

## Running the Bulk Download, Attachments, the Shortlisting Report & Viewing an Individual Application

Once the publication period is over, the system generates the bulk download of all the candidate applications, and if it's a grade 6 and above post, a zip file with the candidate attachments. There is also a shortlisting report available that lists all the candidates and populates with the panel's comments and review of each candidate if they use the online e-Recruitment panel tab.

### Bulk Download

To access the bulk download, highlight your requisition on the dashboard, then press the button for bulk download just above the table.

Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication
*	*	*		*		*
Art History	50004250	<a href="#">Research Associate 2016 (Post 2)</a>	Theresa May	Released		
Art History	50004200	<a href="#">Research Associate 2016</a>	Theresa May	Released		UOS000801

A PDF file will either open in a new window using an Adobe or Foxit plugin, or a file will download to your computer, depending on your browser settings.

### Bulk Attachments

For grade 6 and above posts, the bulk attachments function will also be available for your requisition which combines all attachments into a Zip file. To run the bulk attachments, highlight your requisition on the dashboard, then press the button for bulk attachments just above the table.

Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication
*	*	*		*		*
Art History	50004250	<a href="#">Research Associate 2016 (Post 2)</a>	Theresa May	Released		
Art History	50004200	<a href="#">Research Associate 2016</a>	Theresa May	Released		UOS000801

The system will name the owner of each file so it's easy to identify which attachments belong to each application.

### Shortlisting Report

To run the Shortlisting Report, highlight your requisition on the dashboard, then press the button for the shortlisting report just above the table.

Department	Requisition Number	Requisition	Recruiter	Status	Requested Status	Publication
Art History	50004250	<a href="#">Research Associate 2016 (Post 2)</a>	Theresa May	Released		
Art History	50004200	<a href="#">Research Associate 2016</a>	Theresa May	Released		UOS000801

The shortlisting report is an Excel file. You can either run it before shortlisting commences to distribute to the panel, or you can run it once the shortlisting is complete for a summary of the panel's ranking of the candidates and any comments.

### Viewing Individual Applications

To download and view individual applications you can access them through the Display Candidates screen. Where each candidate is listed you can view their application by clicking on their application number.

Candidate	Surname	Personnel Number	Redeployment	Grade	Read	Candidate Status	Application Number	Process	Activity
<a href="#">Tony Benn Sheffield S10 2TN</a>	Benn				<a href="#">Unread</a>	In Process	<a href="#">50004208</a>	Application Entry	<a href="#">Acknowledge Unregistered Application</a>
<a href="#">Margaret Thatcher Sheffield S10 2TN</a>	Thatcher				<a href="#">Unread</a>	In Process	<a href="#">50004211</a>	Application Entry	<a href="#">Acknowledge Unregistered Application</a>
<a href="#">John Major Sheffield S10 2TN</a>	Major				<a href="#">Unread</a>	In Process	<a href="#">50004216</a>	Selection	<a href="#">Invite to Interview</a>
<a href="#">Harold Wilson Sheffield S10 2TN</a>	Wilson				<a href="#">Unread</a>	In Process	<a href="#">50004221</a>	Preselection	<a href="#">Two Ticks</a>
<a href="#">Gordon Brown Sheffield S10 2TN</a>	Brown				<a href="#">Unread</a>	In Process	<a href="#">50004226</a>	Application Entry	<a href="#">Acknowledge Unregistered Application</a>
<a href="#">Shirley Williams Sheffield S10 2TN</a>	Williams				<a href="#">Unread</a>	In Process	<a href="#">50004231</a>	Application Entry	<a href="#">Check Suitability</a>

### Troubleshooting FAQs

*Can I run the bulk download during the publication period or does it have to be after the closing date?*

Creating the bulk download requires a lot of system processing resources. Because of this, the system can only schedule it to run once overnight after the closing date for recruiters to then download.

*Why doesn't the bulk attachments convert everything into a PDF like the bulk download?*

The system combines all documents into a Zip file as attachments can be of many different file types. It is technically not feasible to get the system to convert all files to PDFs because of the variety of file types and the errors that could come about.

*The publication period is over but the option to run the bulk download is greyed out.*

There may be a system error that HR need to look into. Please email [jobs@sheffield.ac.uk](mailto:jobs@sheffield.ac.uk) with your job requisition and we'll look into this as soon as possible.