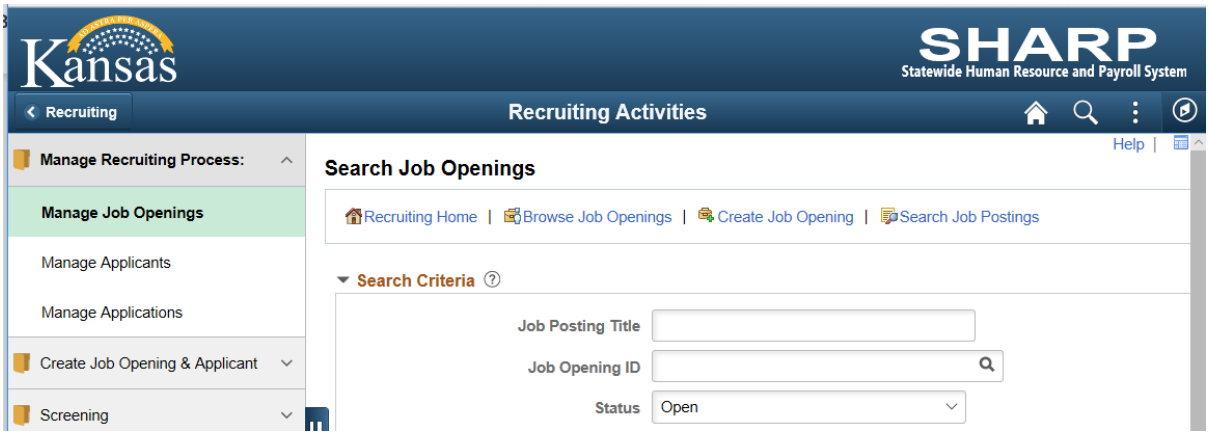
Printing Employment Application and Attachments

NOTE: There are different options available in Recruiting to print employment applications. We recommend the version below to ensure answers to the online questionnaire are included in your report.

Start at the Recruiting Homepage and click on the **Recruiting Activities** tile.

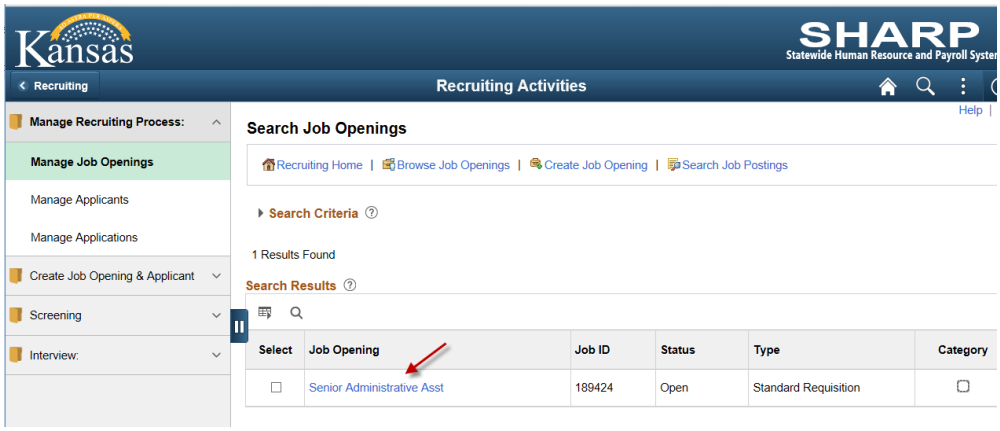
You will automatically be taken to the default navigation: **Manage Job Openings.** The **Search Job Openings** page displays.

