

## Printing Resume Attachments

### Introduction

This job aid explains how to print resumes, or other documents, that are attached to the applications. These attachments must be printed separately from the applications.

**Navigation Path:** Post – Job Postings

Step	Action	Comments
1.	Log into Insight - Human Resources	
2.	Select “Job Postings” from the “Post” drop-down menu	
3.	Search for your posting	You can search by job title, job code or recruiter

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for job title or job code:  Go

Search by recruiter:  ▼

889 records found.  
Page 1 of 36

<< Previous Page 1 | 2 | 3 | 4 | 5 | Z | 8 | 9 | 10 Next Page >>

Job # ▲	Job Title ▲	Status ▲	Adv. From ▲	Adv. To ▲	Last Updated ▲	Assigned To ▲	Action
2005xxxx	<a href="#">Environmental Specialist 1</a>	Draft	06/27/09	07/09/09 04:30 PM	06/27/08	Wise, C	<a href="#">Edit</a> <a href="#">Delete</a>
21221212 copy	<a href="#">AA 2 clk copy</a>	Pending	06/09/09	06/19/09 02:00 AM	06/02/08	Kutchmark, C	<a href="#">Edit</a> <a href="#">Delete</a>
S44141	<a href="#">Psychiatric Attendant</a>	Active	02/09/09	05/09/09 12:00 AM	02/11/09	Lockett-Blakem...	<a href="#">Edit</a> <a href="#">Delete</a>
09DMC412a	<a href="#">Accountant IV</a>	Active	01/21/09	06/21/09 12:00 AM	01/21/09	McFarlane, D	<a href="#">Edit</a> <a href="#">Delete</a>
8888888	<a href="#">AA 1</a>	Expired	01/09/09	01/17/09 11:59 PM	01/09/09	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>
9999999	<a href="#">Management Analyst Supervisor</a>	Expired	01/09/09	01/18/09 11:59 PM	01/09/09	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>
7777777	<a href="#">Public Health Nutritionist</a>	Expired	01/09/09	01/18/09 11:59 PM	01/09/09	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>
3333333	<a href="#">Social Worker 2</a>	Active	01/09/09	Continuous	02/13/09	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>

4.	Click on the Job Title	
----	------------------------	--

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search for job title or job code:  **Go**

Search by recruiter:

3 records found.  
Page 1 of 1

Job #	Job Title	Status	Adv. From	Adv. To	Last Updated	Assigned To	Action
00000001	Manager, OHMS Support and Work...	Expired	11/26/08	12/06/08 11:59 PM	11/26/08	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>
87654321	Manager, OHMS Support and Work...	Expired	09/12/08	09/25/08 11:59 PM	09/12/08	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>
00000001	Manager, OHMS Support and Work...	Expired			01/05/09	Groves, C	<a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 1

Step	Action	Comments
5.	Click on the number next to "Total" in the "Submitted" column	You may also click on the number next to "Active" to see only the unarchived or active applications

[Edit](#) | [View Class Spec](#) | [Supplemental Questions](#) | [Item Bank](#) | [Scoring Plan](#) | [Job Interest Cards](#)

Job #	Hits	Submitted	Advertised
87654321	3	<a href="#">2 Active</a> <a href="#">2 Total</a>	<b>09/12/08 -</b> <b>09/25/08 11:59 PM</b>

Job Title: **Manager, OHMS Support and Workforce Analysis**  
 Closing Date/Time: Thu. 09/25/08 11:59 PM Eastern Time  
 Salary: \$26.99 - \$35.35 hourly  
 \$56,139.20 - \$73,528.00 annually  
 Job Type: Full-Time, Permanent, Exempt  
 Location: Franklin County, Ohio  
 Department: Administrative Services

[Print Job Bulletin](#)

Description	Benefits	Supplemental Questions	Custom Form Fields
Manage unit responsible for providing OHMS support to agency HR users and job seekers. Provide oversight and project management for implementation of OHMS components (e.g. On-line Hiring Center, Certification, Test Management System)			

6.	Click on the name of a candidate who has a paperclip next to their name	
----	---	--

87654321 87654321 - Manager, OHMS Support and Workforce Analysis

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Search for applicant by name or Person ID:  **Go**

[View Exam Plan](#) [Show Evaluation Steps](#) Show Applications: All (Active & Archived)

2 records found.  
Page 1 of 1

Candidate	Job Title	PersonID	Master Profile	At Step	Score	Disposition	Notices	Received	Action
<a href="#">Sutherland, Laura</a>	<a href="#">Manager, OHMS Support a...</a>	202971	<a href="#">View</a>	Application Received		N/A	<a href="#">View</a>	09/12/2008 01:37 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Resident, Ohio</a>	<a href="#">Manager, OHMS Support a...</a>	205270	<a href="#">View</a>	Application Received		Failed	<a href="#">View</a>	09/12/2008 01:43 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Page 1 of 1

