Print & Share Applications

The objective of this guide is to print and/or share applications.

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Security Role

- Recruiter

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Print to PDF

Workday is designed to be an electronic system. However, applications can be downloaded as PDFs for printing if needed. This process must be completed on an individual application. There are not any options to print more than one application at a time.

1. Open candidate profile on desired job application.
2. In the blue menu, click the PDF button in upper righthand corner.
3. The print options will default with everything selected. It's recommended to click Clear All at the bottom, and then only select the options applicable for the printed application.
   a. The options below are recommended for a more streamlined printed application.
      i. **Overview**
         1. Overview
      ii. **Additional Data**
         1. Additional Data
      iii. **Screening**
         1. Screening Questions
      iv. **Job Applications**
         1. Job Application - Terms and Conditions (SoN)

4. Click Print and then open the PDF.
   a. NOTE: the PDF can only be viewed in landscape mode, based on current Workday functionality.
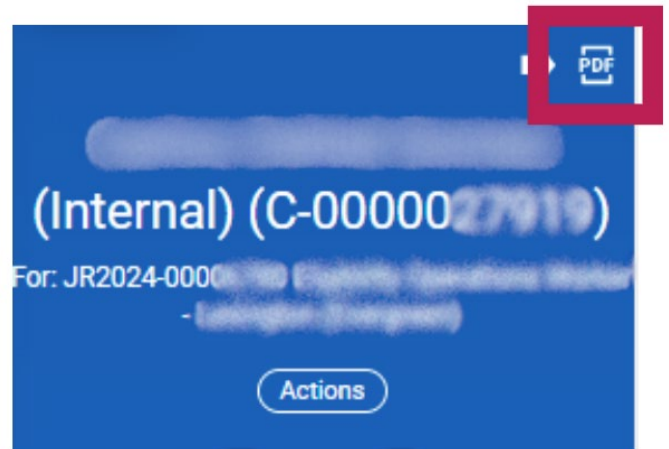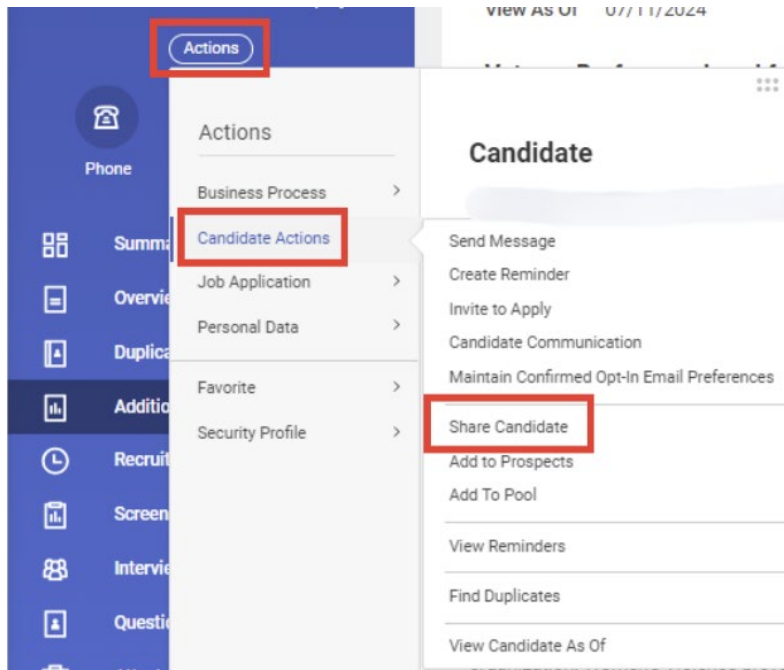
Share Applications

Workday automatically assigns the Hiring Manager on a requisition based on the supervisory organization on the associated position. Applications can be shared with the Hiring Manager within the Screen stage through Manager Application Review (See Recruiter Screen Move Guide for more information on this task), but they cannot see any attached materials, including the resumes, when applications are shared this way.
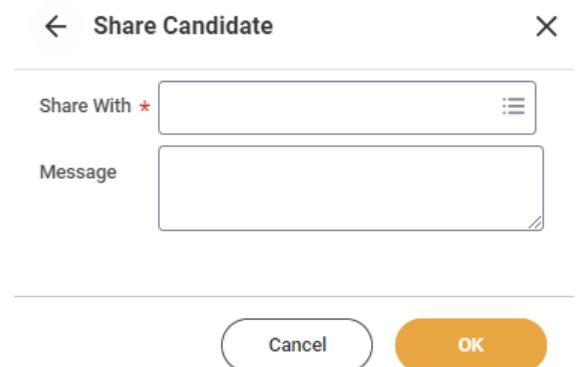
Instead, the Share Application function can be used to share applications, including resumes, with hiring managers or anyone else within Workday, that needs access to the applications.

