UGAJobs Quick Guide: How to create a PDF Document Per Applicant & Export Applicants into an Excel Spreadsheet
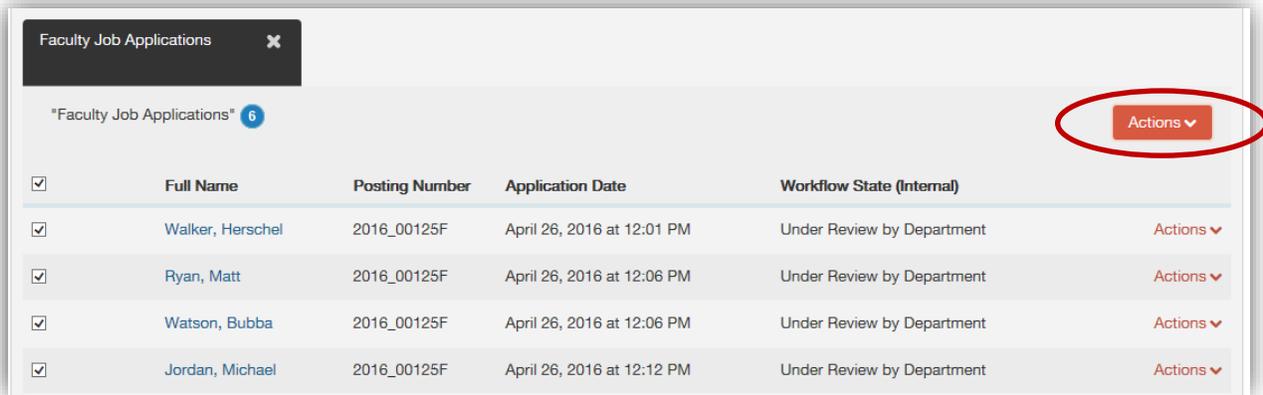
The UGAJobs system offers two options for compiling applicant information for a posting: create a document PDF per applicant or export applicants into an Excel spreadsheet.

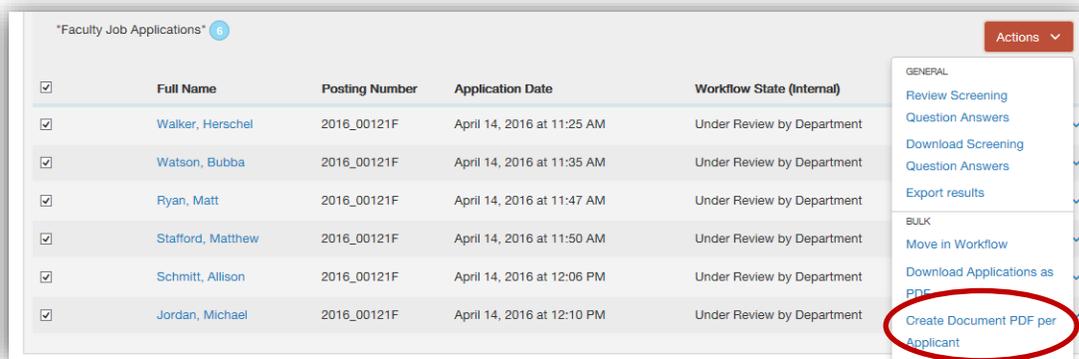## OPTION 1: Create Applicant PDF Document

Click on the "Applicants" tab within the Posting.

Select the applicant(s) by checking the checkbox next to left of each applicant.

Underneath the orange **ACTIONS** button, on the right side of the screen above the applicant list, select **Create Document PDF Per Applicant.**


NOTE: Although it appears you are not clicking on the *Create Document PDF Per Applicant* link, the click is recognized by the system.

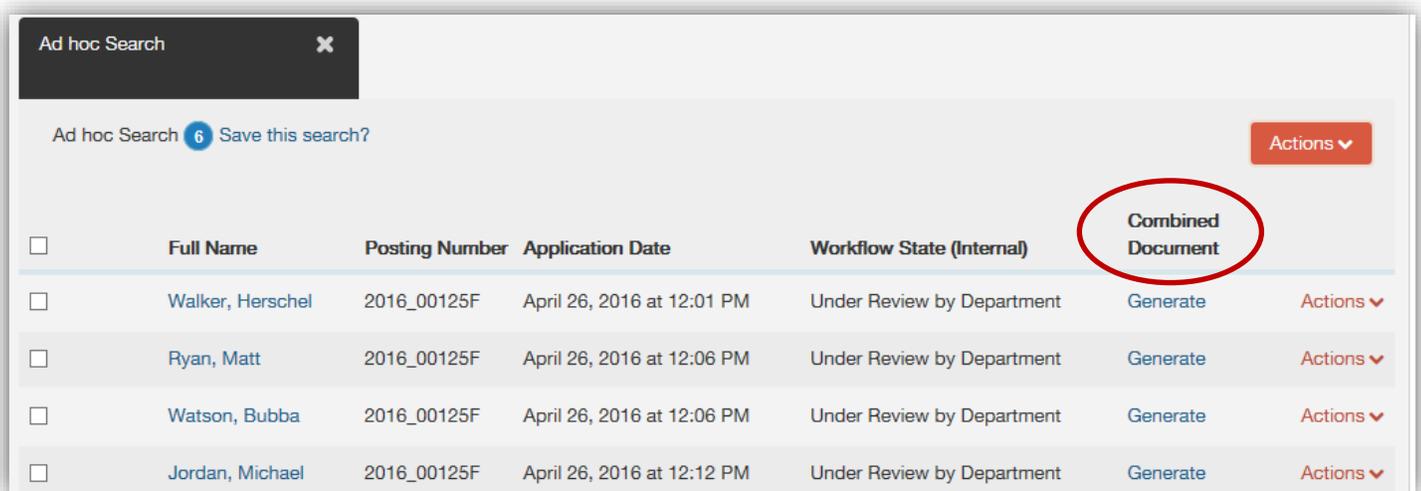## OPTION 2: Export Results to create an Excel Spreadsheet

