



Running a Printable Application Report

Key Information:

[OMNI Recruiting Training Guides](#)

Required Role: FSU_SS_MANAGER

The instructions below outline how to use the Printable Application Report feature in OMNI HR for individual and multiple applications. The report criteria can be set to pull in application details, screening results, resumes, and other attachments all in one report. The report can then be saved as a PDF in a secure location for the search committee to review.

Note: If the font type used by the applicant is not available in OMNI, the font and associated formatting will default to a standard font. To view the resume and attachments individually in the exact format they were submitted, click on the resume and/or application icon across from the applicant’s name in the list.

Running an Individual Printable Application Report

Step	Action
1.	Once logged into OMNI HR > Department Administration > click the Recruiting tile.



Step	Action
2.	Click the Search Job Openings tab.

Manager Self Service Recruiting

Create Job Opening

Interview Calendar

Pending Approvals

Search Job Openings

View References

Search Job Openings

Recruiting Home | Create Job Opening

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status Open

Most Recent Activity

Step	Action
3.	Enter the desired Job Opening ID . Click the Search button.

Search Job Openings

Recruiting Home | Create Job Opening | Search Job Postings

▼ Search Criteria ?

Job Posting Title

Job Opening ID

Status Open

Most Recent Activity

Job Opening Type

Hot Job

My Association

Hiring Manager

Recruiter

Created By

Business Unit

Department

Position Number

Recruitment Contact

Step	Action
4.	Select the appropriate Job Opening link.

Search Job Openings

[Home](#) Recruiting Home | [Create Job Opening](#) | [Search Job Postings](#)


Search Criteria ?

1 Results Found

Search Results ?



Job Opening	Job ID	Status	Type	Recruiting Location
Business Manager	47180	Open	Standard Requisition	Tallahassee, FL

Step	Action
5.	On the Manage Job Opening page, click the icon in the Print column for the desired applicant. 

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Refresh](#) | [Add Note](#) | [Print Job Opening](#)

Personalize

Job Opening ID 47180
Job Posting Title Business Manager
Job Code 9459 (Business Manager)
Position Number 00053470 (Business Manager)

Status 010.Open
Business Unit FSU01 (FSU Business Unit)
Department 230000 (Dean of Students)
Job Family BUDGET (Budget & Financial Services)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (20)	Applied (19)	Screen (0)	Route (1)	Interview (0)	Offer (0)	Hire (0)	Hold (0)	Reject (0)
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Applicants ?

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition	Application	Resume	Route	Print	Other Actions
<input type="checkbox"/>	Susie Seminole	573677	N	03/14/2016 3:06PM	External	050-Route					Other Actions

Select All | Deselect All | [Group Actions](#)

Step	Action
6.	Set up the criteria on the Application Report Options page, and click the Generate Report button.

Application Report Options

Applicant Name Susie Seminole
 Applicant ID 573677
 Disposition Draft

Job Posting Title Business Manager
 Job Opening ID 47180

Denotes if content is available for that section of the application.

Select checkboxes below to view applicant screening results.

Application Detail

Select	Application Detail	Content Available
<input checked="" type="checkbox"/>	Preferences	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Referral Sources	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Work Experience	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Education Level	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Training	
<input checked="" type="checkbox"/>	Degrees	
<input checked="" type="checkbox"/>	Disability	
<input checked="" type="checkbox"/>	High School/Other Education	
<input checked="" type="checkbox"/>	Licenses and Certifications	
<input checked="" type="checkbox"/>	Memberships	
<input checked="" type="checkbox"/>	Veteran Status	
<input checked="" type="checkbox"/>	References	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Resume Text	

Select All Deselect All

Questionnaire Type

Select	Questionnaire Type	Content Available
<input checked="" type="checkbox"/>	Preliminary	
<input checked="" type="checkbox"/>	Final	
<input checked="" type="checkbox"/>	Pre Screening	
<input checked="" type="checkbox"/>	Online Screening	
<input checked="" type="checkbox"/>	Additional Questions	<input checked="" type="checkbox"/>

Select All Deselect All

Related to FWS screening.

Attachment Type

Select	Attachment Type	Content Available	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	References		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transcripts		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Writing Sample or Publication		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Miscellaneous		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teaching Philosophy		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Research Interest		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Certificate or License		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Veteran's Preference		<input type="checkbox"/>
<input checked="" type="checkbox"/>	FWS Authorization Form		<input type="checkbox"/>

Select All Deselect All

Exclude Separator Pages

Uncheck "Print Latest Document" to see all versions of that document submitted in the application.

Check this box to exclude sections that are blank to reduce the number of pages generated.

