Downloading JobX Applications

1. **On your JobX Control Panel screen, select "My Jobs" and then "Show My Jobs Only"**

2. **Navigate to your job on JobX and select the "App #"**

3. **If you want to download all your resumes and you have more than 25, be sure to select "All" where it says "Show 25 results per page"**

4. **Next, if you want to download all your applications, click the "Select/Deselect All" button. If you want to only download certain ones, click the checkboxes next to those names.**

5. **Last, select the "Print Details" button**

6. **From there, a screen will open that contains all your applications in order from top to bottom. Click "Print this Window"**

Note: If you'd like to download the resumes as well - Each application contains a link next to the Resume option to "Download file". Scroll through and click this link for each applicant – your computer will save these files to your downloads folder where you can view them and move them to another folder on your computer if you'd like.

7. **If you'd like to print the applications, you may do so. Alternatively, you can save them as a PDF by choose "Save as PDF" in your "Printer" options.**

8. For more information about our Record Retention policy, please visit: https://rim.uconn.edu/wp-content/uploads/sites/522/2014/02/April2016-StudentEmpRecords-finalApril2016.pdf

Downloading JobX Listings

1. **On your JobX Control Panel screen, select "My Jobs" and then "Show My Jobs Only"**

2. **If you want to download all your jobs and you have more than 25, be sure to select "All" where it says "Show 25 results per page"**

3. **Next, if you want to download all your jobs, click the "Select/Deselect All" button. If you want to only download certain ones, click the checkboxes next to those names.**

4. **Last, select the "Print" button**

5. From there, a screen will open that contains all your listings in order from top to bottom. Click "Print this Window"

Class II - Student Administrative Assistant - 2110ST	
Date Listed	7/31/2024 11:21:22 AM
Job ID	15040
Employer	Office of Student Financial Aid Services -Student Employment
Category	Administrative Support
Job Type	Storrs Campus

6. If you'd like to print the listings, you may do so. Alternatively, you can save them as a PDF by choose "Save as PDF" in your "Printer" options.

7. Once you've saved the PDF, you can copy and paste the language into your 12Twenty listings.