Enter the **Job Opening ID** on the **Search Job Openings** page if you have it**,** *or* search for it by clicking the magnifying glass icon, click on the **Job Opening ID** link associated with the applicable Job Opening and select the **Status** of your Job Opening ID. *Rule of Thumb:* ***Status = Open****. You can also leave the status blank.*

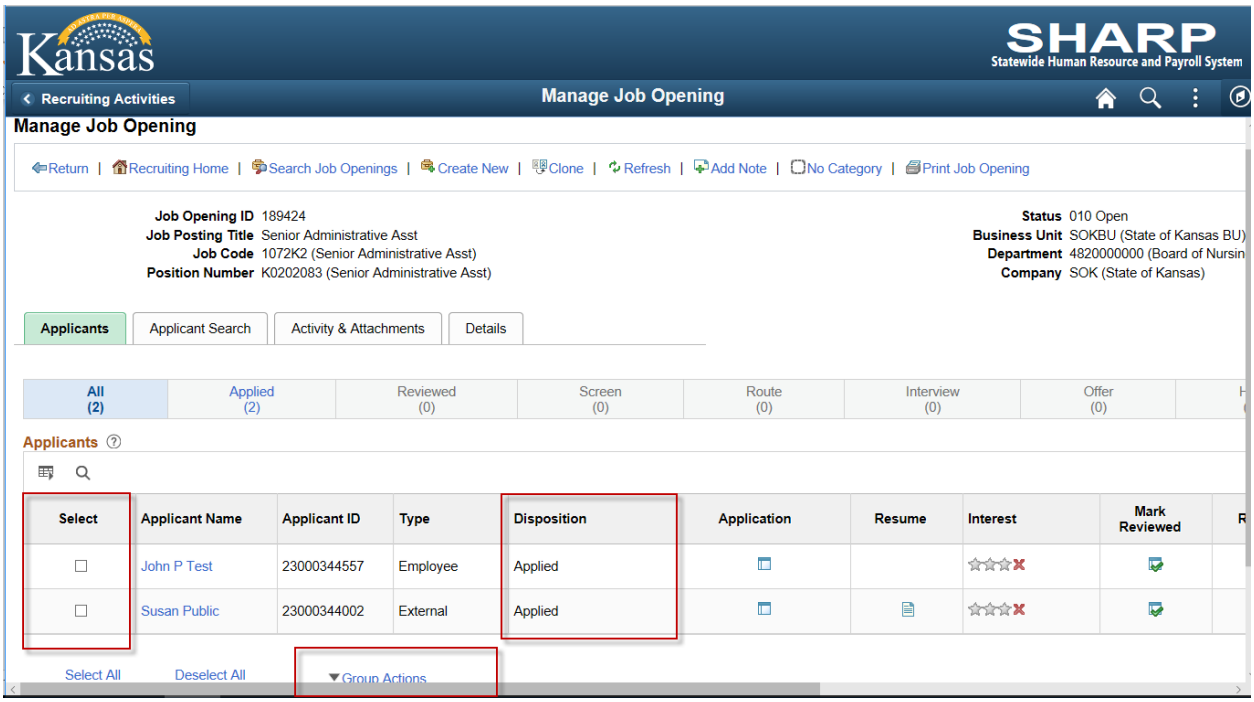


Click **the Search button.** 

Click on your **Job Opening** link (Job Title) displayed in the Search Results box.

