Accessing and Printing off Applications

- Click on the post
- Go to Selection/Hiring Tab *or*
- Click on 'In process'
- Click on ▤ to the right of the candidate name, to access the application.
- Click on the printer logo at the top left hand corner to print

If you do not see the above icon, please follow the below instructions:

- In the Selection/Hiring Tab
- At the left hand side of the screen, above the candidate names click on Switch to new module
- Click on ⚙ at the right hand side of the screen

    It is recommended that you have the following columns in your visible columns:

    Candate Pack

    Rating

    Application Date

    Questionnaire

    Application Status

    Status of Selected Step

    Last Step

    Feedback Report

    Company

    Position

- In the left hand columns section, click on the relevant column heading
- Click the arrow pointing to the right (this will move this column over to the Visible columns section)
- Do this for all relevant headings
- Once all relevant headings are in the Visible Columns section, remove any columns that are not required by clicking on the arrow pointing to the left
- Click **Save for all jobs**