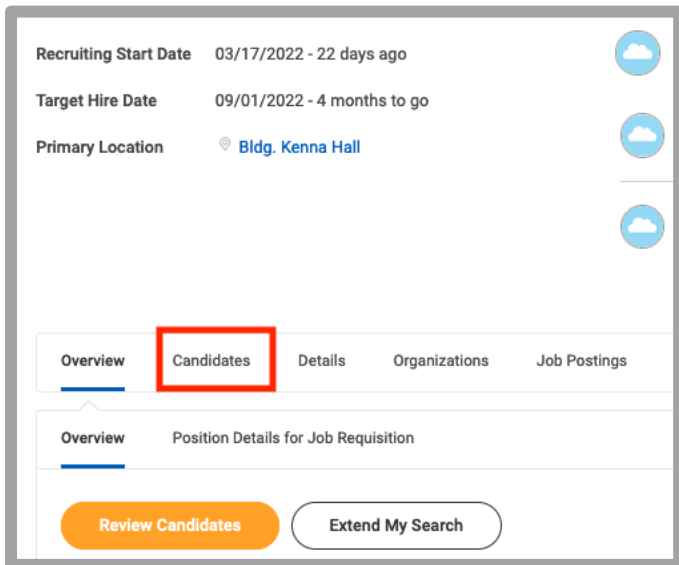
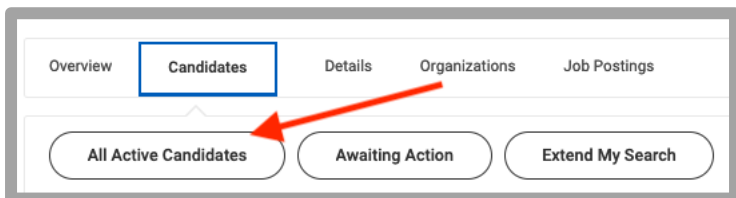


Note: Log into VPN if accessing off-campus.

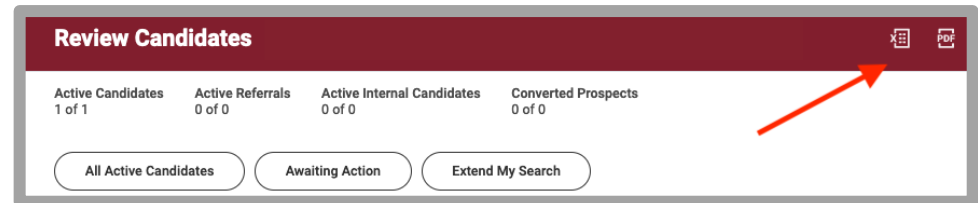
- 1. Navigate to the job requisition
- 2. Select the **CANDIDATES** tab



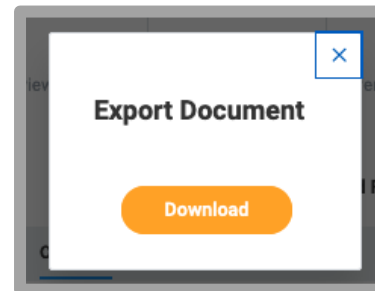
- 3. Select the **All Active Candidates** button



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



- 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