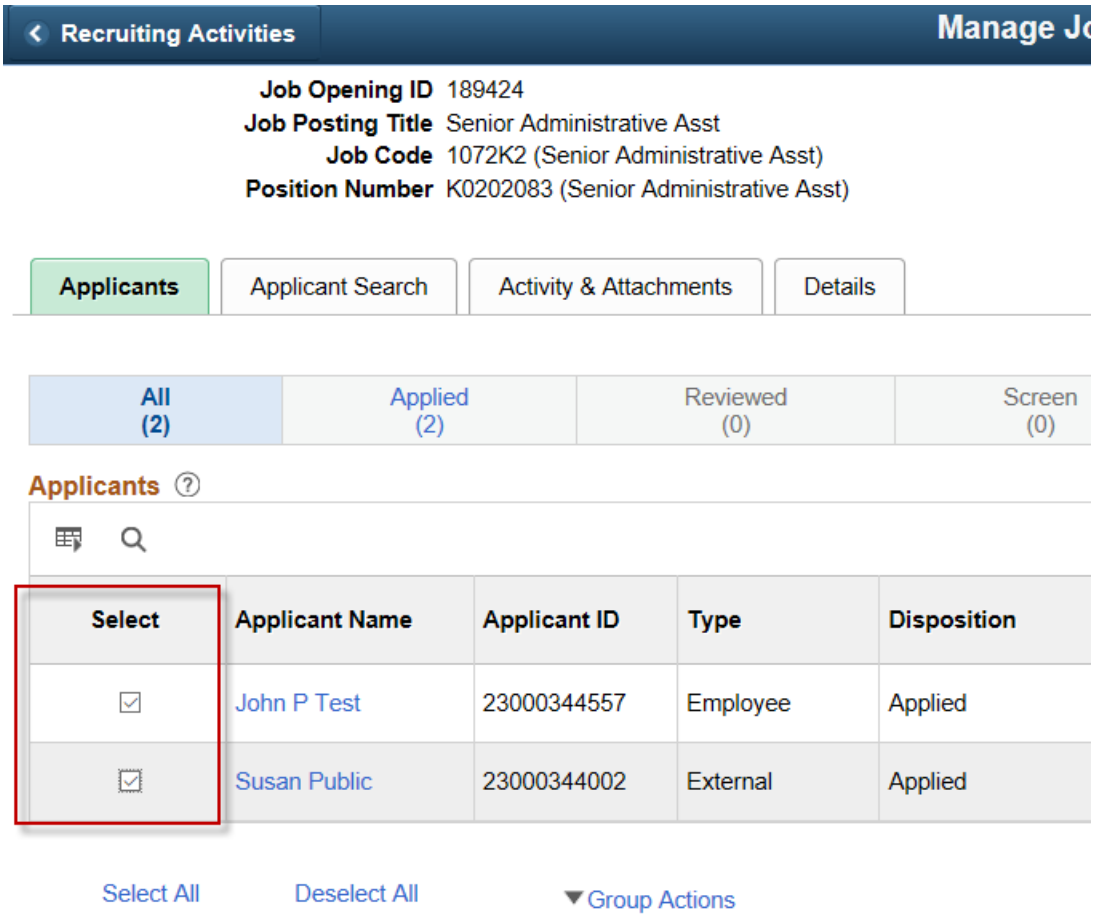


The **Applicants** tab is the system default and the first tab in the group. In the example below, there are two applicants who have applied for the Job Opening.

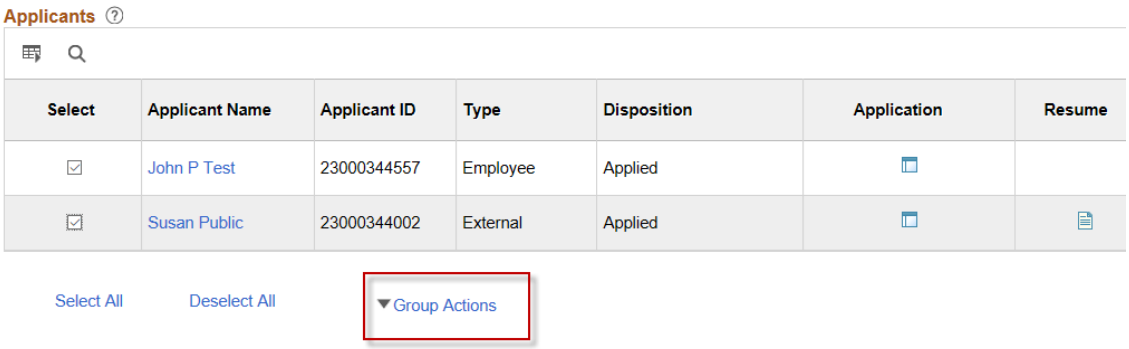


On the Manage Job Opening page, complete the following steps to print application details.

