

## 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.

Overview	Candidates Details Organizations Job Postings
Candidates	Compare Candidates for Job Requisition
All Acti	ive Candidates Awaiting Action Inactive Candidates Extend My Search

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

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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.

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

he bundle will include DOC, DOCX	, PDF, or TXT file ty	pes only.
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Job Application	Candidate ID	Attachment
Amanda '	C030677	df jaeger_resume.pdf
Jack	C012695	CoverLetter' MSUIR.docx Jack, _Resu me2202.docx

## 5. When the report is ready, you will be notified in two ways.

a. Pop up			_ /
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6. Find the bundled resumes in the My Reports option under your profile menu.

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7. Choose the report from the list.

My Reports					
10 items					
File Name	Туре				
R1002670 - Institutional Research Analyst_2023-02-01 -08-25-28.pdf	Report (PDF)				

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

