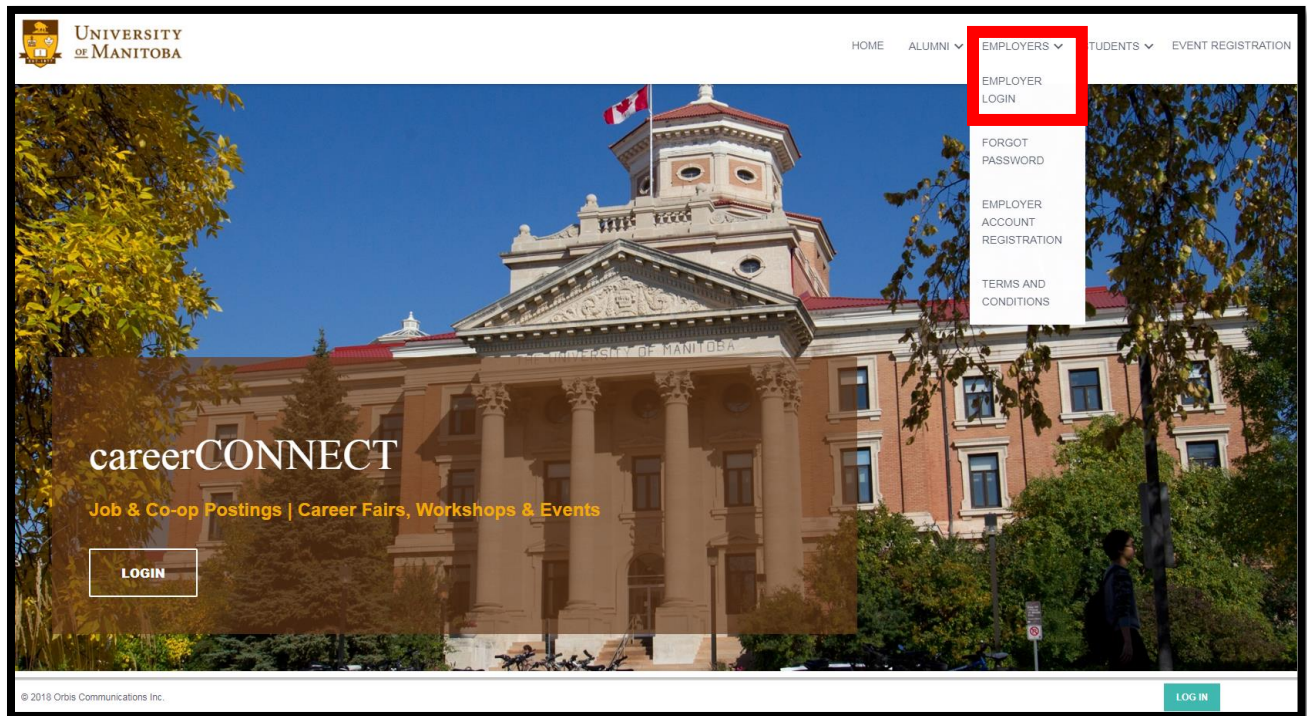


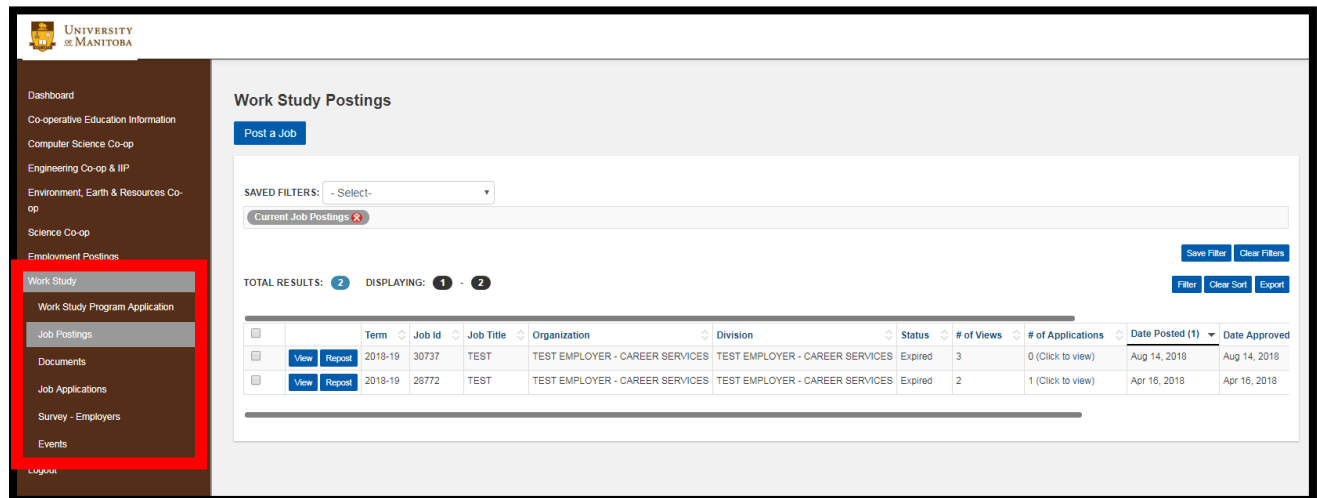
## HOW TO

### Task: View and Create Application Bundles

- Log-in to your existing [careerCONNECT](#) account.



- Once logged-in, on the navigation menu found on the left side, click on **Work-Study > Job Applications OR Job Postings**



Author: Samantha Nicole Tumlos

Last Updated: September 17, 2018

## HOW TO

### Task: View and Create Application Bundles

- From here, click on “Click to View” under “# of Applications”

**Work Study Postings**

[Post a Job](#)

SAVED FILTERS: [- Select -](#)

[Current Job Postings](#) [x](#)

[Save Filter](#) [Clear Filters](#)

TOTAL RESULTS: **2** DISPLAYING: **1** - **2** [Filter](#) [Clear Sort](#) [Export](#)

		Term	Job Id	Job Title	Organization	Division	Status	# of Views	# of Applications	Date Posted (1)	Date Approved
<input type="checkbox"/>	<a href="#">View</a> <a href="#">Repost</a>	2018-19	30737	TEST	TEST EMPLOYER - CAREER SERVICES	TEST EMPLOYER - CAREER SERVICES	Expired	3	0 (Click to view)	Aug 14, 2018	Aug 14, 2018
