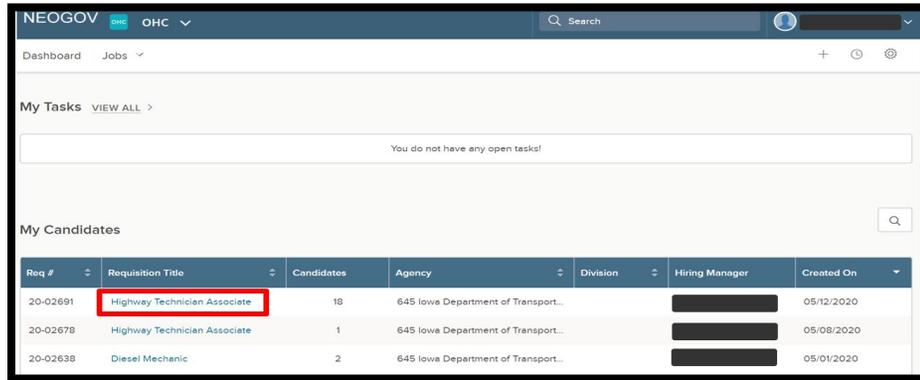


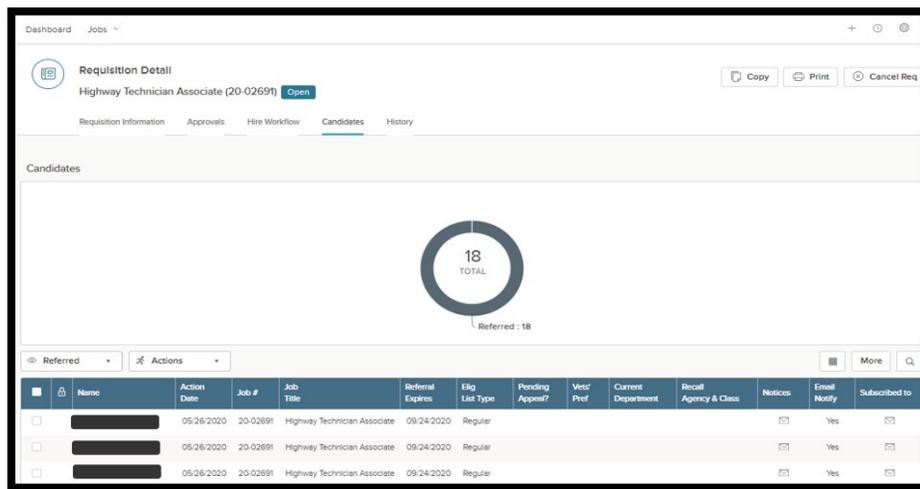
HOW TO PRINT CANDIDATES APPLICATIONS FROM NEOGOV

From NeoGov:

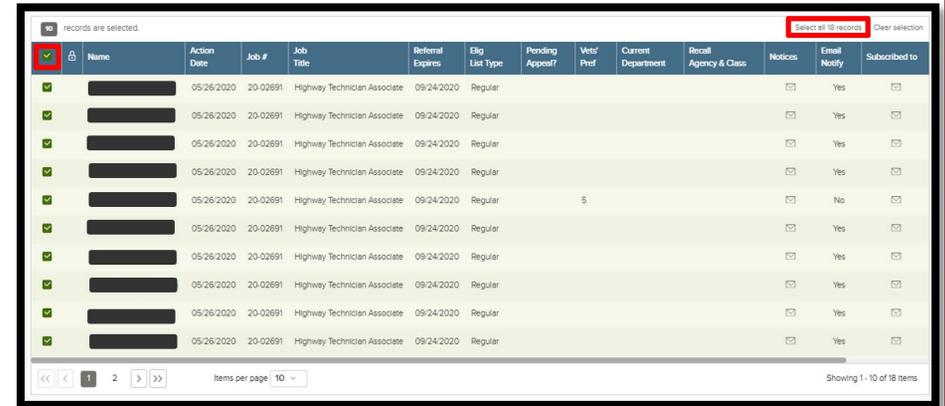
1. Look under My Candidates section and find the requisition you are wanting to get the applicant list from and click on the **Requisition Title**.



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.

