1. Follow the navigation sequence:
   Nav Bar > Navigator > HRMS > Recruiting > Browse Job Openings

2. Click on the position title for which you want to view the applicant pool.
3. In the Applicants tab, under the Applied tab, click the Application icon under the Application column of the applicant you want to review.

4. View the Application, and click on the links to view any Attachments, including Cover Letter, Resume, Curriculum Vitae, Research and Teaching Statement which includes discussion on the role diversity and inclusion plays in an academic environment, and any other samples of work asked for based on the job posting.
5. Click on the **Questionnaire** tab to view answers to questions.

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1. To print a single application, from the **Applicants** tab, click the Printer icon under the Print Column for the application you wish to print.
2. Select the **Appropriate Details**, **Questionnaire Types**, and **Attachment Types**

OR

Click **Select All** at the bottom of each section.

3. At the bottom of the Application Report Options screen, click the **Exclude sections with no content available** checkbox.

4. Ensure pop-up blockers are disabled, then click **Generate Report**.

To learn how to disable the pop-up blocker in your browser, click [here](#).
1. To print all applications in an applicant pool, from the Applicants tab click on Select All at the bottom. Then click Group Actions.

2. Under Group Actions, click Recruiting Actions > Print Applications.

3. On the Print Applications page, click Run to run a report that includes all applications in the pool.

4. After clicking Run, you will be taken to the Process Scheduler Request. Click OK.
5. After clicking OK on the previous page, you will be taken back to the Print Applications page. Now you will click Process Monitor.

6. Keep Hitting Refresh until the Run Status shows as Success. This should only take a few minutes depending on the number of applicants in the pool. After the Success message is posted, click Details.

8. In the View Log/Trace page, you will see the report information. To view the applications, click the Applications Report PDF File.

9. You will then get all the applications in one PDF file. From here, you can either download to view all or print the batch of applications.