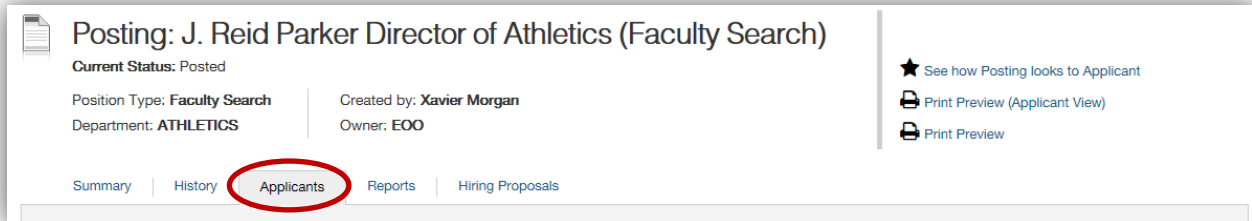


Quick Guide: How to create a PDF Document Per Applicant

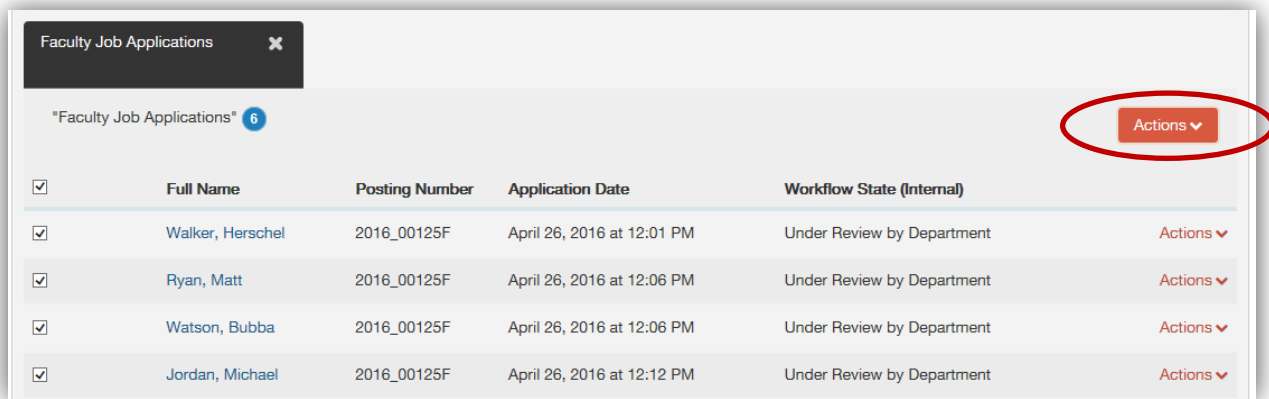
The FacultyJobs system offers two options within a posting, allowing you to create a document PDF per applicant or export applicants into an Excel spreadsheet.

OPTION 1: Combined PDF Document

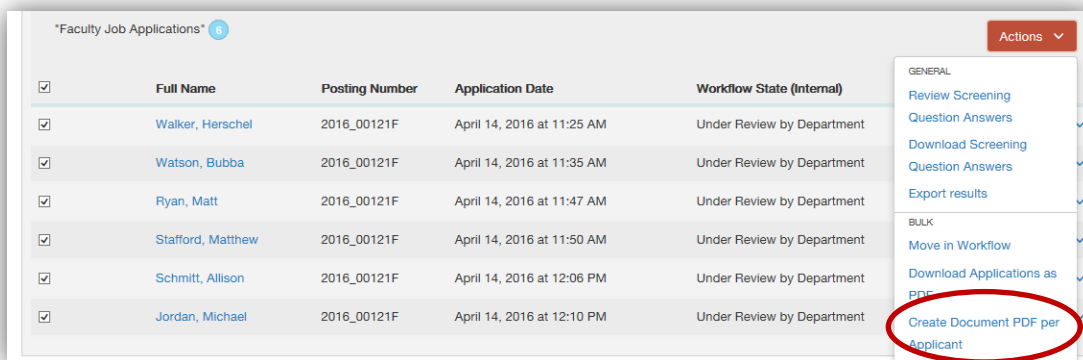
You will need to go to the “Applicants” tab within the Posting.



