

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.

The screenshot displays the PeopleAdmin 7.6 interface. At the top, a navigation bar includes links for Home, Postings, Applicants, Hiring Proposals, Onboarding Events, My Profile, and Help. Below this, the breadcrumb trail reads 'Postings / Staff'. The main heading is 'Staff Postings'. A search bar contains the text 'communication specialist' with a 'Search' button and a 'Hide Search Options' dropdown. Below the search bar, a filter panel is visible with sections for 'Add Column', 'Workflow State' (with options: Draft, Hiring Manager Review, Department, Division), and 'Department' (with options: ACADEMIC ADVISING & SERVICES (02043A), ACADEMIC ENRICH & RETEN (02043B), ACCOUNTS PAYABLE (04400B), ADMINISTRATION HSD (06830A)).

Below the filter panel, there is an 'Ad hoc Search' section with a 'Default Staff Postings' tab. A notification says 'Ad hoc Search 1 Save this search?'. A table lists the search results:

<input type="checkbox"/>	Working Title	Active Applications	Position Number	Department	Workflow State	Last Status Update
<input type="checkbox"/>	COMMUNICATION SPECIALIST	47	8102227	UNIV MARKETING & COMMUNICATION (01700A)	Posted	May 31, 2017 at 04:19 PM

Below the table, the breadcrumb trail is 'Postings / Staff / COMMUNICATION SPECIALIST (Posted) / Applicant Review'. The main content area shows the details for the 'Posting: COMMUNICATION SPECIALIST (Staff)' with an 'Edit' link. The current status is 'Posted'. The position type is 'Staff', location code is 'UNIV MARKETING & COMMUNICATION (01700A)', and it was created by 'DANIELLE HANSON' with the owner 'Human Resources'. At the bottom, there are tabs for 'Summary', 'History', 'Settings', 'Applicants', 'Reports', 'Hiring Proposals', and 'Associated Position Description'.

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Selecting Applicants

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

- Please note: If you select the initial 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.

The screenshot shows the 'Applications' page in PeopleAdmin. At the top, there is a search bar with 'Applications' and a count of 47. Below the search bar, there are navigation links for 'Previous' and 'Next', and a page indicator showing '1' and '2'. A red 'Actions' button is visible in the top right corner. The main content is a table with the following columns: 'Last Name', 'First Name', 'Are you a graduate of Loyola University Chicago?', 'Are you currently employed at Loyola University Chicago?', 'Documents', 'Workflow State (Internal)', 'Workflow State (External)', and 'Last Updated'. A yellow banner across the table reads: 'All 30 results on this page have been selected. Select all 47 results?'. Below the banner, four applicant rows are visible, each with a checked selection box and an 'Actions' dropdown menu.

<input checked="" type="checkbox"/>	Last Name:	First Name:	Are you a graduate of Loyola University Chicago?	Are you currently employed at Loyola University Chicago?	Documents	Workflow State (Internal)	Workflow State (External)	Last Updated	
<input checked="" type="checkbox"/>	Walters	Sabrina	No	No	Resume, Cover Letter/Letter of Application	Under Review by Hiring Manager	Under Review by Hiring Manager	May 31, 2017 at 06:31 PM	Actions
<input checked="" type="checkbox"/>	Charles	Gideon			Resume, Cover Letter/Letter of Application	Under Review by Hiring Manager	Under Review by Hiring Manager	June 01, 2017 at 09:55 AM	Actions
<input checked="" type="checkbox"/>	Wonham	Linc	No	No	Resume, Cover Letter/Letter of Application	Under Review by Hiring Manager	Under Review by Hiring Manager	June 01, 2017 at 12:38 PM	Actions
<input checked="" type="checkbox"/>	McLaughlin	Sarah	No	No	Resume, Cover Letter/Letter of Application	Selected for Phone Interview	In Progress	June 01, 2017 at 02:54 PM	Actions

- Please note: When you select multiple applicants to "Download Applications as PDF," you may not receive 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

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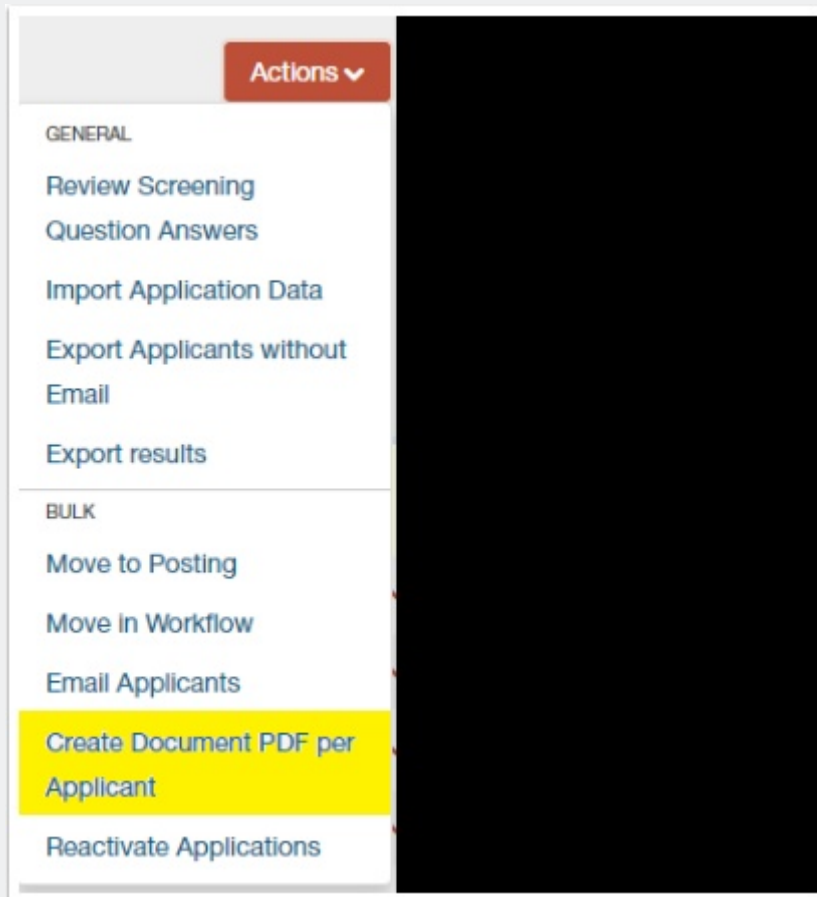
Actions Menu

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.**



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Combined Document - Search Requirement

If you selected "Create Document PDF per Applicant" and nothing happens, you will need to add a column. Choose the down-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.



The screenshot shows a search interface with a 'Saved Searches' dropdown, a search input field, a 'Search' button, and a 'Hide Search Options' dropdown. Below these is a light blue bar containing an 'Add Column:' label and a dropdown menu currently displaying 'Add Column'.

Questions?

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