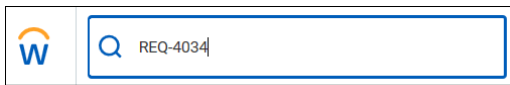


## Print Job Applications

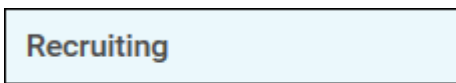
This job aid will walk Recruiters, HR Partners and Managers through the steps to print job applications and resumes in Workday.

### PRINT A SINGLE JOB APPLICATION

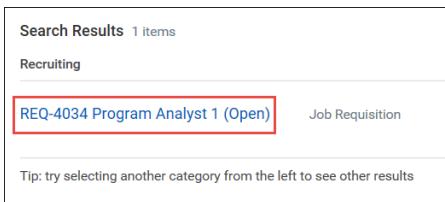
Step 1: In the search bar, type in the requisition number.



Step 2: In the *Categories* bar, click **Recruiting**.

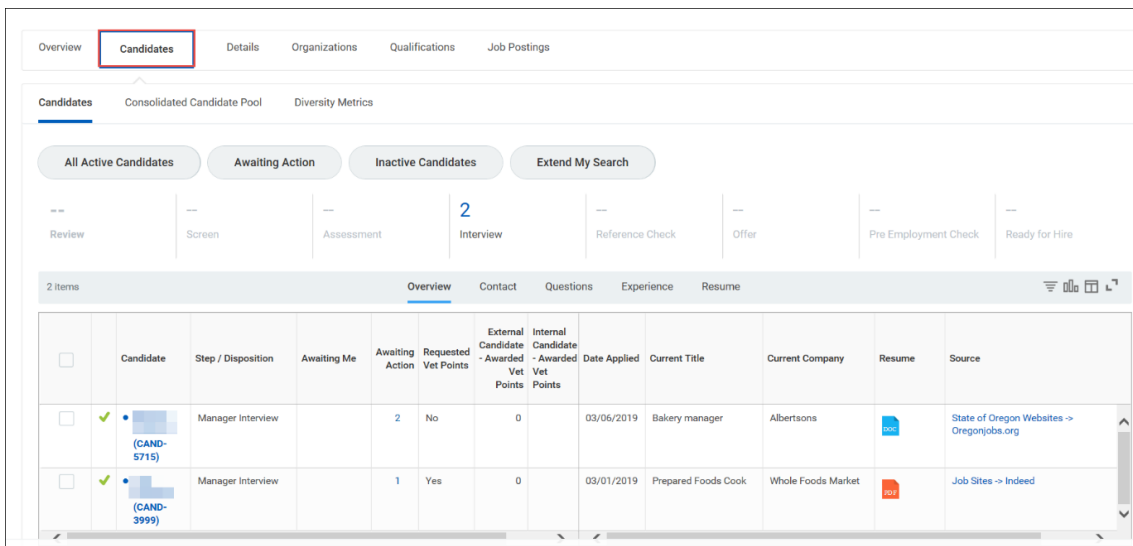



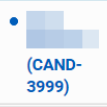
Step 3: From the *Search Results*, click on the requisition link.



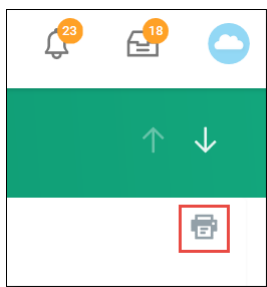
Step 4: Click on the **Candidates** tab. By selecting the *Candidates* tab, a list of all candidates who have applied for the position will show.

Step 5: Select the box next to the candidate's name to print the application.

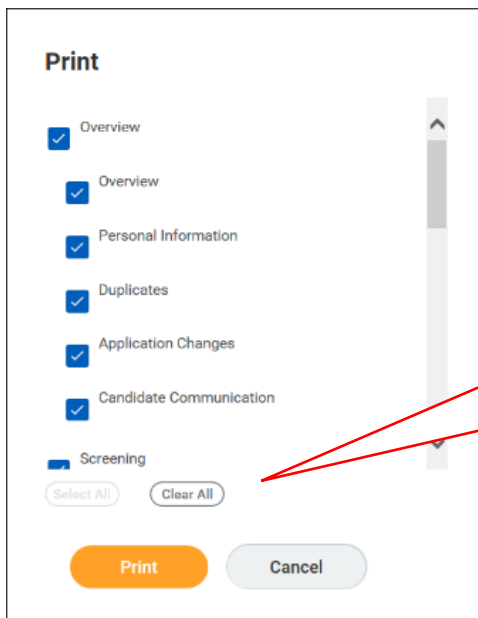


2 items		Overview	Contact	Questions	Experience	Resume				
<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Requested Vet Points	External Candidate - Awarded Vet Points	Internal Candidate - Awarded Vet Points	Date Applied	Current Title	Cur
<input checked="" type="checkbox"/>	 (CAND-5715)	Manager Interview		2	No	0		03/06/2019	Bakery manager	Alb
<input checked="" type="checkbox"/>	 (CAND-3999)	Manager Interview		1	Yes	0		03/01/2019	Prepared Foods Cook	Wh

Step 6: Click on the printer icon on the upper right corner of the screen.



