

# Bangor University Talentlink User Guide



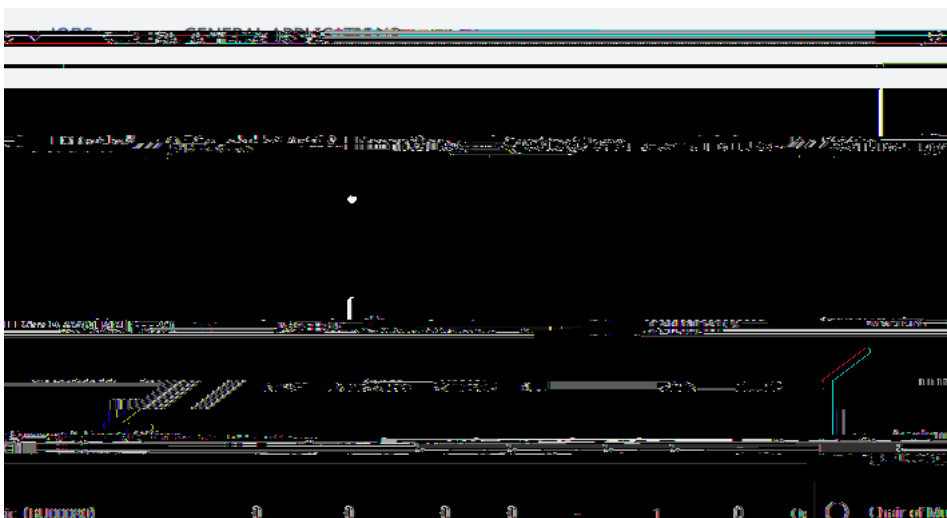
## Guide 4: Creating Candidate Packs

This guide describes the process for creating a PDF that contains about 15 applications together.

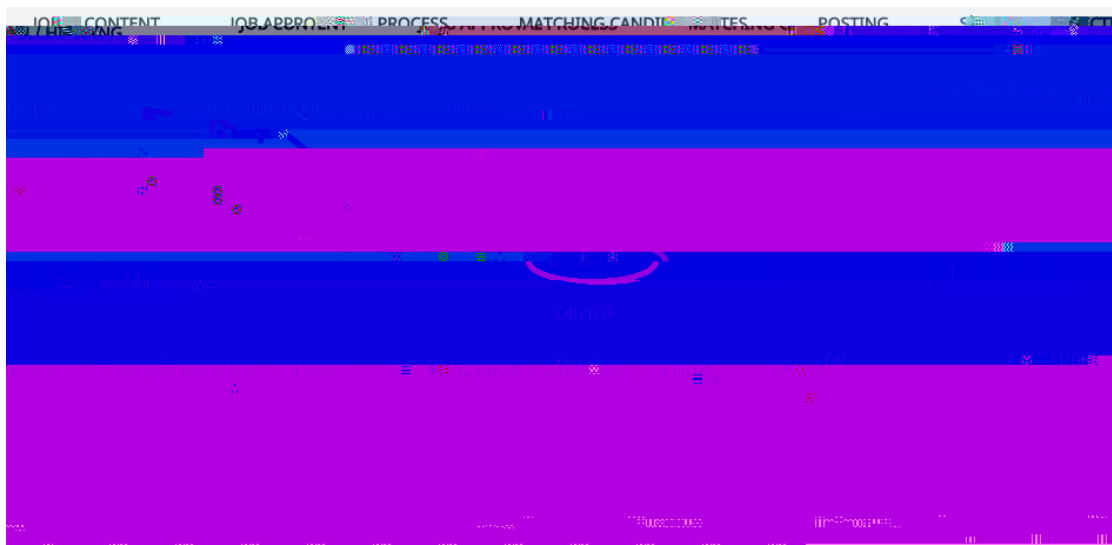
The short-listing panel members will only be able to create the PDF's once the job has closed.

