



Printing a Candidate File

1. Go to the Requisitions tab.
2. Click the **Number** to the left of the requisition title to access the candidate list.

Requisitions














<input type="checkbox"/>			Title	ID	1 ▾	Status	Status Detail
4			Administrative Associate for Testing 12/10	1400006Q		Open	Posted (Ongoing)

3. You are now viewing the candidate list.

Candidates for:

Administrative Associate for Testing 12/10 (1400006Q)

   More Actions ▾

<input type="checkbox"/>	 	Candidate	Language Icon	Submission Completed
<input checked="" type="checkbox"/>		Combs, Sean (12941) 	 en	
		Applicant, Erin (12860) 	en	
		Pickle, Dyl (11220) 	en	

4. Place a checkmark next to the candidate(s) name.
5. Click **Print File**.

