PeopleAdmin 7.6 - Download Applications as a PDF

Postings - Downloading Multiple Applicant Documents

Within PeopleAdmin 7.6, individual or compiled applicant documents can be downloaded as a PDF. Go to Postings and search for the preferred posting.

1. In the example below, the search is placed for a Communication Specialist posting.
2. You can highlight the appropriate Workflow State. If you need to highlight multiple options, press the CTRL key and select the desired options (as shown below).
3. Select Search and the corresponding position will appear, as shown below.
4. Choose the Applicants tab. All applicants for the posting will appear.

Selecting Applicants

To the left of the applicant namem, select the box in order to choose the number of applicants necessary. As shown below.

- Please note: If you select the iniitial box (located to the left of the "Last Name" column, all of the applicants will be selected. If there are multiple pages of applicants, a message requesting to know if all results should be selected will appear. As shown below.

- Please note: When you select multiple applicants to "Download Applications as PDF," you may not recieve a result or an error message may appear. The error message may be the result of a corrupt applicant document file. In that case, a process of elimination may be necessary to determine the damaged file. To do this, select a section of applicants (i.e. 10 at a time), and open them until you find the block with the bad document. You can then determine which applicant document may be corrupt. In most cases, you can view the

Actions Menu

To the right of the applicant listing, select "Action" and a drop down menu will appear. Choose "Create Document PDF per Applicant." A pdf document will *generate with the compiled applicant(s) information.

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- If one document will not open then you have no recourse but to request a replacement document from the applicant.

*If a PDF document does not generate, please see the next step below to learn how to add a Combined Document column within the Search parameters.
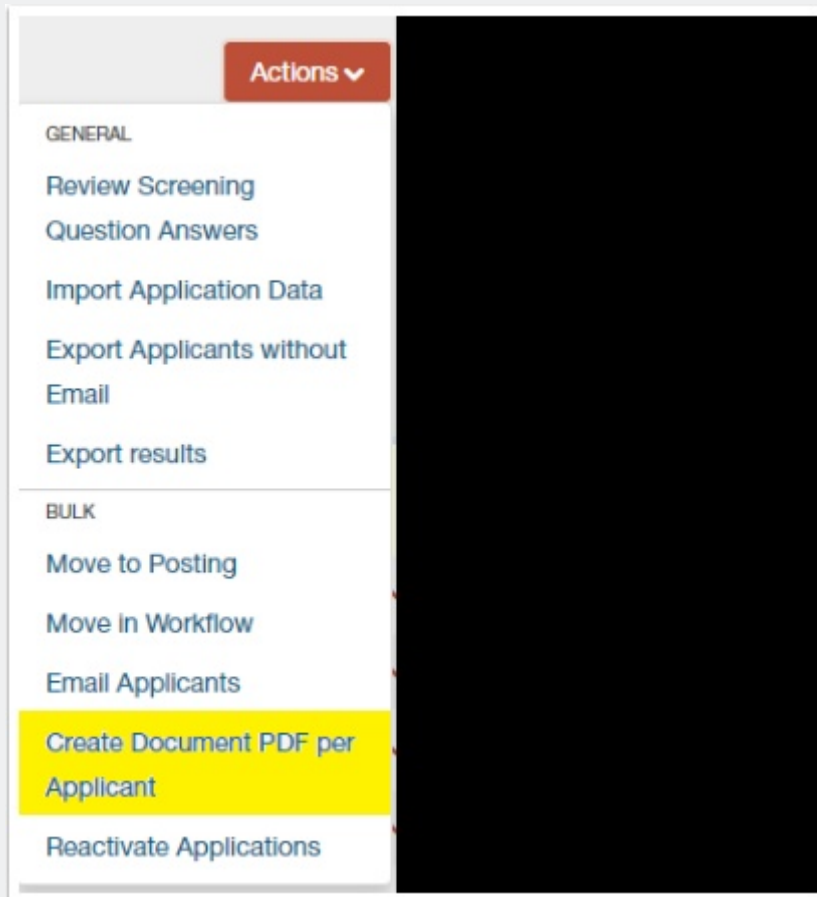
Combined Document - Search Requirement

If you selected "Create Document PDF per Applicant" and nothing happens, you will need to add a column. Choose the drown-down menu and select Combined Document. The page will refresh after a few moments to include the addition column.

- Then you can repeat the above step to select multiple applicants and within Actions, choose Create Document PDF per Applicant.

Questions?

If you need assistance, please email careers@luc.edu. A Human Resources staff member will follow-up with you.