Step 7: The print menu will automatically default to select all of the sections in the application.

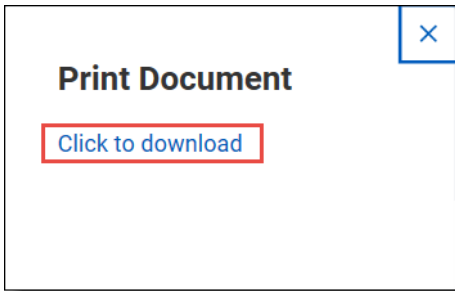


If you do not want to select all of the contents, click on the **clear all** icon.  
Click on the desired sections to print.

Step 8: Click on the **Print** button.



Step 9: Click on the link **Click to download**.



Step 10: Open the document to print.

## PRINT MULTIPLE RESUMES

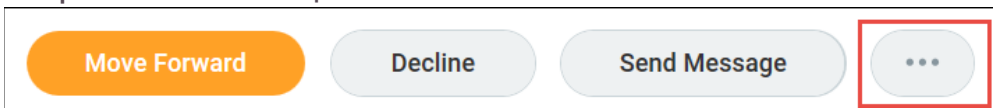
Step 1: Complete above steps 1-4.

Step 2: Select the box next to the *Candidate* column, for resumes you want to print.

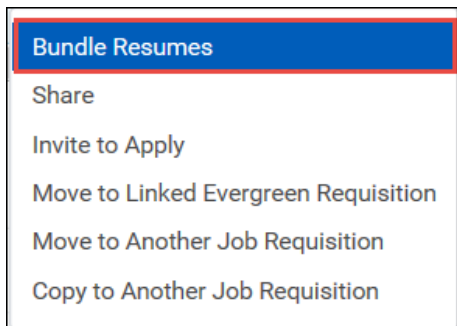
A screenshot of a table with columns: Candidate, Step / Disposition, Awaiting Me, Awaiting Action, and Requested Vet Points. Two rows are visible, both with checkboxes in the first column highlighted by red boxes. The first row has a green checkmark in the Candidate column, and the second row has a blue checkmark. The table also shows "2 items" and "All 2 selected" at the top left, and an "Overview" tab at the top right.

	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Requested Vet Points
<input checked="" type="checkbox"/>	(CAND-5715)	Manager Interview		2	No
<input checked="" type="checkbox"/>	(CAND-3999)	Manager Interview		1	Yes

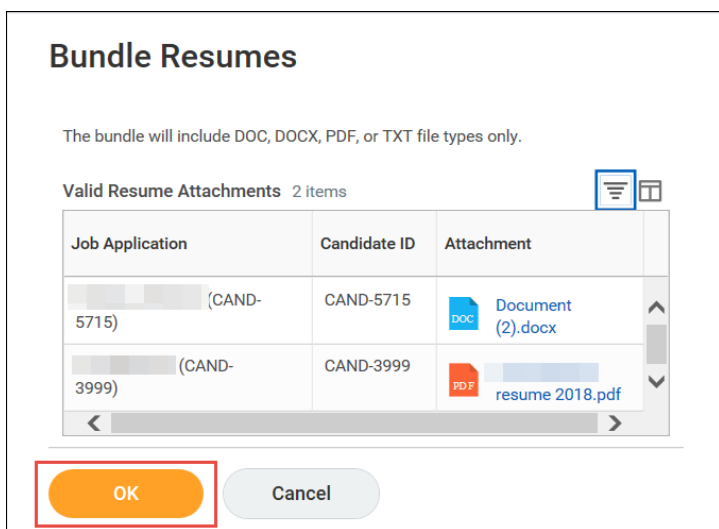
Step 3: Click on the options icon.



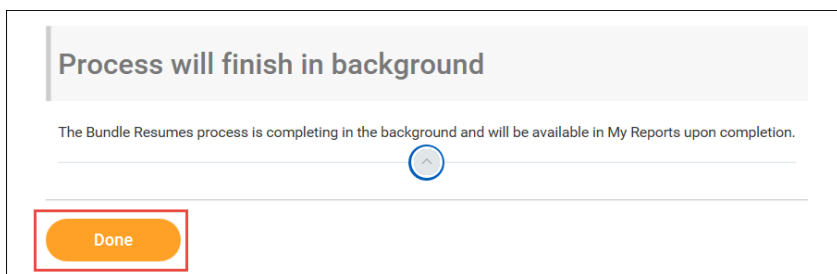
Step 4: Click on **Bundle Resumes**.



Step 5: In the *Bundle Resumes* menu, click **OK**.



Step 6: Click **Done**.



Step 7: You will get a notification  when the bundle is available. Click on **My Reports**.

Your file is now available in My Reports.

[My Reports](#)