Share one application.

1. Open the candidate profile on desired job application.
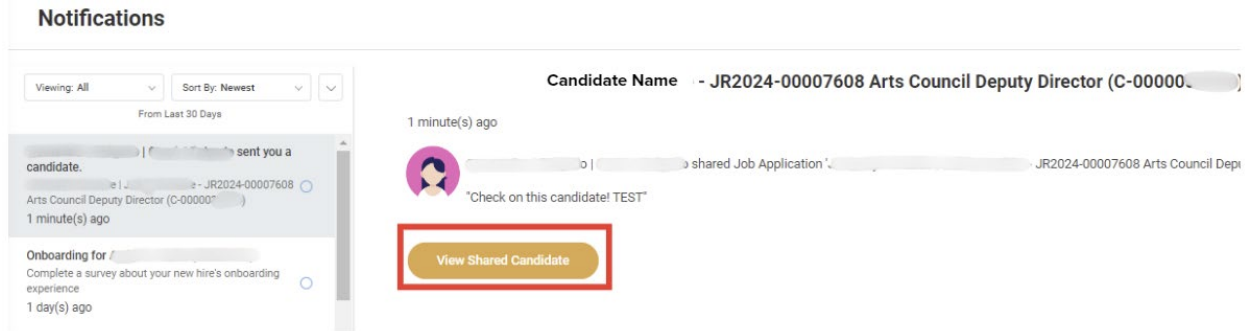2. Click Actions in the blue menu > Candidate Actions > Share Candidate.

3. In the Share Candidate box, double check that the correct Candidate and Job Application are listed and then click OK.
4. In the Share With box, type the name of the person with whom you want to share the application and press enter on your keyboard. Note, multiple persons can be included at one time.
5. Type a message to the person(s) with whom you are sharing the application, if desired.
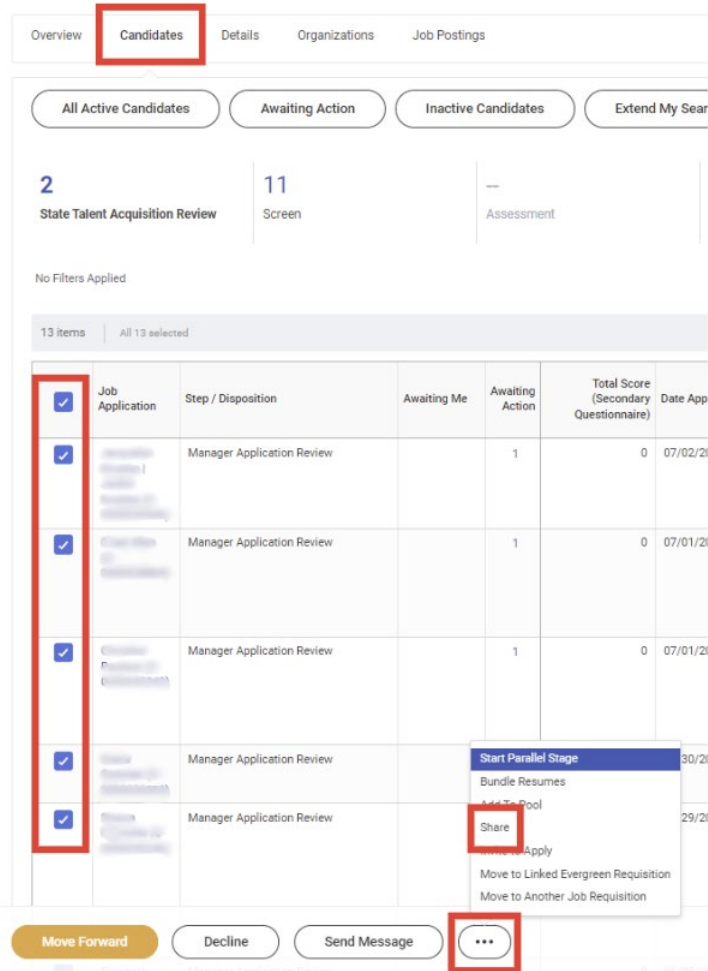6. Click OK.

7. The person that you share the application with will receive an email with a link to access the application. They can also view it within their Workday Notifications, by clicking the bell icon in the upper righthand corner and then View Shared Candidate.

Share multiple applications at one time.

8. Access the Candidates tab on a requisition.
9. Check the box(es) next to the candidate(s) you wish to share.
10. Click the button with the three dots (at the bottom) and then select Share.
11. In the Share Candidate Box, double check that the correct Candidate and Job Application are listed and then click OK.

12. In the Share With box, type the name of the person with whom you want to share the application and press enter on your keyboard. NOTE: multiple persons can be included at one time.
13. Type a message to the person(s) with whom you are sharing the application, if desired.
14. Click OK.