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



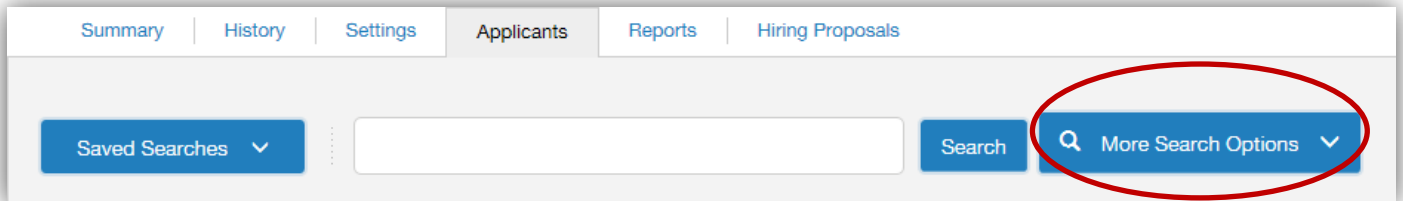
Underneath the orange **ACTIONS** button on the right side just above the applicants list, you have the option to select **Create Document PDF Per Applicant**.



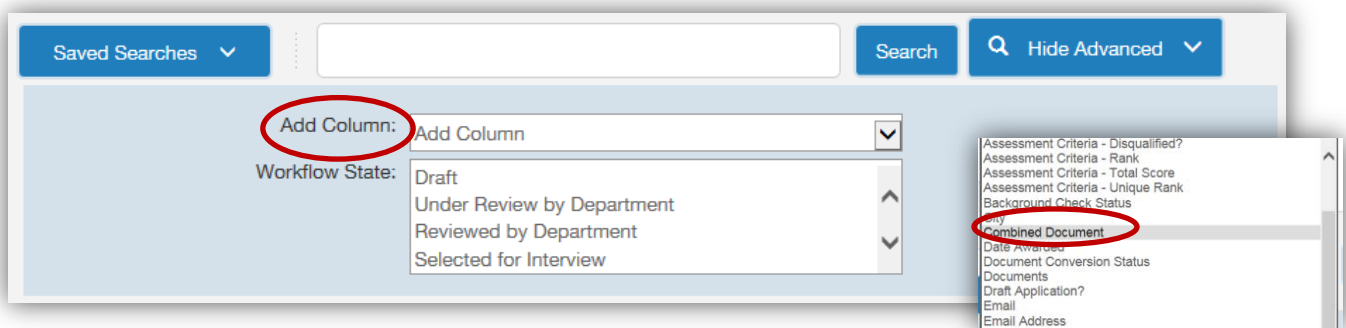
NOTE: Although it appears you are not clicking on the *Create Document PDF Per Applicant* link, the click is recognized by the system.