Exclude sections with no content available
 Save My Selections

Check this box to save report criteria for future use.

Generate Report

[Return to Previous Page](#)

After making selections, click Generate Report to view results.

Running a Group Printable Application Report

Step	Action
1.	Follow Steps 1 - 4 as outlined above to navigate to the selected job opening.

Step	Action
2.	From the Manage Job Opening page > click the Route tab. Check the boxes for the applicants under the Select column , or click the Select All button at the bottom of the page.

Manage Job Opening

[Return](#) |
 [Recruiting Home](#) |
 [Search Job Openings](#) |
 [Create New](#) |
 [Refresh](#) |
 [Add Note](#) |
 [Print Job Opening](#)

Job Opening ID 47180
Job Posting Title Business Manager
Job Code 9459 (Business Manager)
Position Number 00053470 (Business Manager)

[Applicants](#) |
 [Applicant Search](#) |
 [Applicant Screening](#) |
 [Activity & Attachments](#) |
 [Details](#)

[All \(22\)](#) |
 [Applied \(19\)](#) |
 [Screen \(0\)](#) |
 [Route \(3\)](#) |
 [Interview \(0\)](#)

Applicants ?

Select	Applicant Name	Applicant ID	Vet Pref	Application Date	Type	Disposition
<input checked="" type="checkbox"/>	Renegade Appaloosa	680141	N	04/09/2020 1:29PM	External	050-Route
<input checked="" type="checkbox"/>	Chief Osceola	680140	N	04/09/2020 1:27PM	External	050-Route
<input checked="" type="checkbox"/>	Susie Seminole	573677	N	03/14/2016 3:06PM	External	050-Route

Step	Action
3.	Scroll to the bottom of the page and select Group Actions > Recruiting Actions > Print Application Details.

Select	Applicant Name ▾	Applicant ID ▾	View
<input checked="" type="checkbox"/>	Renegade Appaloosa	680141	N
<input checked="" type="checkbox"/>	Chief Osceola	680140	N
<input checked="" type="checkbox"/>	Susie Seminole	573677	N

Select All Deselect All

Group Actions

- Recruiting Actions >
- Applicant Actions >

Applicant Name ▾	Applicant ID ▾
Renegade App	
Chief Osceola	
Susie Seminole	

All Deselect

- Recruiting Actions >
- Applicant Actions >

- Manage Interviews
- Create Interview Evaluation
- Change Disposition
- Withdraw Application
- View / Edit Application Details
- Print Application Details**

Step	Action
4.	Set up the criteria on the Print Applications page.

Print Applications

Run Control ID RUN_HRS_BIP_2020040915210

Process Monitor

Report Monitor

Run

Select checkboxes below to view applicant screening results.

Application Detail

Select	Application Detail
<input checked="" type="checkbox"/>	Preferences
<input checked="" type="checkbox"/>	Referral Sources
<input checked="" type="checkbox"/>	Work Experience
<input checked="" type="checkbox"/>	Education Level
<input checked="" type="checkbox"/>	Training
<input checked="" type="checkbox"/>	Degrees
<input checked="" type="checkbox"/>	Disability
<input checked="" type="checkbox"/>	High School/Other Education
<input checked="" type="checkbox"/>	Licenses and Certifications
<input checked="" type="checkbox"/>	Memberships
<input checked="" type="checkbox"/>	Veteran Status
<input checked="" type="checkbox"/>	References
<input checked="" type="checkbox"/>	Resume Text

Select All

Deselect All

Questionnaire Type

Select	Questionnaire Type
<input checked="" type="checkbox"/>	Preliminary
<input checked="" type="checkbox"/>	Final
<input checked="" type="checkbox"/>	Pre Screening
<input checked="" type="checkbox"/>	Online Screening
<input checked="" type="checkbox"/>	Additional Questions

Select All

Deselect All

Related to FWS screening.

Attachment Type

Select	Attachment Type	Print Latest Document
<input checked="" type="checkbox"/>	Resume	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	References	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Transcripts	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cover Letters	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Writing Sample or Publication	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Miscellaneous	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Teaching Philosophy	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Research Interest	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Certificate or License	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Veteran's Preference	<input type="checkbox"/>
<input checked="" type="checkbox"/>	FWS Authorization Form	<input type="checkbox"/>

Select All

Deselect All

Exclude Separator Pages

Uncheck "Print Latest Document" to see all versions of that document submitted in the application.

Check this box to exclude sections that are blank to reduce the number of pages generated.

Exclude sections with no content available
 Generate one PDF report per application

Ensure this box is unchecked to generate one report for all applications selected.

