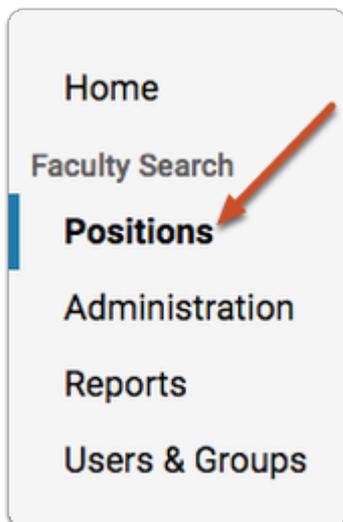


Download Application Materials

Evaluators can download application materials one document at a time, download an entire packet of application materials, or select and download the application materials of a group of applicants.

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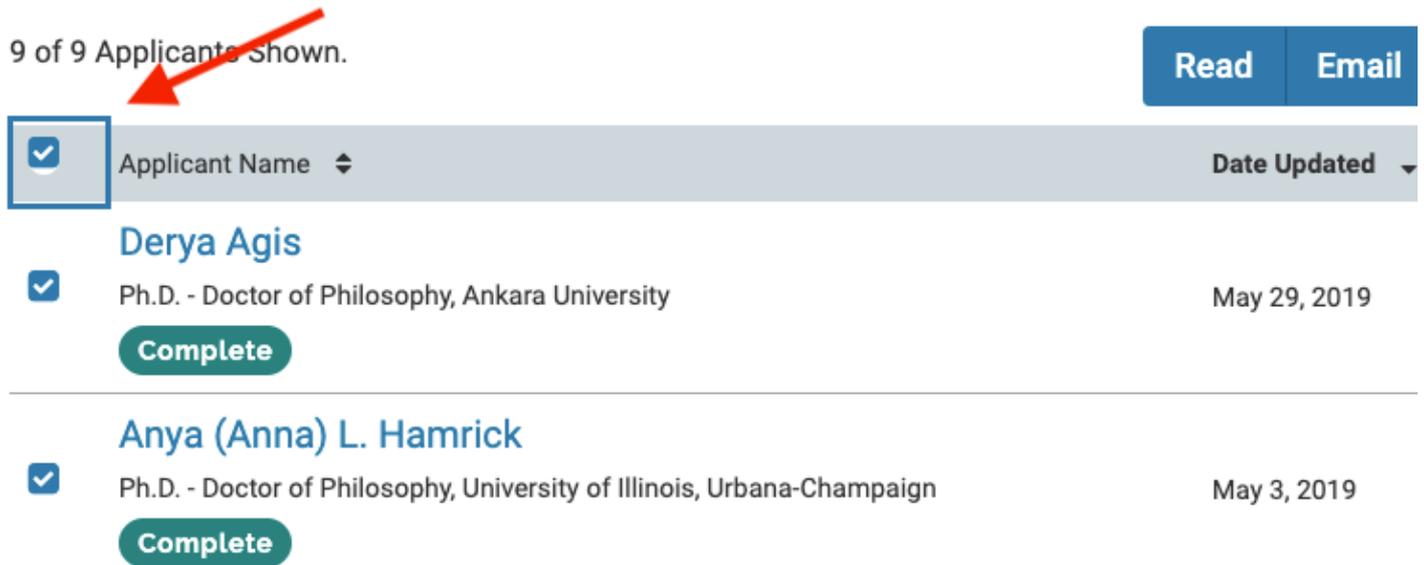


Select the position you are evaluating from the list of positions

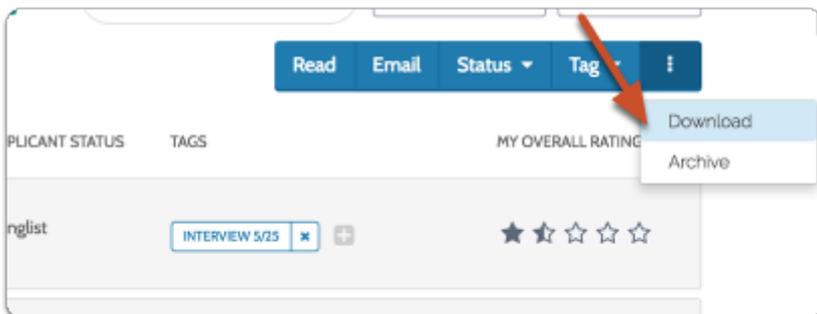
Position 	Status 
History Professor - 2015 History Faculty ID:12991	Accepting Applications
Assistant Professor in Modern China History Faculty ID:17695	Accepting Applications

To download multiple applications at once:

1. Select multiple applicants from the list



2. Click the "Additional Options" icon to the right of the page, and select "Download" from the dropdown menu



3. You will receive an email when your download is ready



We will be sending you an email with a link to your documents shortly.

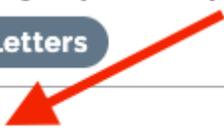
4. Click to download your materials from your email

The application materials will be downloaded as zipped collection of PDF files

To download all application materials for an individual applicant:

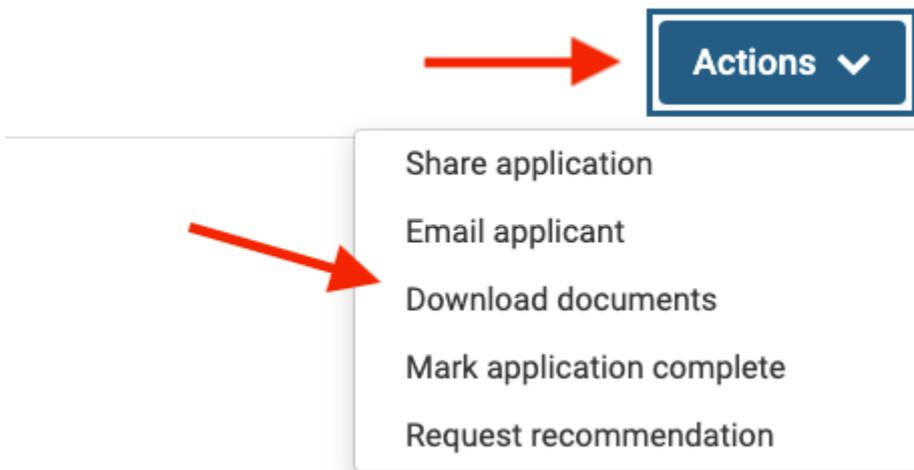
1. Click on the applicant's name in the list to open his or her applicant profile

<input type="checkbox"/>	Shelby Harold B.A. - Bachelor of Arts, Imaginary University Complete: Pending Letters	May 21, 2018
<input type="checkbox"/>	Madison Jones B.A. - Bachelor of Arts, Interfolio University Complete: Pending Letters	Jun 18, 2018



2. Click the "Actions Option" icon to the right of the page, and select "Download Documents"

 Application materials will be downloaded as a PDF file.



To download individual documents from an application:

1. Click on the applicant's name in the list to open his or her applicant profile

<input type="checkbox"/>	Shelby Harold B.A. - Bachelor of Arts, Imaginary University Complete: Pending Letters	May 21, 2018
<input type="checkbox"/>	Madison Jones B.A. - Bachelor of Arts, Interfolio University Complete: Pending Letters	Jun 18, 2018

2. Click the download icon for the individual document that appears to the right of the page

 The selected document will be downloaded as a PDF file.

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