## <u>Note</u>: Log into VPN if accessing off-campus.

- 1. Navigate to the job requisition
- 2. Select the CANDIDATES tab

Recruiting Start Date	03/17/2022 - 22 days ago						
Target Hire Date	09/01/2022 - 4 months to go						
Primary Location	<sup>⊗</sup> Bldg. Kenna Hall						
<b>Overview</b> Can	ndidates Details Organizations Job Postings						
Overview Position Details for Job Requisition							
Review Candidates Extend My Search							

3. Select the All Active Candidates button

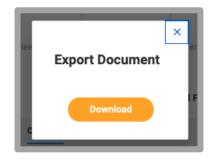
workday. | EDUCATION



**4.** At the top, right-hand side of the screen, click the 'spreadsheet' icon

Review Candidates					<b>a</b>	PDF	
Active Candidates 1 of 1	Active Referrals 0 of 0	Active Internal Candidates 0 of 0	Converted Prospects 0 of 0				
All Active Candidates Awaiting Action Extend My Search							

## 5. Select the orange Download button



- 6. Save the file to your computer
- 7. The first tab will provide a snapshot of the applicant stages

The second tab will provide the contact information

