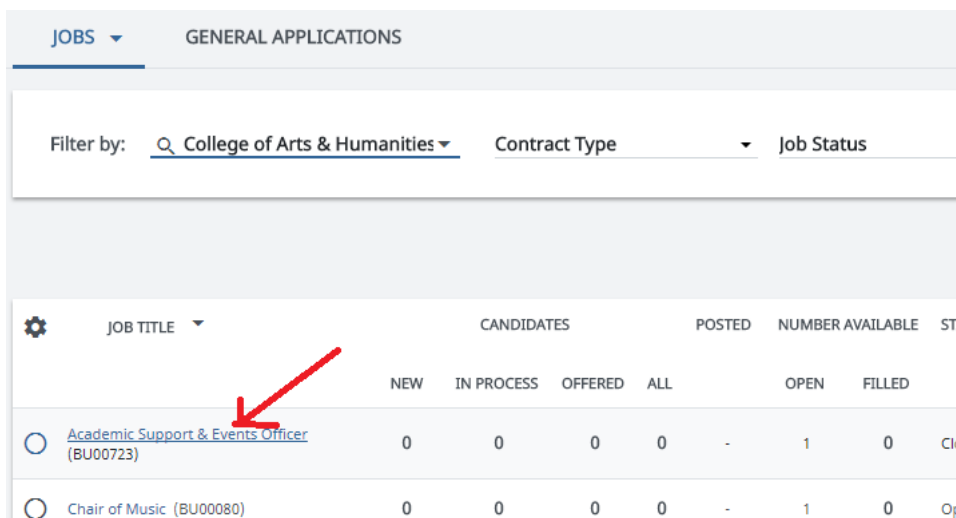


Guide 6: Creating Candidate Packs

This guide describes the process for creating a PDF that contains about 15 applications together.

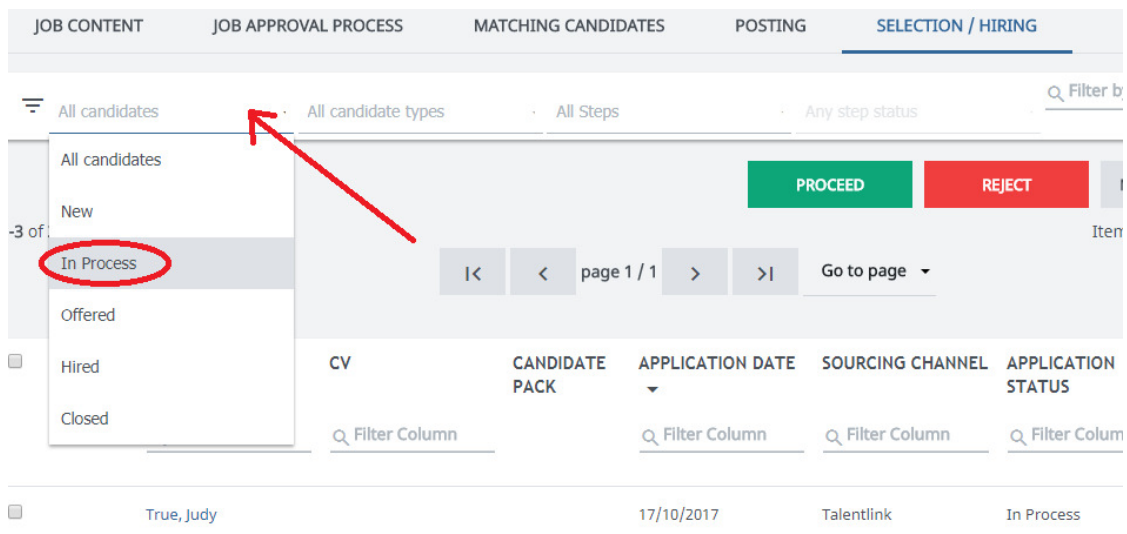
The short-listing panel members will only be able to create the PDF's once the job has closed.

- Select jobs from the left-hand menu
- Click on the name of the job for which you want to view the applications.



JOB TITLE	CANDIDATES				POSTED	NUMBER AVAILABLE		ST
	NEW	IN PROCESS	OFFERED	ALL		OPEN	FILLED	
Academic Support & Events Officer (BU00723)	0	0	0	0	-	1	0	Cl
Chair of Music (BU00080)	0	0	0	0	-	1	0	Og

- Select the **Selection/Hiring** tab and change the first filter to **In Process**. Please note that there may be more than one page of applicants



CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS
True, Judy		17/10/2017	Talentlink	In Process

- Click the box next to the first 20 (or so) candidates. The number of applications you can merge into one PDF will depend on the size of the applications but it is usually around 20. You will need to select less than 20 if they are academic applications as they are likely to be large

1-3 of 3 records, 3 items selected

<input checked="" type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL
<input checked="" type="checkbox"/>	True, Judy			17/10/2017	Talentlink
<input checked="" type="checkbox"/>	Lastly, Brian			17/10/2017	Talentlink
<input checked="" type="checkbox"/>	False, Kirsty			17/10/2017	Talentlink

- Click **More Actions** and select **Candidate Pack**

1-3 of 3 records, 3 items selected

<input checked="" type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLIC. STATUS
<input checked="" type="checkbox"/>	True, Judy			17/10/2017	Talentlink	In Process

- You will now see the following screen

Sort Candidates

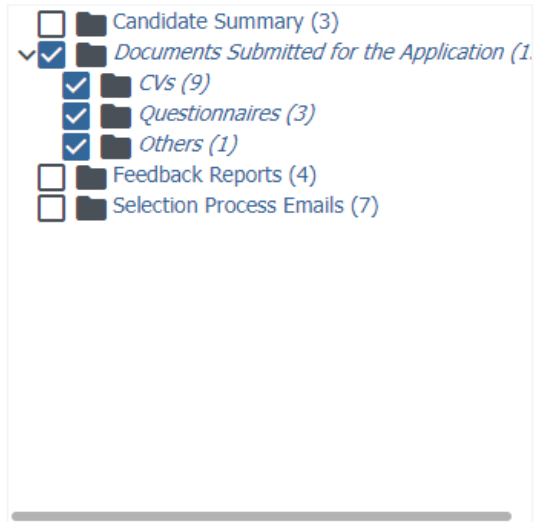
Sort by Name Application date



Select and Sort Documents

Group by Document Category None

Select All Deselect All




Advanced options

Include Summary Page

Merge all candidates in one PDF

Save Candidate Pack

 If the storage limit of Candidate Packs has been reached, the oldest file will be deleted.

Email and documents language

English (UK) 

CANCEL

SEND

CREATE

- On the right hand side, un-select Candidate Summary, Feedback Reports and Selection Process Emails as you don't need these in your PDF
- In the bottom section, select Merge all candidates in one PDF
- Click **Create**
- After a couple of minutes, the following image will appear. Click on it to download your pack.



Candidate Pack
Document

- Repeat this whole process for the next block of 20 candidates until you have finished

The short-listing summary report, short-listing report matrix and interview scoring sheets are available from the systems section of the HR website.

Completed scoring sheets should be emailed to the appropriate HR recruiter.