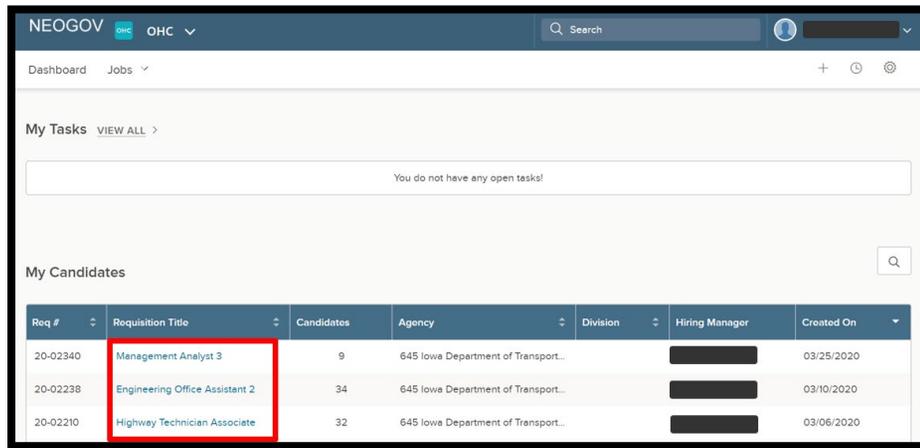


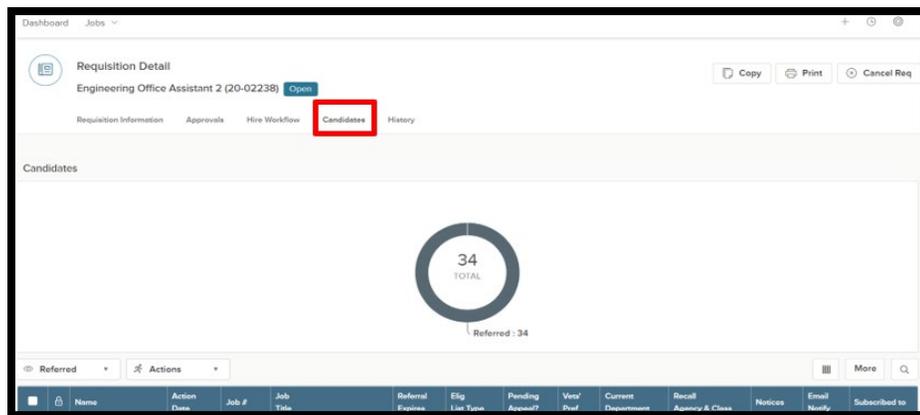
HOW TO EXPORT CANDIDATE INFORMATION FROM NEOGOV

From NeoGov:

1. Look under My Candidates section and find the requisition you are wanting to get the applicant list from and click on the **Requisition Title**.



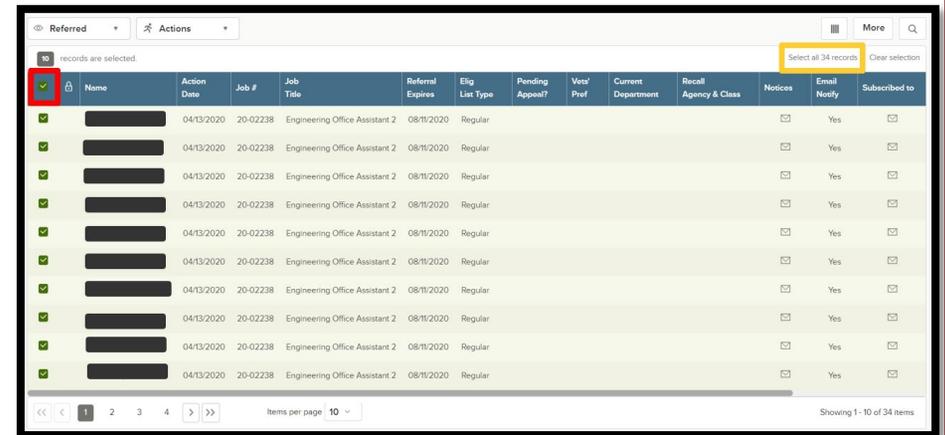
2. You will then automatically be taken to the **Candidates** tab of the requisition. Where you will need to scroll down to select the candidates.