[Return to Previous Page](#)

Step	Action
5.	Click the Run button. After the "Saving Page" gold banner disappears, click OK on the Process Scheduler Request window.

Print Applications

Run Control ID RUN_HRS_BIP_2020040915210 Process Monitor Report Monitor **Run**

Application Detail		Questionnaire Type	
Select	Application Detail	Select	Questionnaire Type
<input checked="" type="checkbox"/>	Preferences	<input checked="" type="checkbox"/>	Preliminary

Process Scheduler Request [x] Help

User ID _____ Run Control ID RUN_HRS_BIP_2020040915210

Server Name [v] Run Date 04/09/2020 [calendar]

Recurrence [v] Run Time 3:37:39PM **Reset to Current Date/Time**

Time Zone [Q]

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	Application Details	HRS_BTCH_APL	Application Engine	Web [v]	TXT [v]	Distribution

OK Cancel

Step	Action
6.	Click the Report Monitor button.

Print Applications

Run Control ID RUN_HRS_BIP_2020040915210 Process Monitor **Report Monitor** Run

Application Detail		Questionnaire Type	
Select	Application Detail	Select	Questionnaire Type
<input type="checkbox"/>		<input type="checkbox"/>	

Step	Action
7.	Click the Administration tab.

Report Manager

List
Explorer
Administration
Archives

View Reports For

Folder Instance to Refresh

Name Created On Last 1 Days

Reports

☰ Q
1-1 of 1
View All

Report	Report Description	Folder Name	Completion Date/Time	Report ID	Process Instance
1 HRS_BTCH_APL	APPLICATION DETAILS	General	04/09/20 3:41PM	1604264	2365155

Step	Action
8.	Click the Refresh button until the status column reads “Posted.” Reference the date/time to ensure you are selecting the current process, then click the Details link.

List
Explorer
Administration
Archives

View Reports For

User ID Type Last 1 Days Refresh

Status Folder Instance to

Report List

☰ Q
1-1 of 1
View All

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	1604264	2365155	Application Details	04/09/2020 3:41:01PM	Text Files (*.txt)	Posted	Details

Select All Deselect All

Delete Click the delete button to delete the selected report(s)

Step	Action
9.	<p>Ensure the Run Status reads "Success". If it does not, try running the report by selecting half of the applications in the pool at time, or contact your Assigned Recruiter for assistance.</p> <p>Once the report has run to success, click the link for the .pdf Applications Report to download.</p> <p>Note: If report criteria page was set to generate one PDF report per application, there will be multiple Application Report PDFs in the File List to download.</p>

Report Detail x

[Help](#)

Report

Report ID 1604264	Process Instance 2365155	Message Log
Name HRS_BTCH_APL	Process Type Application Engine	
Run Status Success		

Application Details

Distribution Details

Distribution Node SQA2HR	Expiration Date <input type="text" value="04/16/2020"/>
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File List

Name	File Size (bytes)	Datetime Created
AE_HRS_BTCH_APL_2365155.log	1,977	04/09/2020 3:41:50.400831PM EDT
AE_HRS_BTCH_APL_2365155.trc	18,563	04/09/2020 3:41:50.400831PM EDT
Applications_Report_04-09-2020_2365155.pdf	178,839	04/09/2020 3:41:50.400831PM EDT

Distribute To

Distribution ID Type	Distribution ID
User	

Sample first page of Printable Application Report

Confidential Report				
Job Opening ID: 47180		Job Posting Title: Business Manager		
General Information				
Name	Susie Seminole			
Applicant ID	573677			
Applicant Type	External Applicant			
Applicant Status	010 Active			
Highest Education Level	G-Bachelor's Level Degree			
Date Submitted	2016-03-14T15:06:21.000000-0400			
Total Years of Experience	13.7			
Contact Information				
Name Prefix		Address	123 Stadium Drive	
First Name	Susie		Tallahassee, FL 32306	
Middle Name				
Last Name	Seminole	Preferred Contact	Not Specified	
Name Suffix				
Phone Numbers				
Phone Type	Telephone	Extension	Country Code	Preferred
Home	850/643-1111			Yes
Email Addresses				
Email Type	Email Address	Preferred		
Home	573677@psinvalid.fsu.edu	Yes		
Vita/Resume and Attachments				
SUSIE_SEMINOLE_Resume.docx				
Personal Information				
POI Type	Unknown			
Are you a former employee	No			
Previous Termination Date				
Preferences				
Desired Start Date	04/29/2016			

Congratulations!

You have completed this topic.

Questions on these procedures? Contact your [Assigned Recruiter](#).