Step	Action	Comments
7.	Scroll down the “Attachments” section and click on the “File Name”	The “Attachments” section is directly above the Agency-wide Questions

**Skills**

Office Skills

Typing:  
Data Entry:

**Additional Information**

**References**

References not accepted for this job application process

**Resume**

**Text Resume**

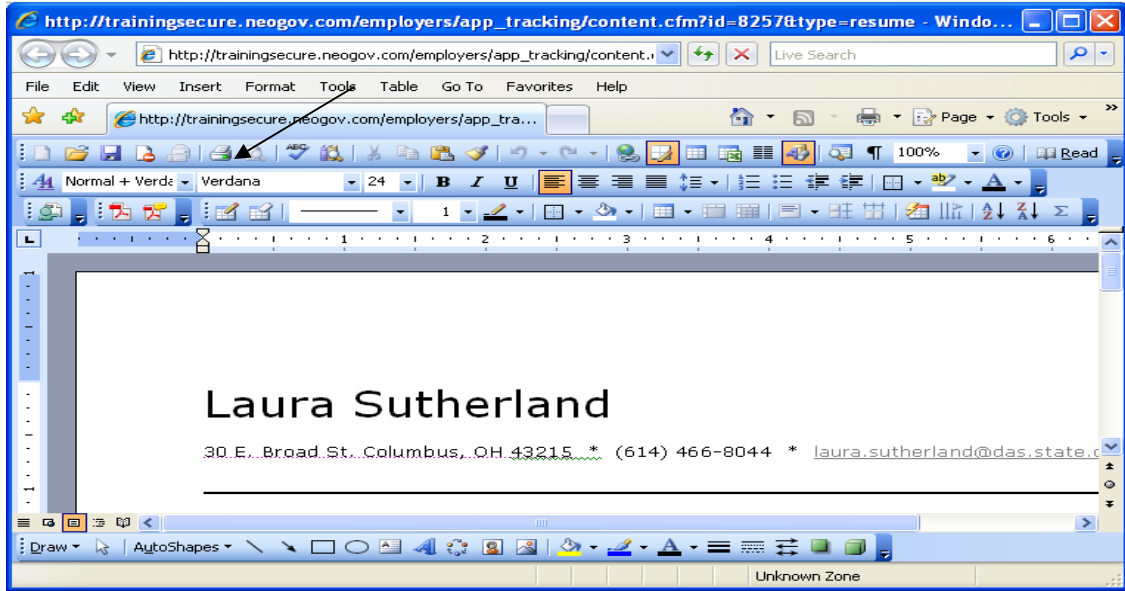
**Attachments**

Attachment	File Name	
Resume	<a href="#">Laura resume</a>	<a href="#">Edit</a>

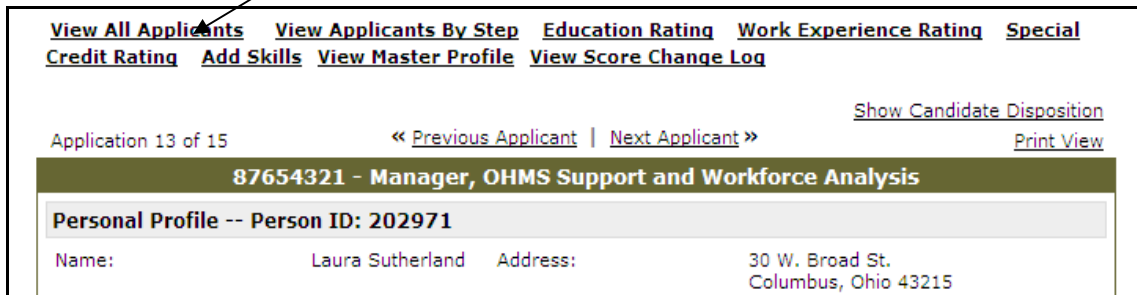
**Agency-wide Questions**

- Q: Please indicate your county of residence.  
A: Franklin County
- Q: **SUMMARY OF QUALIFICATIONS** - In the area below, briefly describe the experience, education, training and other factors that qualify you for the position or examination for which you are applying. Refer to the **Minimum Qualifications** and any **position-specific qualifications** posted for this position or examination.  
A: I work with OHMS every day.

8.	Click the “Print” icon to print the resume	
----	--	--



Step	Action	Comments
9.	Repeat steps 7 & 8 for each document the applicant has attached, if applicable	
10.	Click "View All Applicants" to return to the list of applicants	You must close out of the document window in order to complete this action



11.	Repeat for each candidate with a paperclip next to their name	
-----	---	--