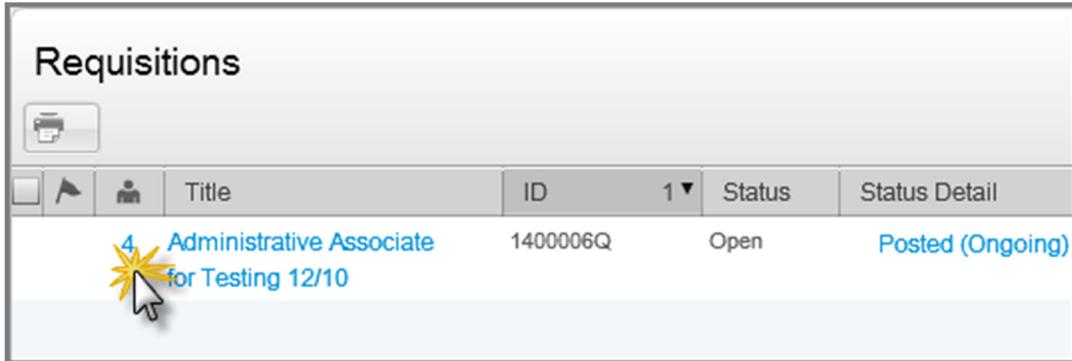


Exporting Entire Candidate List to Excel

1. Click the Requisitions tab.
2. Locate the requisition.
3. Locate number to the left of the requisition title to access the candidate list.



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

4. Click the number to access the candidate list.
5. Locate the Select All icon.
6. Check the box.

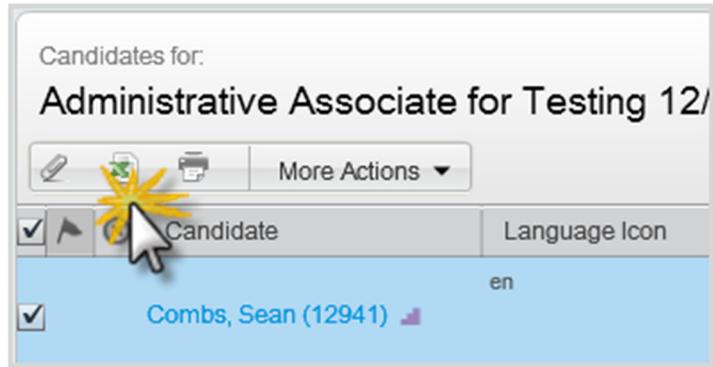


Candidates for:
Administrative Associate for Testing 12/10

More Actions ▾

| <input type="checkbox"/> | | | Candidate | Language Icon |
|--------------------------|--|--|---|---------------|
| | | | Combs <small>View or edit the candidate information</small> | |
| | | | Applicant, Erin (12860) | en |
| | | | Pickle, Dyl (11220) | en |
| | | | Major, Art (11060) | en |

7. Click the Excel icon.



2.

8. Depending on your browser setting, you may be prompted to Open or Save the file on your desktop. Select your preference.

9. Click ok.

10. An Excel spreadsheet will open.

Note: For best results, it is recommended that no more than 50 candidates be selected at a time.

Tips & Tricks

- Exporting the candidate list to Excel will help the user identify remaining candidates that need to be dispositioned properly.