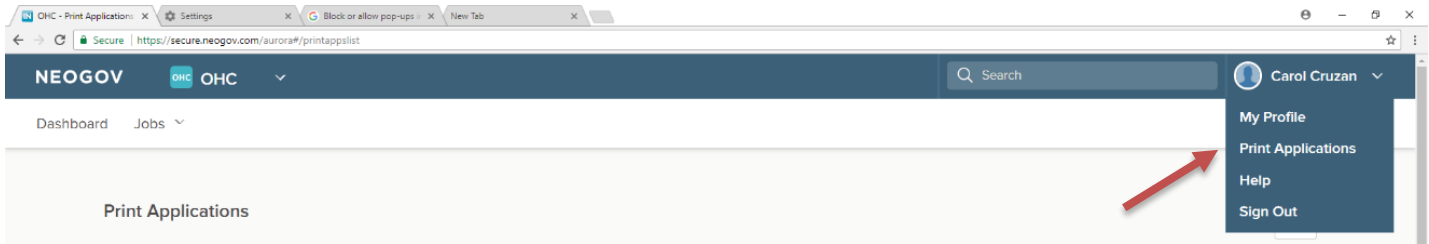


- To access the PDF document(s), hover over your name in the upper right-hand corner of the OHC Dashboard and click on Print Applications.



- Find your requisition in the list and click on View in the PDF column.

Print Applications

Job #	Job Title	Total Applications	Report Type	Start Time	End Time	PDF
2011-00131	Technical Instrument Expert	1	Applications Resumes And Attachments	08/14/2017 04:46 PM	08/14/2017 04:46 PM	View
2011-00131	Technical Instrument Expert	1	Applications Resumes And Attachments	08/14/2017 03:49 PM	08/14/2017 03:49 PM	View
2011-00131	Technical Instrument Expert	1	Applications Resumes And Attachments	08/14/2017 03:48 PM	08/14/2017 03:48 PM	View
2011-00429	Accountant	10	Applications Resumes And Attachments	08/14/2017 03:48 PM	08/14/2017 03:48 PM	View

- After a brief period of loading, your PDF will open. Note: Be sure that you are using the most updated version of your internet browser, and that your settings allow pop-ups from NEOGOV.

Step 3: Evaluate Eligible Candidates

Once you have access to the candidates' application materials, start evaluating each candidate. During your evaluation, determine who you would like interview. **Please remember that you must invite anyone who is identified as a veteran in the Veteran Status column of the referral for an interview.**