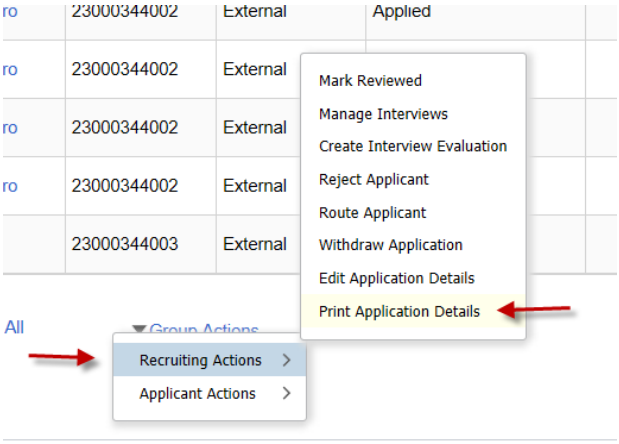
1. Select applicable applicants (Put a check mark in the **Select** column).
   NOTE: You must select at least one applicant.



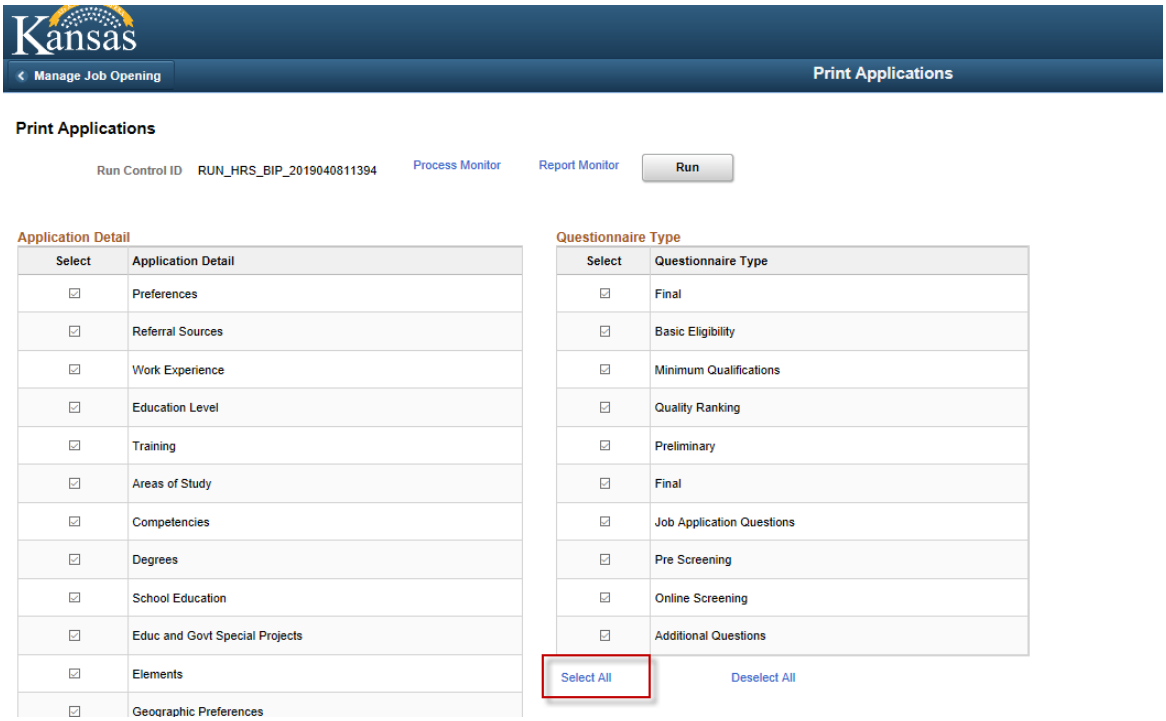
2. Click **Group Actions**



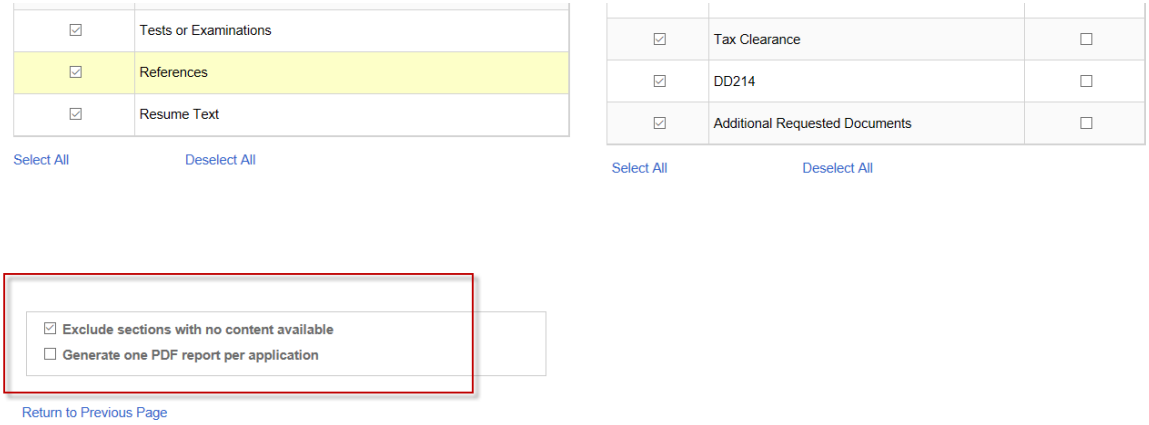
3. Next, Click **Recruiting Actions>Print Application Details** and the **Print Applications** page will display



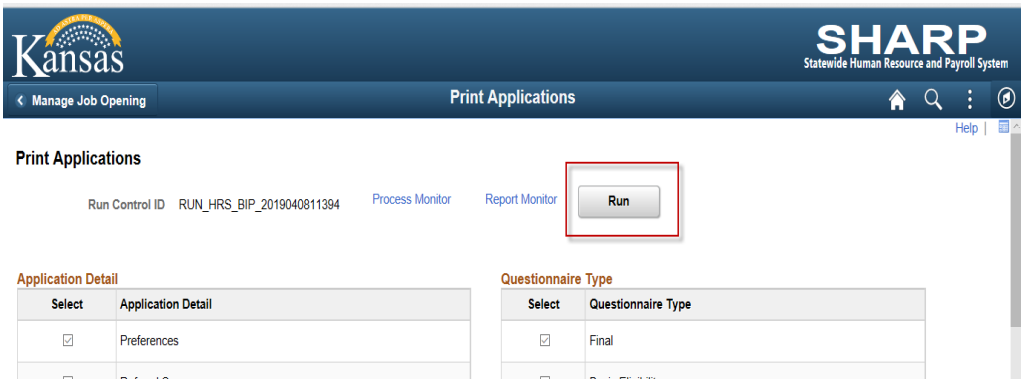
4. On the Print Applications page you will see three sections of possible content to print. The three sections are: **Application Detail, Questionnaire Type and Attachment Type**. We recommend you click on the '**Select All**' checkbox that appears directly below each of the three sections. This will ensure that completed sections of the application will be included when you generate the report. You will need to do this under each of the three sections.



