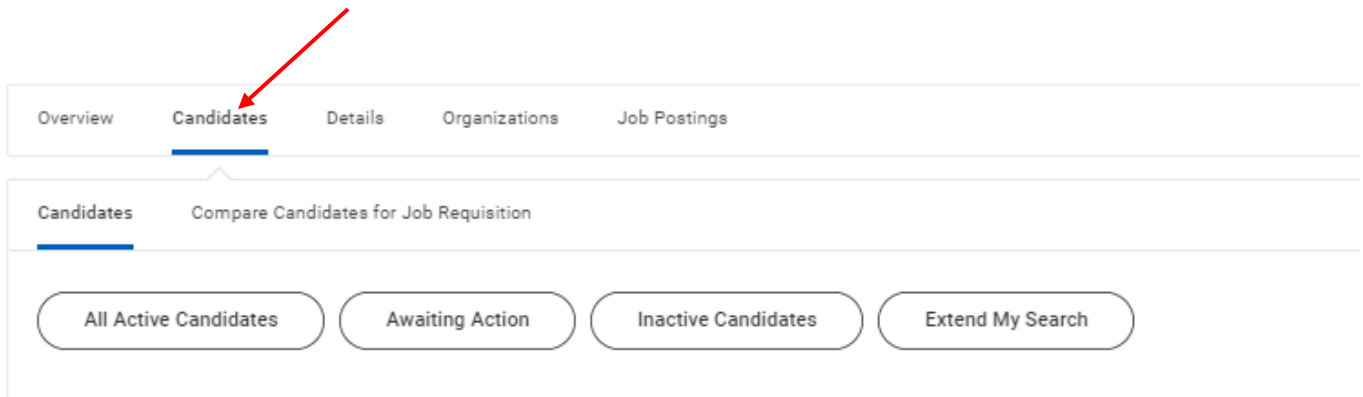# How to: Bundle Resumes (Job Applications)
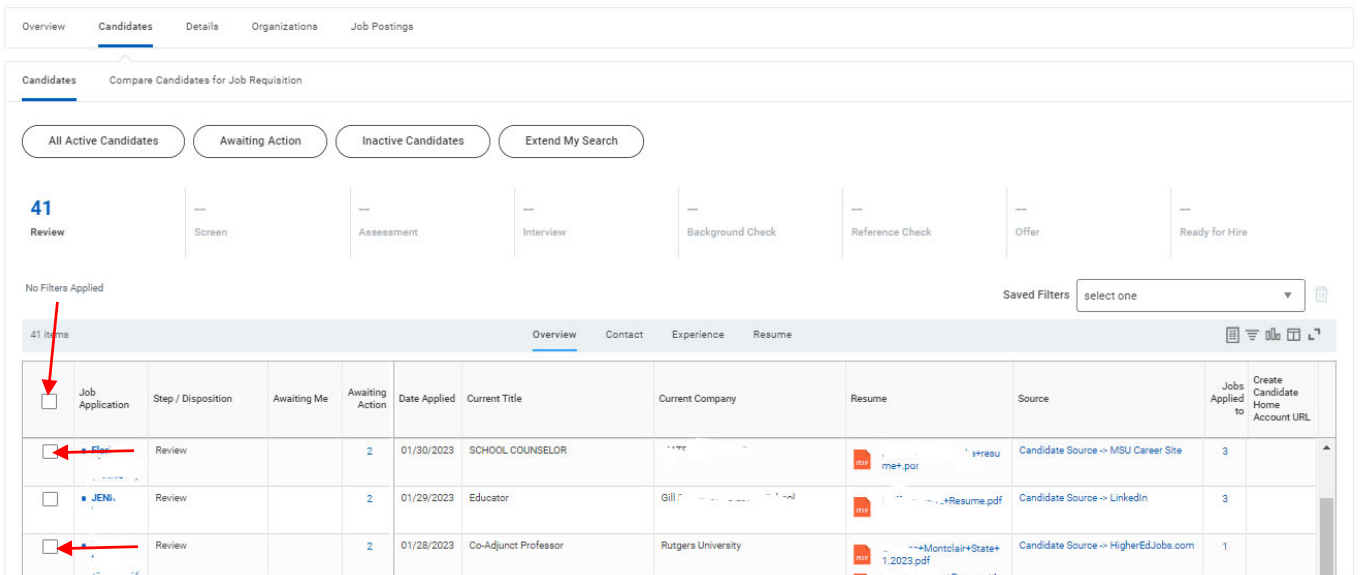
Purpose: This process groups application documents submitted by applicants (i.e. resumes, cover letters, writing samples) into one bundle.

