



# MYARCAREERS RECRUITING

## Print or Save Candidate Documents

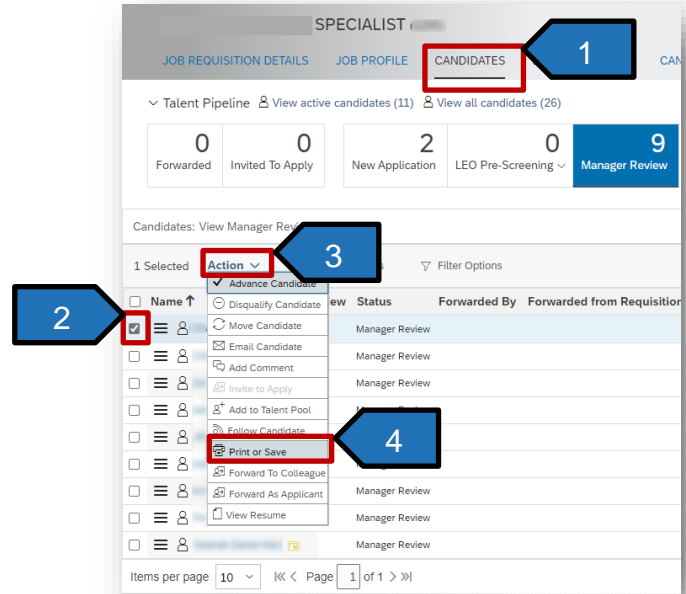
**Purpose:** Use this job aid to print or save candidate documents from MyARCareers Recruiting Candidate List. HRAdmin, Recruiter and Manager roles have access to print and save documents.

1. Go to the MyARCareers Recruiting Dashboard > Job Requisitions tab > **Candidates** tab.

2. Mark the **Check box** for a candidate.

3. Click the **Action** drop-down arrow.

4. Select **Print or Save**.



5. Mark the desired content options:

**NOTE:** The options selected in the image are the standard for printing a concise Candidate Application, Cover Letter and Resume. Other data, such as comments and offer letters, can be printed if selected.

6. Click the **Print Preview** button.

**NOTE:** Click *Save to File* to save a PDF instead of printing.

7. Click the **Print** button.

**NOTE:** The *Print Options* dialog box displays. Ensure the correct printer is selected and the layout field is set to Portrait.

