

How to use ReachMee and export applications

Please contact Human resources at personalavd@oru.se if you need help using the recruitment system ReachMee.

The applications

To see the candidates' applications in the project, press the title **"Projects – My projects – Assigned"** and choose the current project. Then go to **"Candidates – Candidate list"**

There you will find the recruitment process and the candidates in "files". The files are used by the recruitment group while working with the selection process. Therefore, the candidates might be placed in different files. To view all candidates, press the file **"All Candidates"**

ReachMee Recruitment by Talentech

Start **Projects** Candidates Insights Admin

Start / Projects / 20220243.04560/2022 Befordran biträdande ... / Candidates

Candidates

0 ALL CANDIDATES

0 NEW CANDIDATES

0 LFK

Search...

ID	NAME	AGE	EMAIL	MOBILE	CITY	STATUS
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Press the name of the candidate to view their application with information and documents.

If you have trouble opening and viewing the uploaded documents: Right click at the document that you want to open and choose "Open in new window".

Exporting the applications and documents

To download the candidates application and documents:

Press the checkbox next to the candidate or candidates which application you want to download.

Press “Actions” and “Export candidate information”.

The screenshot shows a web interface for managing candidates. On the left is a dark sidebar with navigation options: Publishing, Candidates (selected), Candidate list (3), Email messages, Viewers, Calendar, and Close project. The main area has a top navigation bar with counts: 3 ALL CANDIDATES, 2 NEW CANDIDATES (highlighted), 1 INTERVIEW 1, 0 TILL ANSTÄLLNINGSSUTS..., and 0 GRANSKADE. Below this is a search bar and a table of candidates. The table has columns: ID, NAME, STATUS, SOURCE, PROCESS, VOTES, POINTS, and CREATED. Two candidates are listed: ID 2, NAME Maria Wennerstrand, STATUS IA, POINTS 0, CREATED 17/01/2022; and ID 1, STATUS EA, POINTS 0, CREATED 06/12/2021. A context menu is open over the first candidate, listing actions like 'Move to other folder', 'Send email', 'Status in project', 'Register process event', 'Create and send invitation', 'Open calendar with candidates', 'Add note', 'Fast handling', 'Copy candidate', 'Export candidate information' (highlighted), 'Share candidate profile', and 'Set priority'. At the bottom, it says '2 candidates selected' and an 'Actions' button is visible.

In the view of *Export candidate information*:

Press the checkbox “**Document type**” and press “**Generate PDF**” to download the complete candidate profile and application. Choose to export one candidate at the time if the file is too large to export.

When the PDF is ready to download in the right side under *Export status*, Press the document “**Export short candidate profile**”.

The screenshot shows the 'Export candidate information' view for 2 selected candidates. The sidebar on the left has options: Description, Advertisement (3), Application procedure, Publishing, Candidates (selected), and Close project. The main content area is titled 'Export candidate information (2 candidates selected)'. Below the title is a section 'Export short candidate profile' with a sub-header 'Export short candidate profile'. A paragraph explains: 'An overview of the candidates personal data, professional experience, education and language skills as well as answers to any selection questions.' Below this is a table with 'Document type' and five rows: Personal profile, CV, Personal letter, Other documents, and ÖVRIGA DOKUMENT/INTYG/DIPLOM. All rows have a checked checkbox. At the bottom left is a 'Generate PDF' button. On the right side, there is a button labeled 'Export short candidate profile' with a PDF icon.