

How to Use the New Bulk Application Download Feature

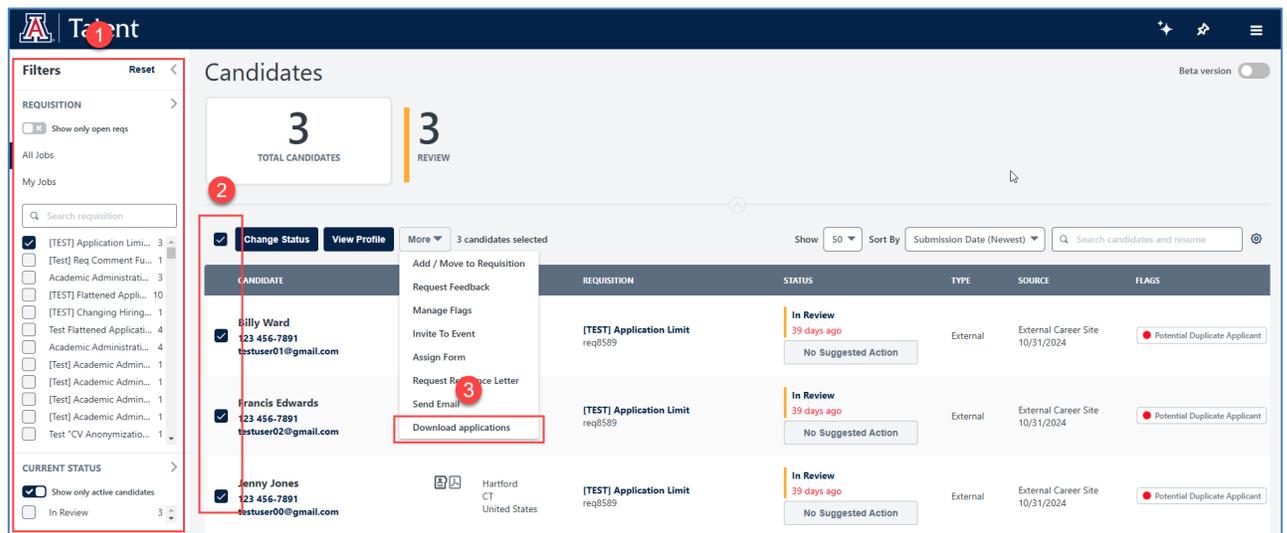
1. Navigate to Manage Candidates Module

To navigate to the Manage Candidates module select the “Applicants” link on the Create and Manage Requisitions page or within your Hiring Dashboard.

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Refer
Low	Research Technician	req5602	UAHS - Tucson	Open	Diana Guerrero	1354	0	3	

2. Select Applications to Download

Use the **Filters** on the left side of the screen (**Icon 1**) to select the correct requisition, statuses and applications. Select the applications you would like to download (**Icon 2**). Select the **More** menu and then **Download Applications (Icon 3)**.



The screenshot shows the 'Candidates' module in the Talent Management system. On the left, there is a 'Filters' panel with a search bar and various filter options. The main area displays '3 TOTAL CANDIDATES' and '3 REVIEW'. Below this, there is a list of candidates with checkboxes for selection. A 'More' menu is open over the selected candidates, showing options like 'Change Status', 'View Profile', and 'Download applications'. The 'Download applications' option is highlighted with a red box and the number 3. The table below shows details for three candidates, including their requisition, status, type, source, and flags.

CANDIDATE	REQUISITION	STATUS	TYPE	SOURCE	FLAGS
Billy Ward 123 456-7891 testuser01@gmail.com	[TEST] Application Limit req559	In Review 39 days ago No Suggested Action	External	External Career Site 10/31/2024	Potential Duplicate Applicant
Francis Edwards 123 456-7891 testuser02@gmail.com	[TEST] Application Limit req559	In Review 39 days ago No Suggested Action	External	External Career Site 10/31/2024	Potential Duplicate Applicant
Jenny Jones 123 456-7891 testuser00@gmail.com	[TEST] Application Limit req559	In Review 39 days ago No Suggested Action	External	External Career Site 10/31/2024	Potential Duplicate Applicant

3. Allow the System to Generate Application Packet

Your application packet may take up to 15 minutes to generate. When it is ready, you will receive an email from an arizona_noreply@notify.csod.com. If you do not receive your email within 30 minutes, email HR-Systems@arizona.edu.

4. Download the Application Packet

Once you receive the email, follow the link provided to access your application packet. You will be redirected to a web browser to download the packet.

Email HR-Systems@arizona.edu for support using the updated bulk application download feature.