

Downloading and Exporting Applicant Information

Learn more about how to view applicant information in a report format within PeopleAdmin 7.6. This is helpful if you are a hiring manager, applicant reviewer (formerly guest access), or search committee member, and you would like to download or export application data.

Download Multiple Application Documents

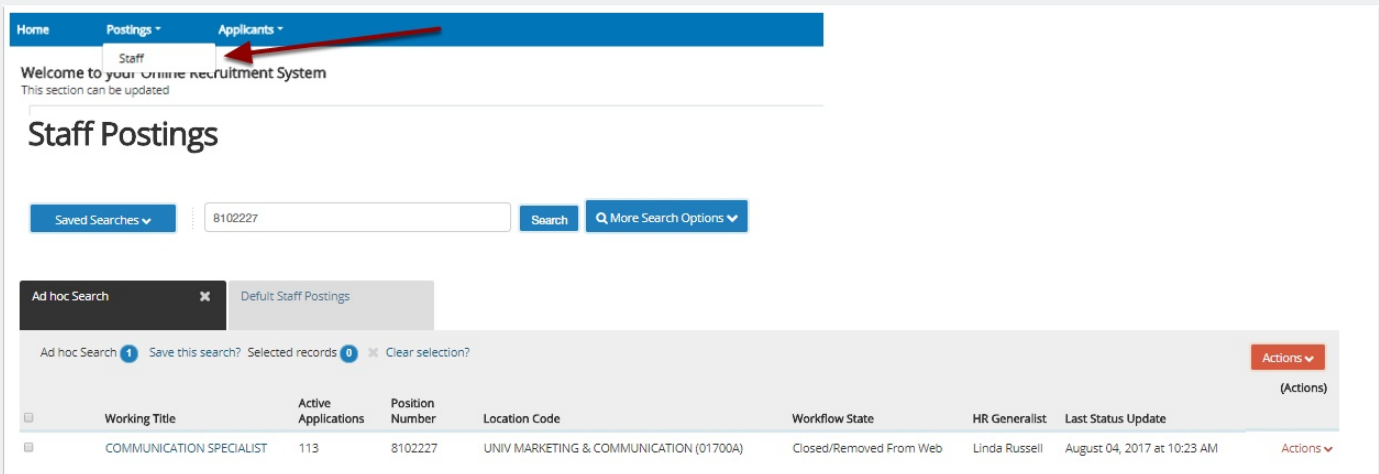
In the upper left pane, select "Hire." Ensure the User Group selection \neq Employee, as shown below. The blue banner appearing indicates that you are in a user setting that allows you to work with applicant information.



Downloading and Exporting Applicant Information

Staff Postings

Hover over the "Postings" menu and select "Staff." Enter in the Position number, and select "search," as shown below. The associated position should appear, as shown below (i.e. Communication Specialist).



Home Postings ▾ Applicants ▾

Welcome to your Online Recruitment System
This section can be updated

Staff Postings

Saved Searches ▾ 8102227 Search More Search Options ▾

Ad hoc Search x Default Staff Postings

Ad hoc Search 1 Save this search? Selected records 0 Clear selection?

<input type="checkbox"/>	Working Title	Active Applications	Position Number	Location Code	Workflow State	HR Generalist	Last Status Update	Actions
<input type="checkbox"/>	COMMUNICATION SPECIALIST	113	8102227	UNIV MARKETING & COMMUNICATION (01700A)	Closed/Removed From Web	Linda Russell	August 04, 2017 at 10:23 AM	Actions ▾

Create a Report

In order to create a report of all the applicants associated with a job posting, see the outlined steps below.

Hover over **“Actions”** to the far right of the position and click **“View Applicants”**

Check mark the box to the upper left of all applicant names

Hover over **Actions ▾**, then select **“Download Applications as PDF”**

Select desired documents

Click **“Submit”**

Downloading and Exporting Applicant Information

Export Applicant Information

Hover over the "Postings" menu and select "Staff." Enter in the *Position* number, and select "search," as shown below. The associated position should appear, as shown below (i.e. Communication Specialist).

The screenshot shows the recruitment system interface. At the top, there is a navigation bar with 'Home', 'Postings', and 'Applicants' menus. A red arrow points to the 'Applicants' menu. Below the navigation bar, there is a 'Staff Postings' section. A search bar contains the position number '8102227' and a 'Search' button. Below the search bar, there is a table of search results. The table has columns for 'Working Title', 'Active Applications', 'Position Number', 'Location Code', 'Workflow State', 'HR Generalist', and 'Last Status Update'. A red arrow points to the 'Actions' dropdown menu in the bottom right corner of the table.

Working Title	Active Applications	Position Number	Location Code	Workflow State	HR Generalist	Last Status Update	Actions
COMMUNICATION SPECIALIST		8102227	UNIV MARKETING & COMMUNICATION (01700A)				Actions

Downloading and Exporting Applicant Information

Next, select the "Actions" menu on the left, and choose "View Applicants." A list of applicants associated with the position will appear, as shown below.

1. To export a list of all applicants, select the box appearing to the left of "Last Name." Please note, if there are more applicants than what appears on the page, you will receive a note stating the number of applicants, as shown below.
2. When ready, select the "Actions" menu appearing at the top of the page (with the highlighted view) and select "Export Results."

The screenshot shows a web interface for managing applicants. At the top, there are navigation tabs: Summary, History, Settings, Applicants (selected), Reports, Hiring Proposals, Associated Position Description, and Background Checks. Below the tabs is a search bar with a "Saved Searches" dropdown, a search input field, a "Search" button, and a "More Search Options" dropdown. A dark header bar contains "Default Staff Job Applications" with a close icon. Below this, a status bar shows "Default Staff Job Applications" with 113 results, a "Delete this search?" link, "Selected records 30", and a "Clear selection?" link. A pagination bar shows "Previous", "1", "2", "3", "4", and "Next". The main content is a table with columns: Last Name, First Name, Are you a graduate of Loyola University Chicago?, Are you currently employed at Loyola University Chicago?, Documents, Workflow State (Internal), Workflow State (External), Combined Document, and Last Updated. A yellow banner above the table states "All 30 results on this page have been selected. Select all 113 results?". The first row of the table has a checkbox selected, marked with a circled "1". To the right of the table, there is an "Actions" menu, marked with a circled "2".

Questions?

Questions? Email careers@luc.edu and a Human Resources staff member will assist you.