

PLEASE NOTE:

The preferred method of evaluating applicant files is to view them directly from the UC Recruit website, live. This way, reviewers are assured they are viewing the most up-to-date materials. Use of the bulk download feature should be judicious and exercised with caution and the understanding that reviewers must visit the UC Recruit site to obtain updated materials.

How to make a bulk download applicant PDF bundles

The UC Recruit developers have completed the development of the Niagara project, and we wanted to provide a simple guide on how to bulk download the applicant PDFs. The intended users for this feature are **analysts or committee members**.

1. Go to the **Applicants tab** and check the box next to each applicant that you will be reviewing.

The screenshot shows the 'Applicants (13)' tab in the UC Recruit system. At the top, there's a search bar and a 'Search plan PDF' button. Below that, there are tabs for 'Search info', 'Applicants (13)', and 'Reports'. The 'Applicants (13)' tab is active. On the left, there are buttons for '+ Add Applicant', 'Download names & addresses', and 'Download as CSV'. On the right, there's a search bar with the placeholder 'Q Name, note, reference, etc.' and a 'Search' button. Below the search bar, there's a section for 'Mark selected as:' with buttons for 'Read', 'Visibility', and 'Basic qualifications'. To the right of this is a 'Bulk actions:' section with buttons for 'Send email', 'Request letters', and 'Download files'. The 'Download files' button is highlighted with a red box. Below the buttons is a table of applicants. The first applicant is 'Mead, Margaret', with a status of 'Recommend for interview' and a last updated date of 'Jun 29, 2022 10:28am'. The table has columns for 'Applicant', 'Highest degree', 'Status', 'Last updated', and 'References'.

Applicant	Highest degree	Status	Last updated	References
Mead, Margaret	BA in Information Systems University of Alabama System office	Recommend for interview by Betty Goodwin Jun 29, 2022	Jun 29, 2022 10:28am	Uploaded 1/1 Requested 1 Info supplied 1

2. Once the applicants are selected, go to **Bulk actions:** and click on the **Download files** button.

The screenshot shows the 'Bulk actions:' section of the UC Recruit system. It includes buttons for 'Send email', 'Request letters', and 'Download files'. The 'Download files' button is highlighted with a red box and a red arrow pointing to it. The 'Download files' button is located in the 'Bulk actions:' section, which is part of the 'Mark selected as:' section. The 'Download files' button is highlighted with a red box.

3. A **Download files** window will appear and the “Downloading:” field will provide the number of applications and the number of omitted applications.
4. The applicant view will automatically expand and display a list of applicants. Note that some applicant files cannot be downloaded in bulk (e.g. Late applications, incomplete applications etc). You’ll see reasons for any omissions, and which applicants were omitted at the top of the list.

Download files



The data you download today may change, as some applications are still editable. The recruitment's final date has not yet passed.

Downloading: 6 applications (13 omitted)

▼ Hide applicants

▶ 13 selected applicants were omitted because basic qualifications are unmet or unknown

▶ 6 selected applicants were omitted because they are incomplete

▶ 1 selected applicant was omitted because they are withdrawn

Cole Grant ⚠ Application editable

Jan Jerde ⚠ Application editable



Select individual files to download: ?

- ☐ Curriculum Vitae
- ☐ Cover Letter
- ☐ Statement of Research
- ☐ Teaching Statement
- ☐ Inclusive Excellence Activities Statement
- ☐ Authorization to Release Information Form
- ☐ Misc / Additional

Or download entire applicant bundle: ?

- ☐ Applicant PDF bundle



Preparing the bulk download will take a bit of time. You will receive an email when the zipped file is ready to download.

Request Cancel

5. There are two sections to select files from on the **Download files** window.
6. You can go to the “Select individual files to download” and check the boxes next to the file type and request the individual file(s) download.
7. Or check the box next to the **Applicant PDF bundle** in the section below, and this will uncheck any selections in the individual files section, since all those files are included in the bundle already.
8. When the **Applicant PDF bundle** is selected, a “Mark applicants in download as read” will appear and also be checked by default. All applications whose bundles are downloaded will be marked as read.
9. When ready, click on the **Request** button

Select individual files to download: ?

- ☐ Curriculum Vitae
- ☐ Cover Letter
- ☐ Statement of Research
- ☐ Teaching Statement
- ☐ Inclusive Excellence Activities Statement
- ☐ Authorization to Release Information Form
- ☐ Misc / Additional

Or download entire applicant bundle: ?

- ☒ Applicant PDF bundle
- ☒ Mark applicants in download as read ?



Preparing the bulk download will take a bit of time. You will receive an email when the zipped file is ready to download.

Request Cancel

10. You will receive an email when the zipped file is ready to download. The zip file is also available through the “View previous requests” option in the **Download files** drop down menu on the Applicant grid.
11. The link will expire 72 hours after the request has been fulfilled, but you can click on the “Request again” link to request the same bulk download, if needed.

Bulk downloads



Files requested via bulk download are a snapshot of the recruitment at the time of the request. The data expires 72 hours after the request is fulfilled.

JPF01929 - Applicant PDF bundle Snapshot

 [Download zip file](#)  [Request again](#)

Requested on Jul 25, 2022 at 9:45am

[> More details](#)

12. Please note that the cover page of the applicant PDF download includes a helpful list of all the files included in the bundle.

Margaret Mead

✔ Application completed on Jul 12, 2022

Bundle contents

- 📄 Applicant summary
- 📄 Curriculum Vitae
- ✉ 1 letter of reference (Level requires 1 reference)

Applicant overview

Current employment

Regional Marketing Engineer, Washington State University Elson S. Floyd College of Medicine

Degree

PhD in Architectural Technology

Amridge University

Dissertation: *Cell Replication in the Romantic Novel*.

Advisors: Delsie Shanahan, Heath Shields

Degree disciplines:

- 61.2705: Pediatric Surgery Fellowship Program

Specializations

Fugiat et quia

Et voluptatem sed

Sed dicta magnam

Modi consequatur doloreque

Position overview

JPF00355 

Professor for the Department of Anatomy

Violet Department / Brown

University of California

Review online at

<https://demo.recruit.ap.uci.edu/analyst/application/3641/review>



Please remember that applicant data is confidential. When you download data from Recruit, it is your responsibility to securely store it and delete it in compliance with all relevant data policies.