<input type="checkbox"/>	<a href="#">View</a> <a href="#">Repost</a>	2018-19	28772	TEST	TEST EMPLOYER - CAREER SERVICES	TEST EMPLOYER - CAREER SERVICES	Expired	2	<b>1 (Click to view)</b>	Apr 16, 2018	Apr 16, 2018

- From here, you will be able to view the list of applicants you have for the position.

**Job ID: 28772 TEST** [Back to Jobs Overview](#)

TEST EMPLOYER - CAREER SERVICES

Job Posting Status: **Expired**

[Posting Options](#) [Applications Options](#)

[Posting Detail](#) [Applications 1](#) [Work Term Records 0](#)

[Overview](#) [View Application Bundle](#)

[Applicants Still Available 0](#) [Applicants Not Available 1](#) [Total Applications 1](#)

SAVED FILTERS: [- Select -](#)

TOTAL RESULTS: **1** DISPLAYING: **1** - **1** [Filter](#) [Clear Sort](#) [Export](#)

	Employed	Application Status	Released	Application Package	Skills Match	Student Username	First Name	Last Name	Faculty	Level	Work Term
<input type="checkbox"/>	No	Application Submitted	Yes	<a href="#">Options</a>	W-1	workstudystudent@myumanitoba.ca	Work-Study	Student			Work-Study

**PLEASE IGNORE THIS SECTION! This is a glitch in our system.**

[Posting Detail](#) [Applications 4](#) [Work Term Records 0](#)

