

How to Use the Bulk Application Download Feature

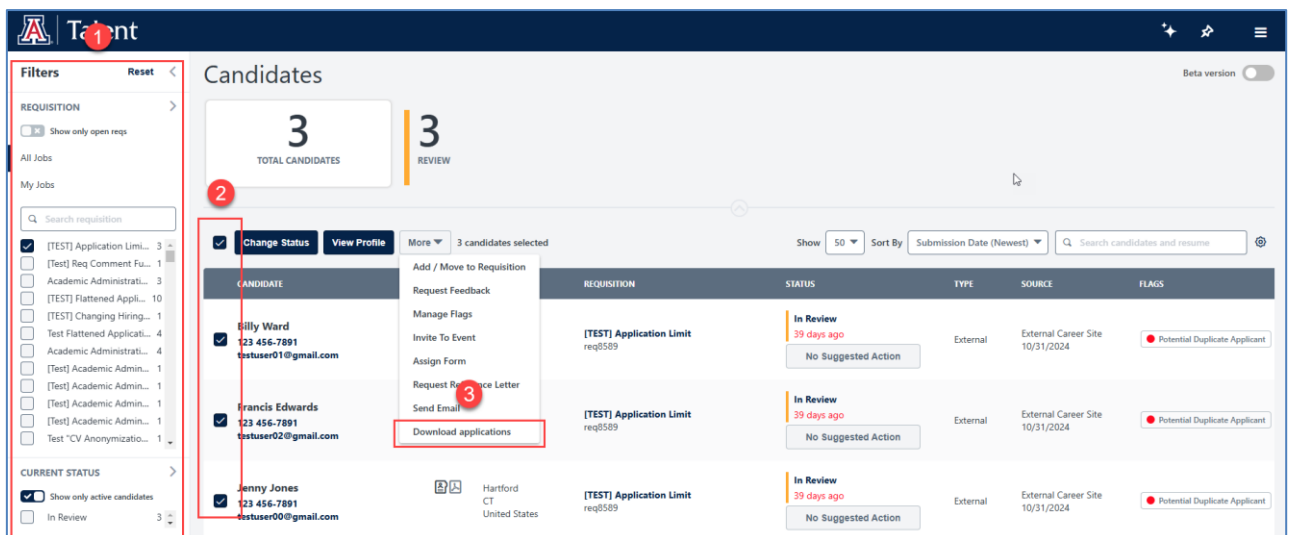
1. Navigate to Manage Candidates Module

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' page in the Talent Management system. On the left, there is a 'Filters' sidebar with options for 'REQUISITION' and 'CURRENT STATUS'. The main area displays a table of candidates with columns for 'CANDIDATE', 'REQUISITION', 'STATUS', 'TYPE', 'SOURCE', and 'FLAGS'. A 'More' menu is open over the first candidate, showing options like 'Change Status', 'View Profile', 'Add / Move to Requisition', 'Request Feedback', 'Manage Flags', 'Invite To Event', 'Assign Form', 'Request Recurrence Letter', 'Send Email', and 'Download applications'. The 'Download applications' option is highlighted with a red box and a red circle labeled '3'. The 'Filters' sidebar is highlighted with a red box and a red circle labeled '1'. The candidate selection checkboxes are highlighted with a red box and a red circle labeled '2'.

Note: If your candidate pool is larger than 50, you may have to navigate to the next page of Manage Candidates and repeat this process until you have all the applications you want downloaded.

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.



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