Select jobs from the left-hand menu

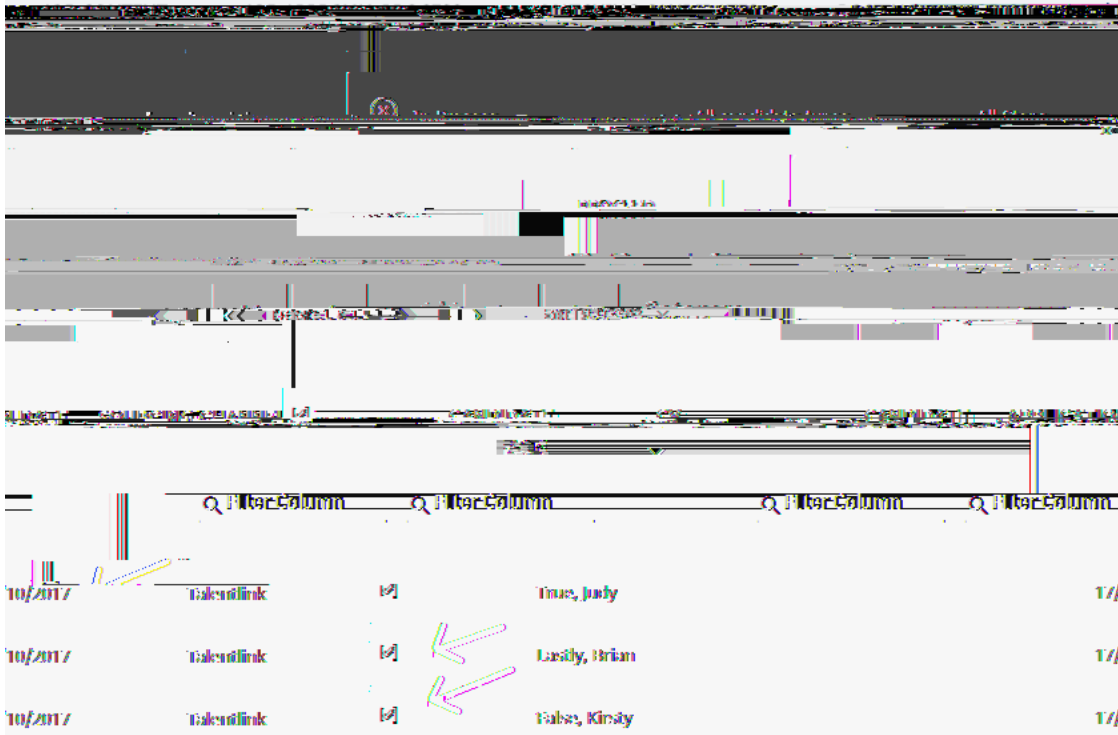
Click on the name of the job for which you want to view the applications.



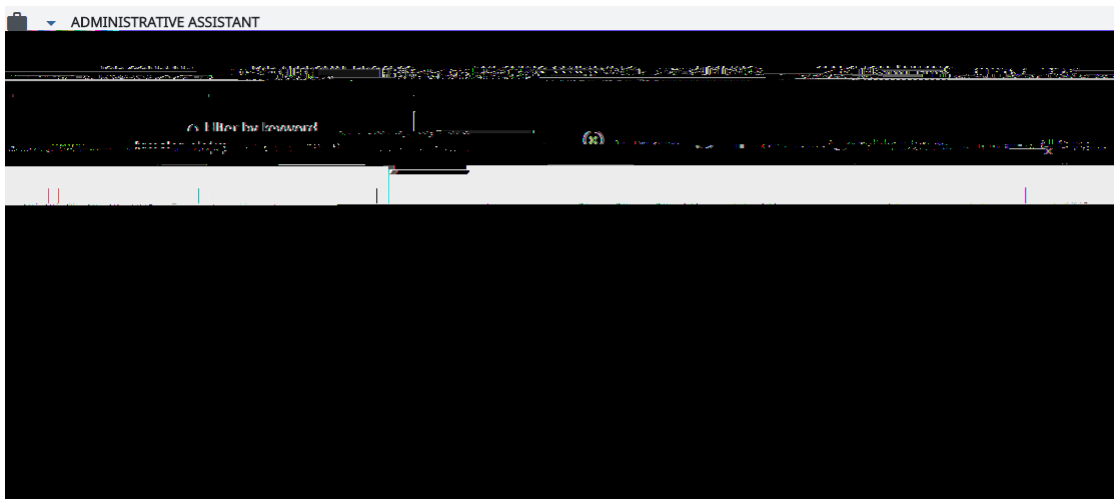
Select the **Selection/Hiring** tab and change the first filter to **In Process**. Please note that there may be more than one page of applicants