To view the applicant's documents, click on the **More Search Options** link next to the **SEARCH** button.
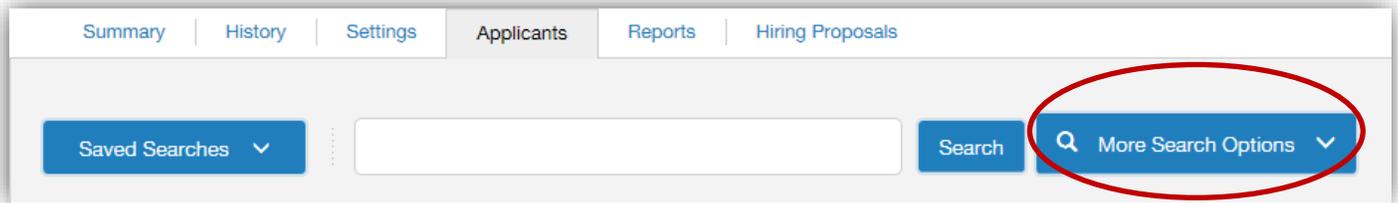
Under the *Add Column* search filter, add the **Combined Documents** column to the search.
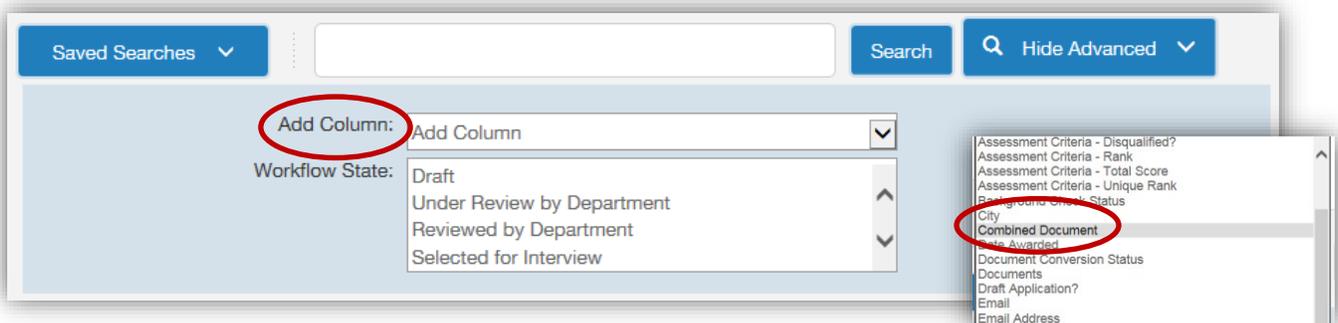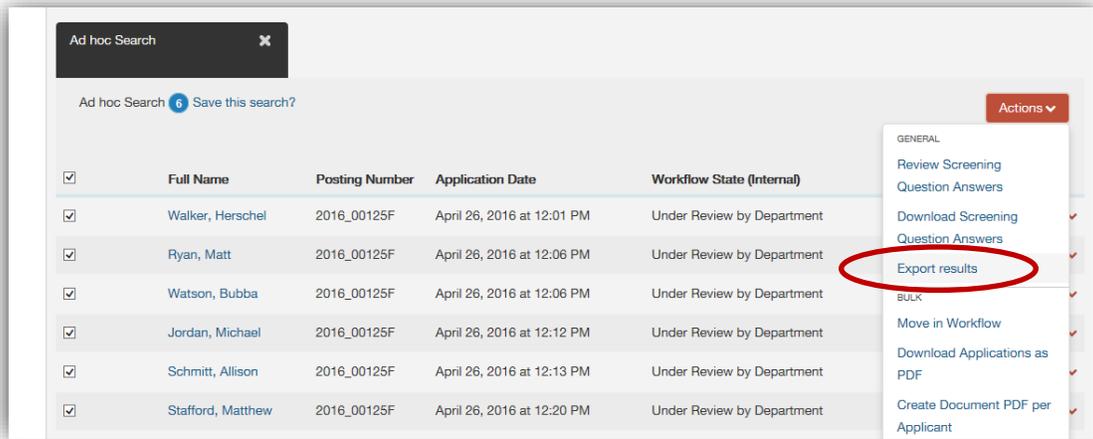

The **Combined Document** column will be added to the search and you will have the option to *Generate* and then *View* **combined documents** for each applicant. This option allows you to view the applicant's application in PDF format.

Underneath the orange **ACTIONS** button, on the right side of the screen above the applicant list, select *Export Results*.

This options allows you to view the search results in XLS format. Depending on your browser settings, the file may automatically download to your computer's download folder, or you may be prompted to choose whether you want to open or save the file.