**Bulk Export**

*You can export the applicant list with their personal information into a csv file.*

1. Log into [www.gvsu.edu/hiring](http://www.gvsu.edu/hiring) using your GVSU Network account.
2. Click the menu button in the top right corner of your screen.
3. Click **Manage jobs** which is under the **Jobs** category.
4. Click the applications icon to view the applicants which is located to the right of the job title. ↓
5. Click the green box to the left of all the applicants that you want to export.

Before: ↓ After: ↓



1. In the dropdown box at the top, select **Bulk export**.



1. Select the documents you would like to include in the document.
	1. Check the boxes next to the description of each item. Here are the suggested items to click:



 (Optional)

\*Personal details gives you all of the columns that you see when you’re looking at the list of all of the applicants. (I.e. First name, Last name, Phone, Mobile)

\*Internal form scores gives you the Interview Pool that an applicant has been assigned to, if you use Interview Pools.