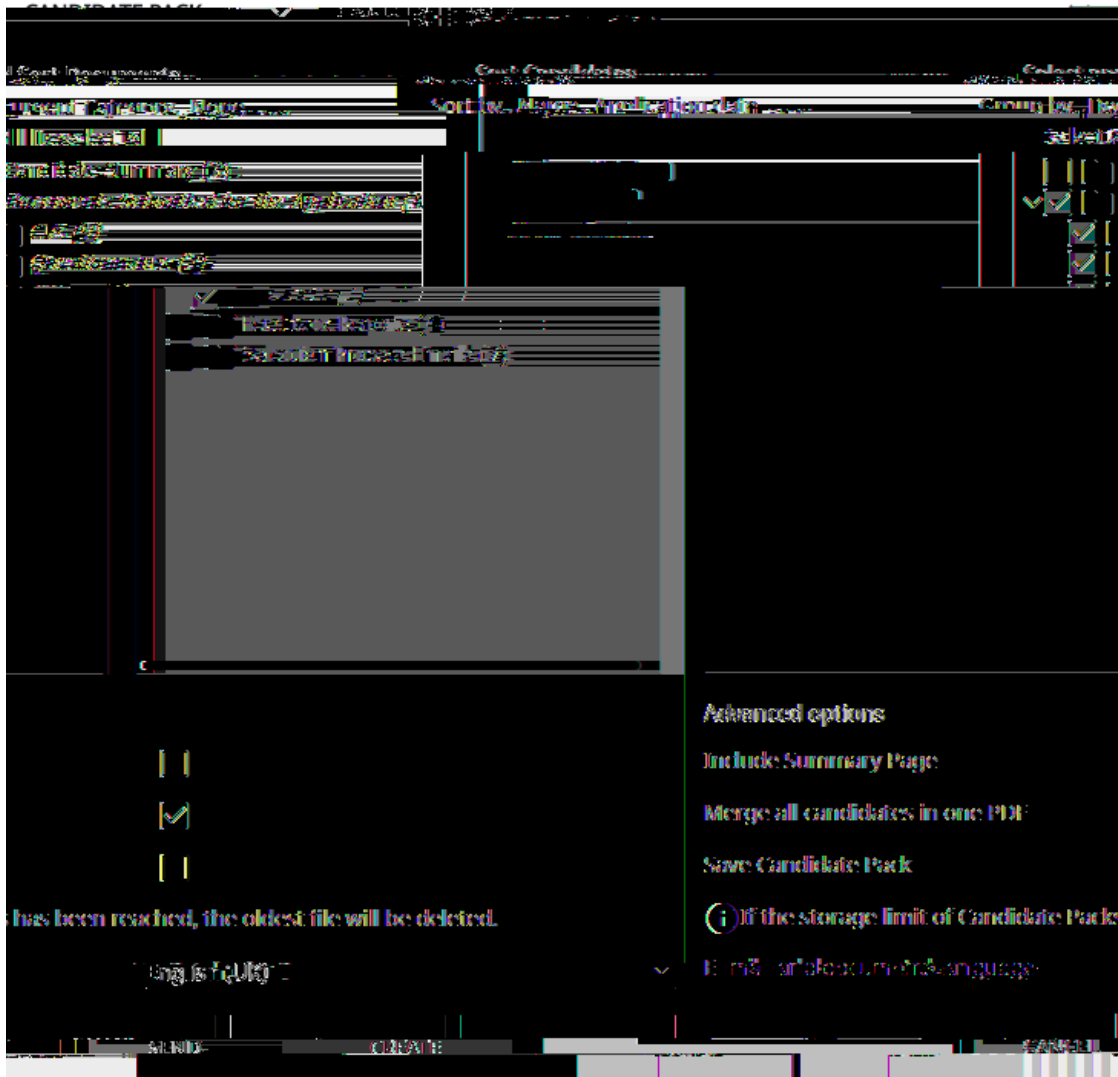
Click the box next to the first 20 (or so) candidates. The number of applications you can merge into one PDF will depend on the size of the applications but it is usually around 20. You will need to select less than 20 if they are academic applications as they are likely to be large



Click **More Actions** and select **Candidate Pack**



You will now see the following screen

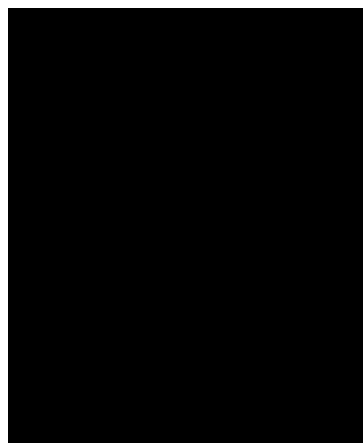


On the right hand side, un-select Candidate Summary, Feedback Reports and Selection Process Emails as you don't need these in your PDF

In the bottom section, select Merge all candidates in one PDF

Click **Create**

After a couple of minutes, the following image will appear. Click on it to download your pack.



Repeat this whole process for the next block of 20 candidates until you have finished

The short-listing summary report, short-listing report matrix and 11( ).15(n)(v).10(g)5.( )-2.1d.0(a)-