Steps to bundle resumes:

1. **Search for the job requisition and go to the candidate grid by selecting the Candidates tab.**

2. **Select candidates individually or select the entire pool.**

NOTE: To select ALL of the candidates in the candidate pool, check the box at the top of the grid.

3. Navigate to the bottom of the grid, select Action menu and select Bundle Resumes.

Overview   Candidates   Details   Organizations   Job Postings

Candidates   Compare Candidates for Job Requisition

(All Active Candidates)   (Awaiting Action)   (Inactive Candidates)   (Extend My Search)

--	--	--	2	--	--
Review	Screen	Assessment	Interview	Background Check	Referen

No Filters Applied

2 items   All 2 selected   Overview   Contact   Experience   Resume

☑	Job Application	Step / Disposition		Awaiting Me	Awaiting Action	Date Applied	Current Title		Current Company	
☑	Amanda	Additional Interview (Search Chair Scheduled)			**Bundle Resumes**		esearcher		Rutgers University	
					Add To Pool					
					Share					
					Invite to Apply					
☑	Jack	Additional Interview (Search Chair Scheduled)			Move to Linked Evergreen Requisition		f Assessment		Community College	
					Move to Another Job Requisition					
					Copy to Another Job Requisition					

[Move Forward]   (Decline)   (Send Message)   (•••)

4. Preview the documents that will be bundled. Select OK.

Bundle Resumes   ×

The bundle will include DOC, DOCX, PDF, or TXT file types only.

Valid Resume Attachments 2 items

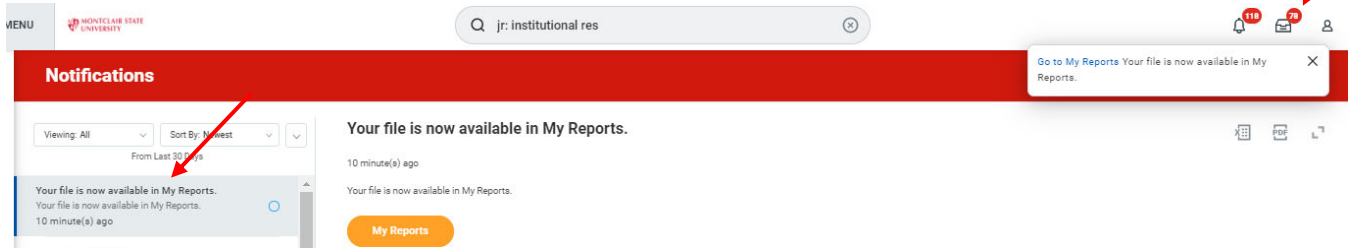| Job Application	Candidate ID	Attachment
Amanda	C030677	PDF _coverletter.pdf
		PDF jaeger_resume.pdf
Jack	C012695	DOC CoverLetter'MSUIR.docx
		DOC Jack_____Resume2202.docx

[OK]   (Cancel)