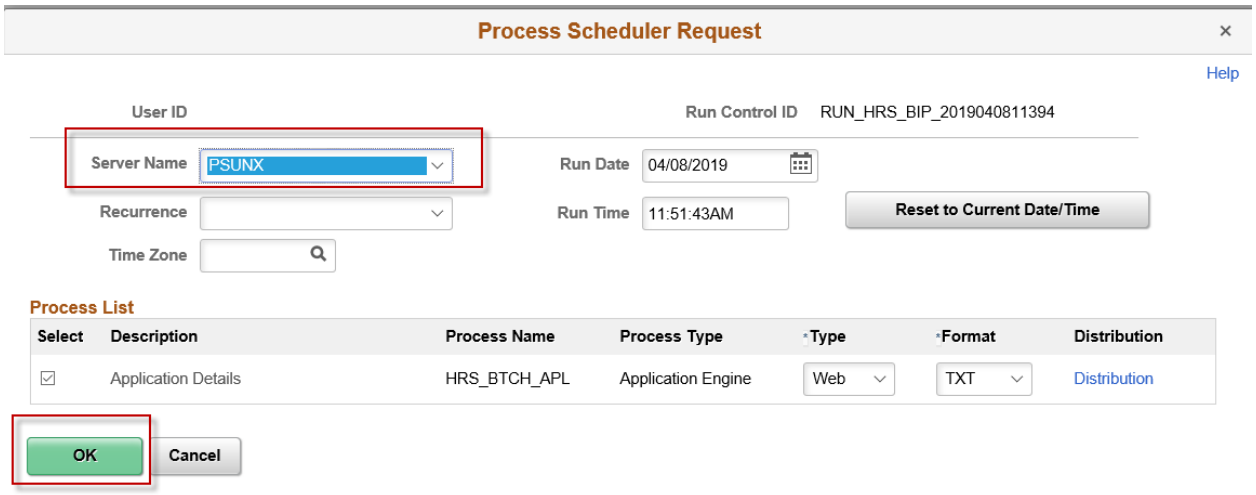
5. Next, turn on the checkbox next to '**Exclude sections with no content available**' to eliminate sections that have no information in them on the generated report. If you selected more than one applicant on the Applicants tab you can determine if you want one pdf generated for each applicant or if you want to have all applicants included on one pdf report. If you would like to have a separate pdf generated for each applicant click on the '**Generate one PDF report per application**' checkbox pictured below.



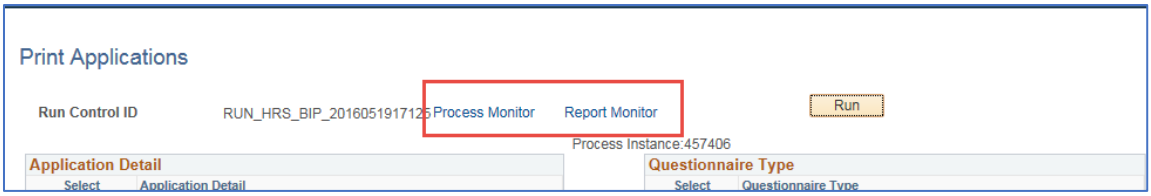
6. Now you are ready to generate the report. Click on **Run**.



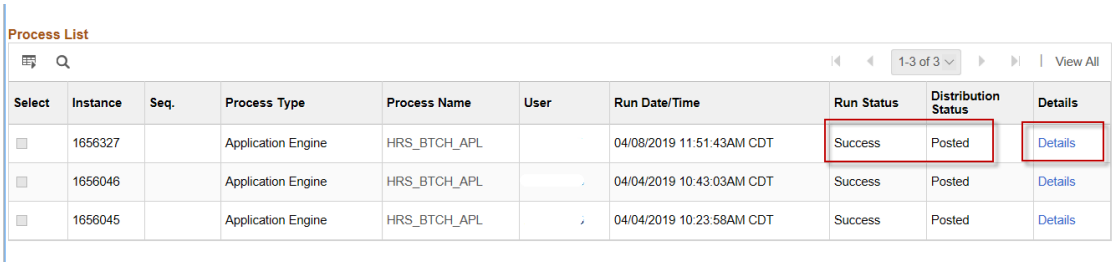
7. Click **OK** on the Process Scheduler Request page. Make sure '**PSUNX**' is selected as the Server Name.