[Overview](#) [View Application Bundle](#)

[Applicants Still Available 0](#) [Applicants Not Available 4](#) [Total Applications 4](#)

Author: Samantha Nicole Tumlos

Last Updated: September 17, 2018

## HOW TO

### Task: View and Create Application Bundles

- Click on **View Application Bundle** to see the pre-made bundle we made for you! This contains all of the application bundles submitted by the students. **Download the PDF!**

Job ID: 28772 TEST  
TEST EMPLOYER - CAREER SERVICES

Job Posting Status: Expired

Posting Options ▾ Applications Options ▾

Posting Detail Applications 1 Work Term Records 0

Overview View Application Bundle

Applicants Still Available 0 Applicants Not Available 1 Total Applications 1

SAVED FILTERS: - Select- ▾

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

Filter Clear Sort Export

<input type="checkbox"/> All	Employed ▾	Application Status ▾	Released ▾	Application Package ▾	Skills Match ▾	Student Username ▾	First Name ▾	Last Name ▾	Faculty ▾	Level ▾	Work Term
<input type="checkbox"/>	No	Application Submitted ▾	Yes	Options ▾	W-1	workstudystudent@myumanitoba.ca	Work-Study	Student			Work-Study

- If needed, click on **Application Options** and **Create Custom Application Bundle**.

Posting Options ▾ Applications Options ▾

Posting Detail Applications 1 Work Term Records 0

Overview View Application Bundle

Applicants Still Available 0 Applicants Not Available 1 Total Applications 1

SAVED FILTERS: - Select- ▾

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

Filter Clear Sort Export

<input type="checkbox"/> All	Employed ▾	Application Status ▾	Released ▾	Application Package ▾	Skills Match ▾	Student Username ▾	First Name ▾	Last Name ▾	Faculty ▾	Level ▾	Work Term
<input type="checkbox"/>	No	Application Submitted ▾	Yes	Options ▾	W-1	workstudystudent@myumanitoba.ca	Work-Study	Student			Work-Study

- Check off the students' packages you wish to include in the package and click on "Create an Application Bundle".

1 Applicant(s) selected. Choose an option to apply to selected Applicant(s):

Create an Application Bundle Cancel

SAVED FILTERS: - Select- ▾

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

Filter Clear Sort Export

<input type="checkbox"/> All	Employed ▾	Application Status ▾	Released ▾	Application Package ▾	Skills Match ▾	Student ID	First Name	Last Name (1) ▲	Faculty	Citizenship Status	Level
<input checked="" type="checkbox"/>	No	Application Submitted	Yes	Available	W-1	workstudystudent@myumanitoba.ca	Work-Study	Student			

## HOW TO

### Task: View and Create Application Bundles

- It will redirect you to the application bundle page. Click on Options and Download Bundle.

The screenshot shows a web application interface for managing application bundles. At the top, there are tabs for 'Posting Options', 'Applications Options', 'Interview Options', and 'Work Term Record'. Below these, there are buttons for 'Posting Detail', 'Applications' (with a count of 1), 'Work Term Records' (with a count of 0), and 'Admin'. A 'View Application Bundle' button is also present. The main content area displays 'TOTAL RESULTS: 1' and 'DISPLAYING: 1 - 1'. Below this is a table with columns: 'First Name', 'Last Name', 'Date Created (1)', 'Last Email Date', 'Last Accessed (through email link)', 'Last Accessed (through download button)', and 'File Type'. The table contains one row for 'Samantha Tumlos' with a 'Date Created' of 'Sep 17, 2018 12:42:24 PM' and 'File Type' of 'PDF'. A red box highlights the 'Options' button for this row.

	First Name	Last Name	Date Created (1)	Last Email Date	Last Accessed (through email link)	Last Accessed (through download button)	File Type
<b>Options</b>	Samantha	Tumlos	Sep 17, 2018 12:42:24 PM	Never	Never	Never	PDF

Author: Samantha Nicole Tumlos

Last Updated: September 17, 2018