Quick Guide for Exporting an Applicant List

Even seasoned hiring officials can find themselves overwhelmed when reviewing applications. This guide will show the hiring official how to utilize Integrated Employment System (IES) resources and the /success Profile of the position to review applications.

Step 1: Exporting Applicant Information

This process will allow the hiring official to pull an applicant report, as well as application information that may be pertinent when reviewing applications.

☐ 1. Log into the IES system and select the Search Coordinator (on the **Applicant Tracking** side of the system).

☐ 2. Select the **Staff** category listed under the Posting menu/tab.

☐ 3. Locate the posting you would like to view and click on the Job Title.

☐ 4. Click on the **Applicants** tab to obtain the list of individual who applied.

☐ 5. Click on "More Search Options" to the right of the search bar and "Search" button.

☐ 6. Click on the arrow next to the "Add Column" drop down list.

       a. Any information of interest from the application can be added to the applicant list.

       b. Columns that can be added include: Professional license/Certification Type, Email Address, Supplemental Question Score, Highest Education Level Completed, etc.

       c. Once you click on the title to add, IES will automatically update to add the column to the below applicant list.

☐ 7. Hover over the orange **Actions** button.

☐ 8. Select the "Export Results" option.

       a. A dialogue box may pop up asking the user to select what program to open this with. Microsoft Excel should be chosen for best capability.

       b. This open will export all the applicant data as well as any added columns.

☐ 9. Delete column B.

       a. Right click on the column heading and choose delete.

       b. This column will always export as an inactive link to the applicant's attached documents (resume, cover letter, etc.).

☐ 10. To insert additional selection criteria from the Success Profile, determine where you want those columns to be entered. This usually contains information not found on the application itself.

☐ 11.   Right click on the column heading to the right of where you want the columns added.

      a.   Click Insert

      b.   Complete this action again three to five times depending on how many Success Profile criteria to consider.

☐ 12.   Enter the Success Profile Criteria into the column heading.

Step 2: Exporting Posting Specific Questions

This process will allow the hiring official to pull an applicant report, as well as application information that may be pertinent when reviewing applications.

☐ 1.   Log into the IES system and select the Search Coordinator (on the **Applicant Tracking** side of the system).

☐ 2.   Select the **Staff** category listed under the Posting menu/tab.

☐ 3.   Locate the posting you would like to view and click on the Job Title.

☐ 4.   Click on the **Applicants** tab to obtain the list of individual who applied.

☐ 5.   Hover over the orange **Actions** button.

☐ 6.   Select the "Download Screening Question Answers" option.

      a.   A dialogue box may pop up asking the user to select what program to open this with. Microsoft Excel should be chosen for best capability.

      b.   This option will export all of th applicant data as well as their responses to any posting specific questions.

☐ 7.   Delete column C.

      a.   Right click on the column heading and choose delete.

      b.   Column C is the applicant's user name for IES and not important to the review.

Step 3: Combining Reports

To utilize the IES reports to their full extent, the two reports outlined in step 1 and 2 should be combined. The following steps outline how to combine that data into a single report.

☐ 1.   Open both reported pulled from the IES system.

☐ 2.   In the second report (Posting Specific Questions Report), highlight the columns that include the posting specific question in the first row and the applicant answers below.

☐ 3.   Right click and choose copy.

☐ 4.   Navigate to the first report and click on the next available column heading.

☐ 5.   Right click and choose "Insert Copied Cells."