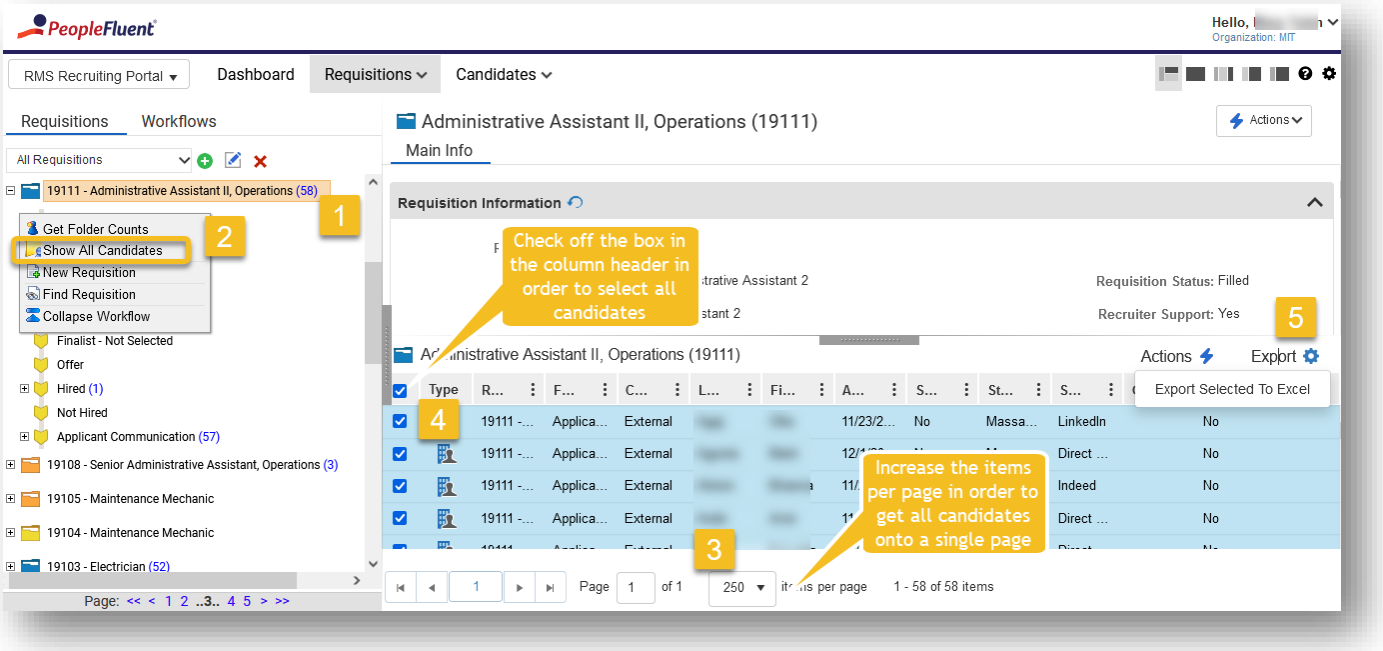
How to Export Candidates

The following guide is intended for hiring managers using the PeopleFluent Applicant Tracking System (ATS) to export a list of all candidates from a single requisition into an Excel spreadsheet.



The steps shown in the screenshot above correspond to the steps listed below.

Step 1: Locate the requisition and right click the requisition title.

Step 2: Click ***Show All Candidates***. All candidates from that requisition will appear in the Candidate Panel.

Step 3: In order to ensure all candidates appear on a single page, increase the *items per page* to 250.

Step 4: Click the 'Select All' checkbox at the top in order to select all candidates <u>on the current page</u>**.** Selected candidates will be shaded blue.
NOTE: If there are multiple pages of candidates, you will need to check off the 'select all' check box for each page.

Step 5: Click the ***Export*** button and click **Export Selected to Excel**.

A spreadsheet with the selected candidates will now open.

Get Help

More information	https://hr.mit.edu/managers/hiring/ats
Applicant Tracking System Tech Support	ATS-Help@mit.edu
Staffing Assistance	talentacquisition@mit.edu