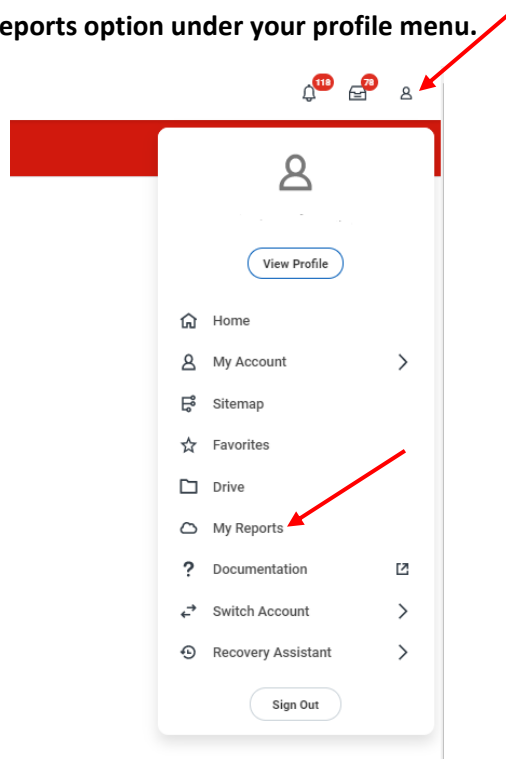**5.** When the report is ready, you will be notified in two ways.
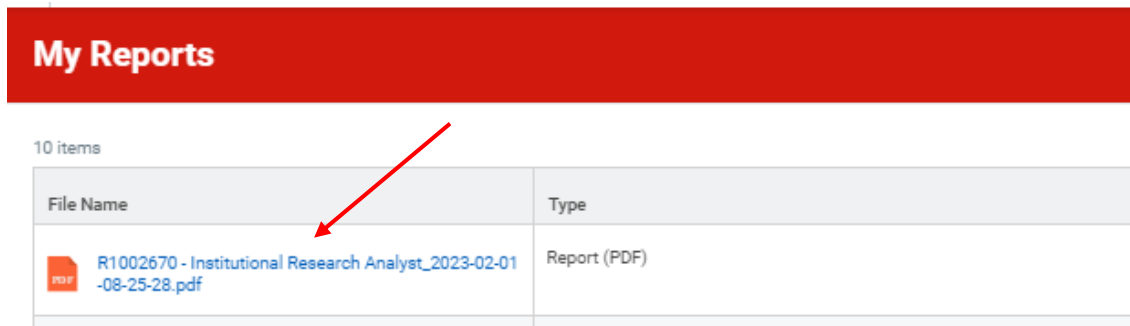
    a. Pop up
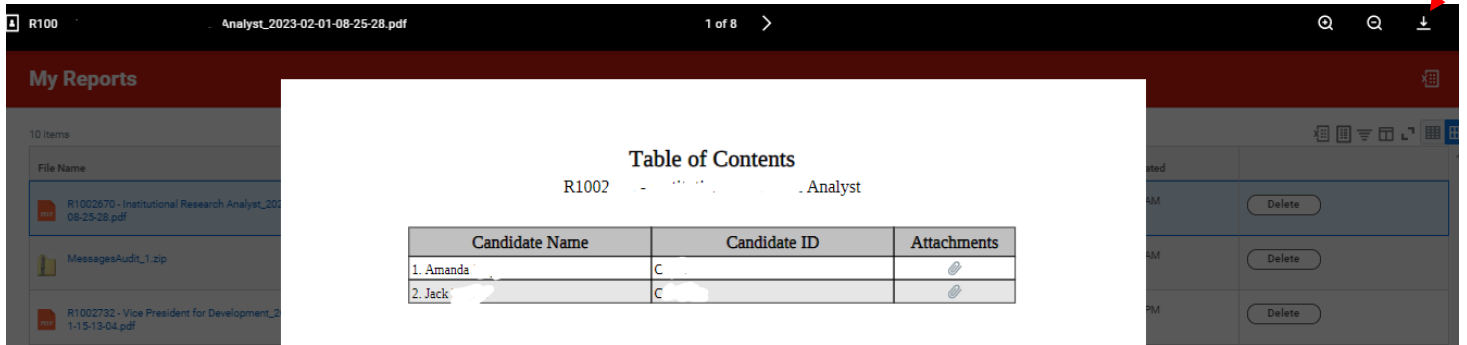

    b. Notifications

6. Find the bundled resumes in the My Reports option under your profile menu.

7. Choose the report from the list.

8. Select the Download icon from the top of the right hand corner.

My Reports

10 Items

File Name				ated	
R1002670 - Institutional Research Analyst_202 08-25-28.pdf				AM	Delete
MessagesAudit_1.zip				AM	Delete
R1002732 - Vice President for Development_2 1-15-13-04.pdf				PM	Delete

Table of Contents

R1002   . Analyst

Candidate Name	Candidate ID	Attachments
1. Amanda	C	📎
2. Jack	C	📎