OPTION 2: Export Results to create an Excel Spreadsheet

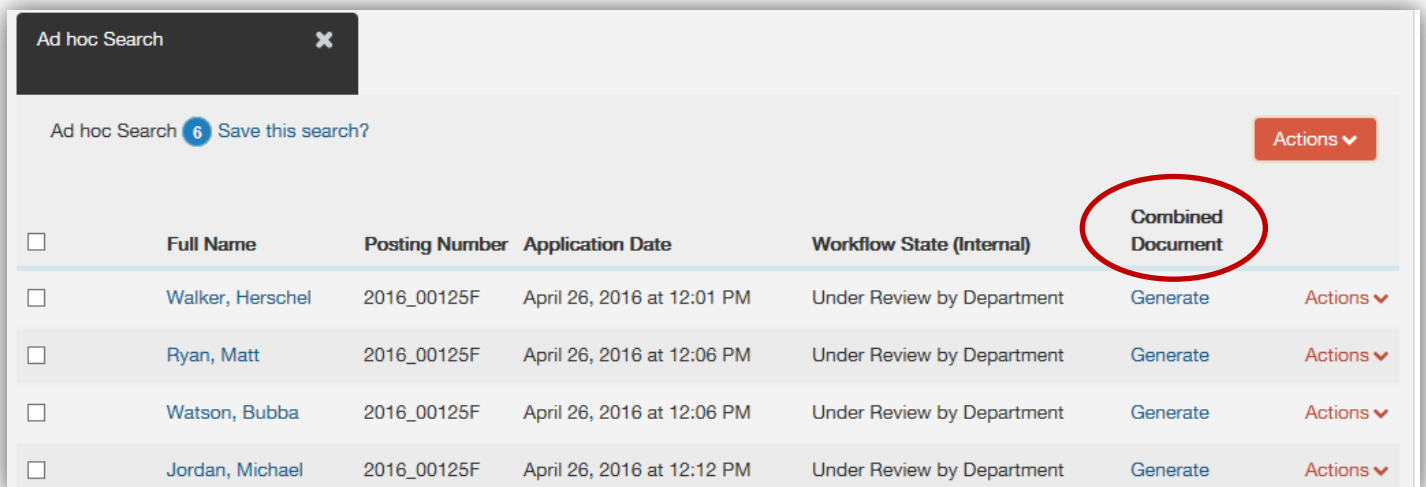
To be able to view the applicant(s) documents, you will need to go to the **More Search Options** link next to the **SEARCH** button.



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

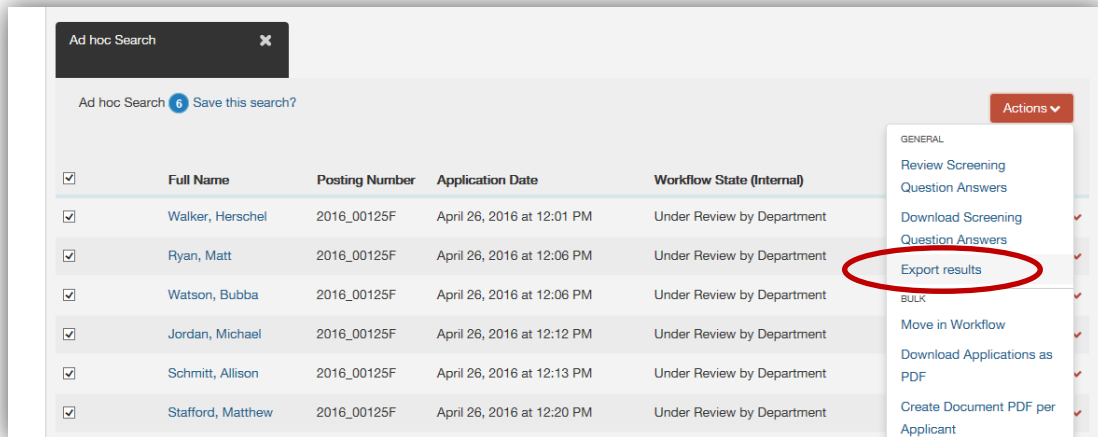


The **Combined Document** column will be added to the search and you will then have the option to *Generate* and then *View combined documents* for each applicant.



<input type="checkbox"/>	Full Name	Posting Number	Application Date	Workflow State (Internal)	Combined Document	
<input type="checkbox"/>	Walker, Herschel	2016_00125F	April 26, 2016 at 12:01 PM	Under Review by Department	Generate	Actions ▾
<input type="checkbox"/>	Ryan, Matt	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Generate	Actions ▾
<input type="checkbox"/>	Watson, Bubba	2016_00125F	April 26, 2016 at 12:06 PM	Under Review by Department	Generate	Actions ▾
<input type="checkbox"/>	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 just above the applicants list, you have the option to select *Export Results*.



The search results are saved in XLS format. Depending on your browser, 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.