.
2. Select either Search Chair or Search Committee Member. Ensure you click the arrow to the right of the drop-down to switch to the new role.



- Select the Postings Tab
3. Choose either Classified or Unclassified/Faculty, depending on which position type was posted.



4. Find the position in the list that you want to view. Click on the blue Position Number to open the position.



The screenshot shows a search results page titled 'All Unclassified/Faculty Po...'. It displays a 'Saved Search: "All Unclassified/Faculty Postings" (1 Item Found)'. Below this is a table with the following data:

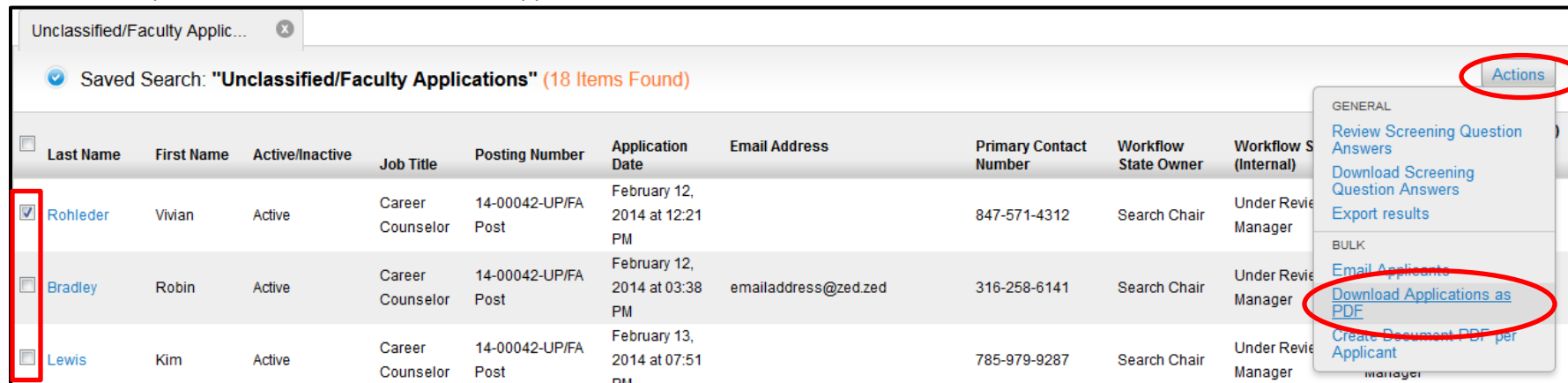
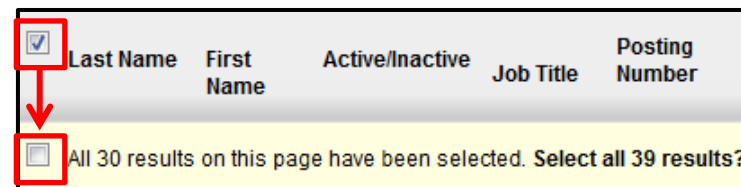
<input type="checkbox"/>	Position Number	Posting Number	Position Title	Classification Title	Active Applications
<input checked="" type="checkbox"/>	994454	14-00042-UP/FA Post	Career Counselor	Counselor	15


The 'Position Number' '994454' is circled in red.

5. Choose the blue Applicants Tab to view the applicant pool.



- Check the boxes next to the last names of each of the applicants for which you want to print materials. (You can also select the top most box next to “Last Name” to select all of the applications on the current page. If you have more than one page of applicants and you want to select all of the applicants for all pages, select the top most box next to “Last Name” and then select the box in the yellow bar that generates below it.)
- Select the Actions button at the top right corner of the list.
- In the drop-down menu, choose Download Applications as PDF.



- The next box gives you the option to choose which materials you want to print. After selecting which option(s) you want, press the Submit button.  
**\*\*\*Note: Please be patient while waiting on materials to generate to a PDF Document, especially if many application materials were selected.**
- A PDF version of your applicant documents will appear. You can either press CTRL + P or find the Printer icon  to choose your printer settings.