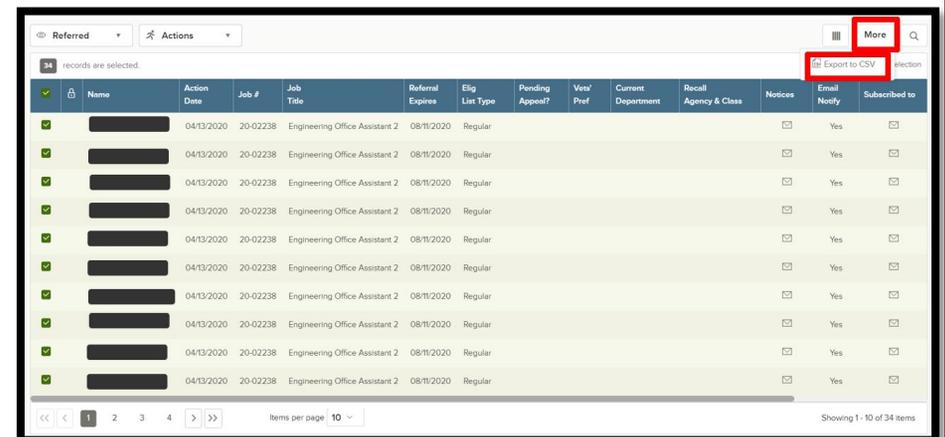
3. Click the box in the blue header to select all applicants on that page.



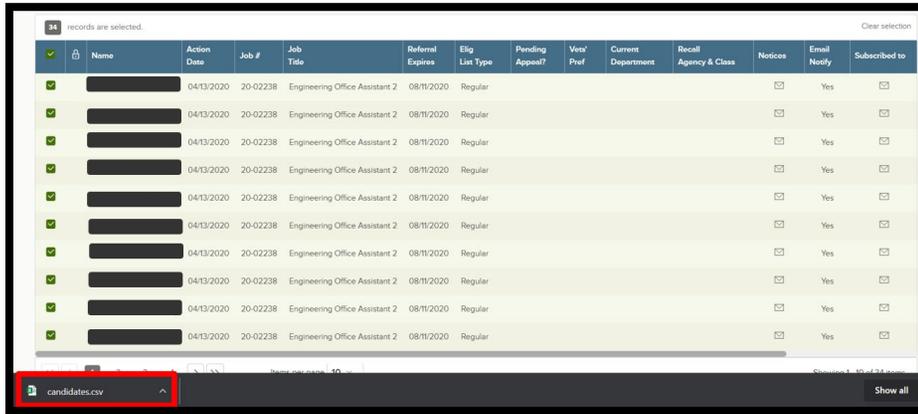
Note: If there are more than 10 applicants, then you will need to click the "Select All # Applicants" above the blue header (see yellow box below).



4. Then click on the **More** to see the drop-down **Export to CSV**.



- Then the excel file will start to download and will appear on the bottom of the screen.



- Then you will be able to open the document and edit it anyway you'd like. You will also be able to see if any candidates are eligible for Vets' Pref with the percentage available to the candidate.

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|------------|-------------|----------|--------------------------------|------------------|----------------|----------------|------------|--------------------|-----------------------|--------------|-----------------|------------|
| 1 | Name | Action Date | Job # | Job Title | Referral Expires | Elig List Type | Pending Appeal | Vets' Pref | Current Department | Recall Agency & Class | Email Notify | Status | Offer Type |
| 2 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 3 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 4 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 5 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 6 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 7 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 8 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |
| 9 | [REDACTED] | 4/13/2020 | 20-02238 | Engineering Office Assistant 2 | 8/11/2020 | Regular | | | | | Yes | Referred-Active | |