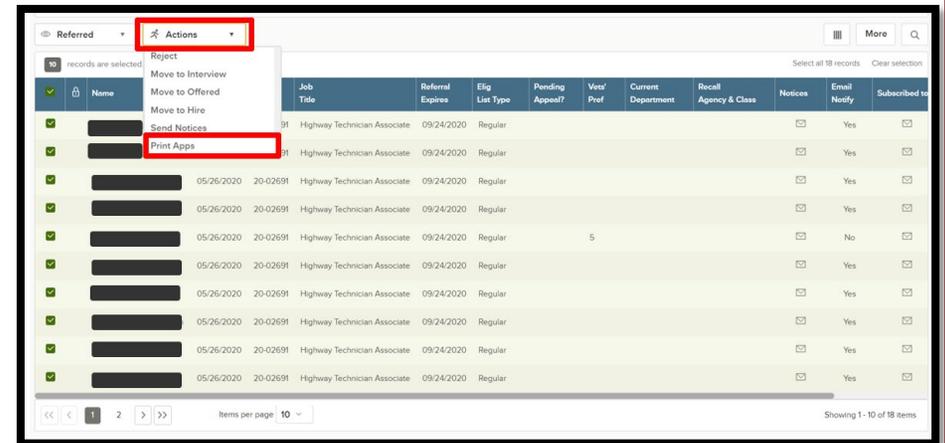


3. Click the **box** in the blue header to select all applicants on that page.

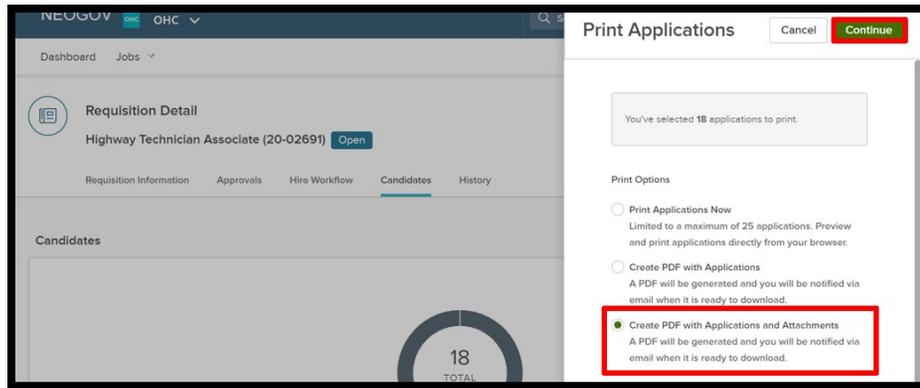


Note: If there are more than 10 applicants, then you will need to click the "Select All "# Applicants" above the blue header on the right side.

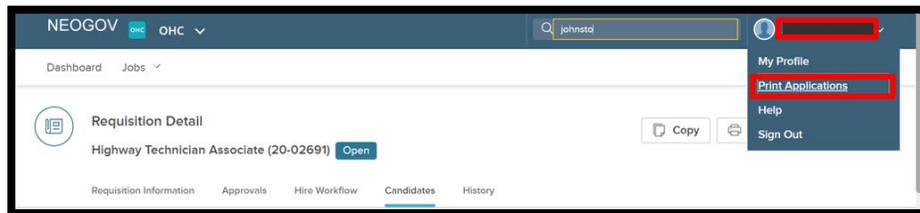
4. Then click **Actions** to see the drop-down and click **Print Apps**.



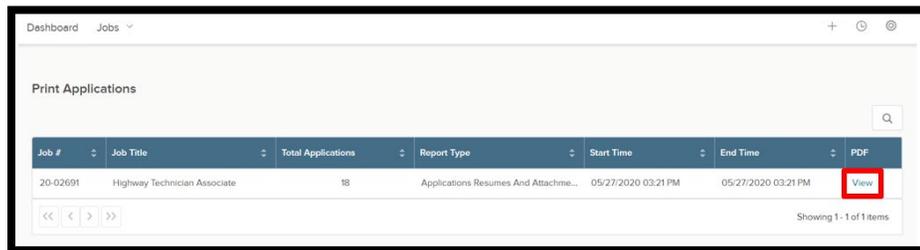
- On the screen the pops up, you will see multiple options to print applications. Select **Create PDF with Applications and Attachments** and click **Continue**.



