## 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.

	Posting: J. Reid Pa	rker Director of Athletics (Faculty Search)	★ See how Posting looks to Applicant
L	Position Type: Faculty Search Department: ATHLETICS	Created by: Xavier Morgan Owner: EOO	Print Preview (Applicant View)
l,	Summary History Applicar	Reports Hiring Proposals	

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

Faculty Jo	b Applications 🗙				
"Faculty	Job Applications" (6)				Actions ~
✓	Full Name	Posting Number	Application Date	Workflow State (Internal)	
✓	Walker, Herschel	2016_00125F	April 26, 2016 at 12:01 PM	Under Review by Department	Actions 🗸
	Ryan, Matt	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Actions 🗸
✓	Watson, Bubba	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Actions ~
✓	Jordan, Michael	2016_00125F	April 26, 2016 at 12:12 PM	Under Review by Department	Actions 🗸

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

"Faculty J	Job Applications* 6				Actions V
	Full Name	Posting Number	Application Date	Workflow State (Internal)	GENERAL Review Screening
<b>v</b>	Walker, Herschel	2016_00121F	April 14, 2016 at 11:25 AM	Under Review by Department	Question Answers
<b>V</b>	Watson, Bubba	2016_00121F	April 14, 2016 at 11:35 AM	Under Review by Department	Question Answers
<b>~</b>	Ryan, Matt	2016_00121F	April 14, 2016 at 11:47 AM	Under Review by Department	Export results
<b>v</b>	Stafford, Matthew	2016_00121F	April 14, 2016 at 11:50 AM	Under Review by Department	Move in Workflow
<b>V</b>	Schmitt, Allison	2016_00121F	April 14, 2016 at 12:06 PM	Under Review by Department	Download Applications as
•	Jordan, Michael	2016_00121F	April 14, 2016 at 12:10 PM	Under Review by Department	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.

Summary History Settings	Applicants	Reports Hiring Proposals
Saved Searches V		Search Q More Search Options V

Under the *Add Column* search filter, add the **Combined Documents** column to the search.

Saved Searches V		Search	Q Hide Advanced V	
Add Column: Workflow State:	Add Column Draft Under Review by Department Reviewed by Department Selected for Interview	<ul><li>✓</li><li>✓</li></ul>	Assessment Criteria - Disqualified? Assessment Criteria - Rank Assessment Criteria - Total Score Assessment Criteria - Unique Rank Bergouinto Ginek Status City Combined Document Document Conversion Status Document Conversion Status Documents Draft Application? Email Email Address	

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.

Ad hoc S	earch 🗙					
Ad hoc	Search 6 Save this sear	ch?				Actions 🗸
	Full Name	Posting Number	Application Date	Workflow State (Internal)	Combined Document	)
	Walker, Herschel	2016_00125F	April 26, 2016 at 12:01 PM	Under Review by Department	Generate	Actions 🗸
	Ryan, Matt	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Generate	Actions 🗸
	Watson, Bubba	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Generate	Actions 🗸
	Jordan, Michael	2016_00125F	April 26, 2016 at 12:12 PM	Under Review by Department	Generate	Actions 🗸

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

Ad hoc	Search 6 Save this search?	2			Actions
					GENERAL Review Screening
✓	Full Name	Posting Number	Application Date	Workflow State (Internal)	Question Answers
<b>v</b>	Walker, Herschel	2016_00125F	April 26, 2016 at 12:01 PM	Under Review by Department	Download Screening
<b>v</b>	Ryan, Matt	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Export results
<b>v</b>	Watson, Bubba	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	BULK
<b>v</b>	Jordan, Michael	2016_00125F	April 26, 2016 at 12:12 PM	Under Review by Department	Move in Workflow
	Schmitt Allison	2016 00125E	April 26, 2016 at 12:13 PM	Under Review by Department	pos

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.