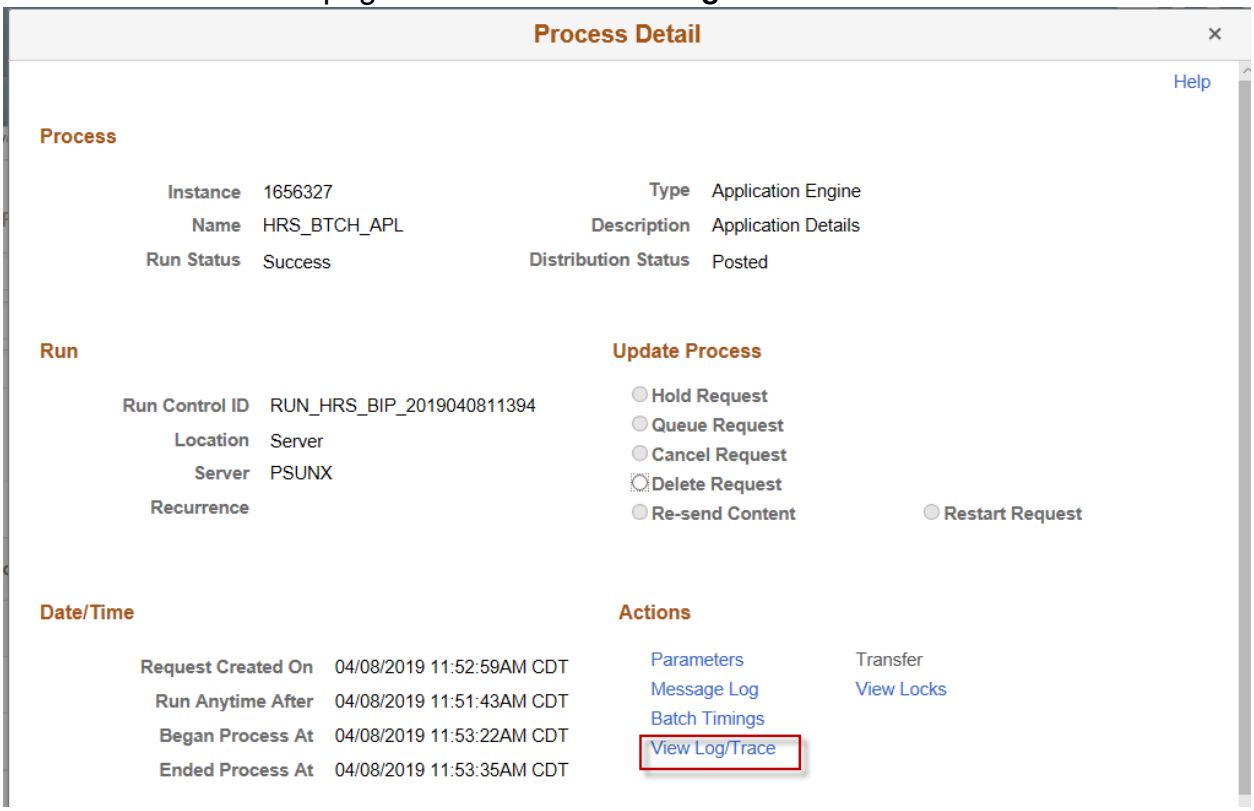
8. Select **Process Monitor** or **Report Monitor** to access the .pdf file.



9. The image below shows accessing your report using **Process Monitor**. When the Run Status is '**Success**' and the Distribution Status is '**Posted**' Click on the **Details** link to access your .pdf report.



10. On the Process Detail page click on the '**View Log/Trace**' link.



11. In the File List section you will see the pdf report for each applicant you selected or one report for all applicants depending on what you selected before you generated the report. Click on the link next to the .pdf file you would like to view.