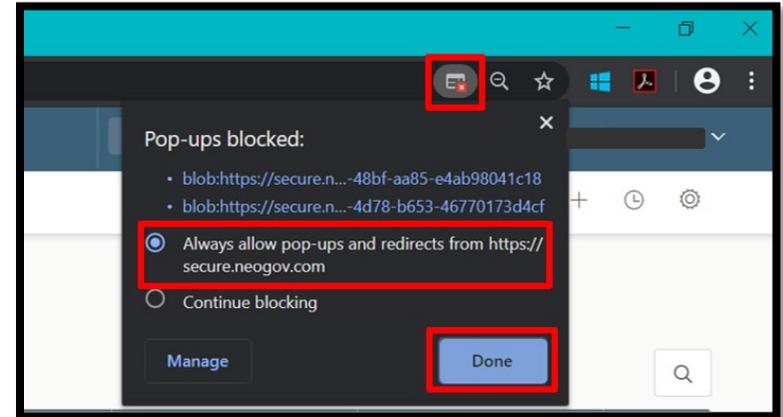
- When you get the email notification, go back into NeoGov and click **Your Name** in the upper right-hand corner. Click **Print Applications**.



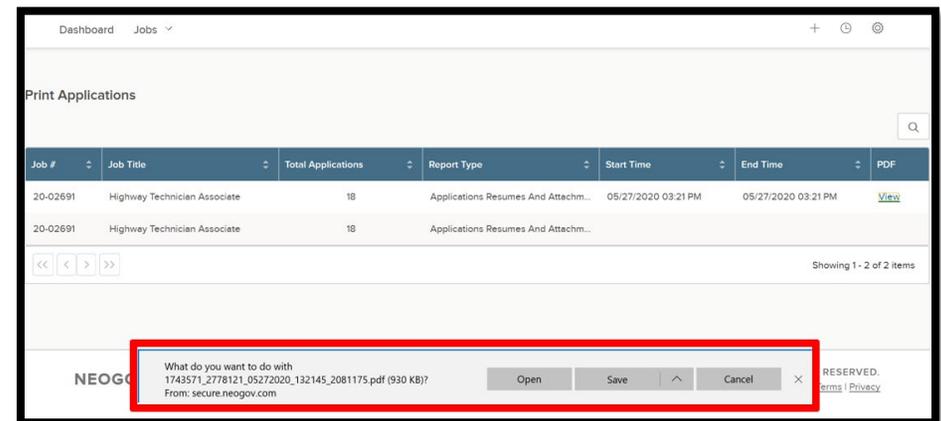
- Click **View** on the position you'd like to print the applications.

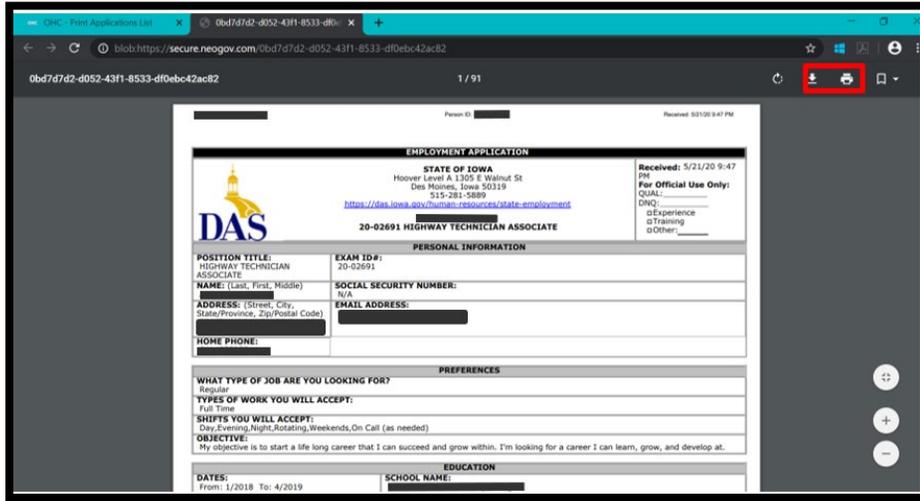


Note: You may need to allow pop-ups for this website. You can do this by clicking on the **pop-up blocker** and select **Always allow**. Then click **Done**.



- You will either see a message along the bottom or it will open all the applications and attachments in a new tab depending on your browser. If you get message, you can **Open** to just print or **Save** to save and/or print. If you get new tab (see next page for image), you can click the **printer icon** to print all pages or click the **Save As** to save it.





You have successfully printed candidates' applications. If you have further questions, please reach out to your Workforce Coordinator.