

## How to Save Your Candidate Profile and Application(s) in SuccessFactors

## Download and Save Your Candidate Profile

To save your Candidate Profile information, click on "Print Preview" in the upper right corner of the screen:



A new pop up screen will appear with your profile information. In the top right corner, click on the "Print" button.

24138 (802) 111-2222 – Hear more about car	eer opportunities			Close Print
✓ Previous Employment		✓ More Information		
<ul> <li>Present Employer?</li> <li>Company Name</li> <li>Title</li> <li>From Date</li> <li>End Date</li> </ul>	Yes West Telemarketing Customer Service Supervisor 01/01/2006 MM/DD/YYYY	Employee ID * Street Address Street Address * City * Postal Code * Country	United States	
* Present Employer? * Company Name * Title * From Date End Date	No UNSPECIFIED Customer Service Representative 01/01/2006 12/31/2011	* State * Does your spouse, roommate, domestic partner, civil union partner, any relative of any of the foregoing, or any relative of yours work for the State of Vermont?	Vermont	

In the "Destination" field, you can either select a printer to print a hard copy of your profile, or you can select a "Print to PDF" option if you would like to save an electronic version. Click the "Print" button in the bottom right to print or save:



Print	1 sheet of	paper
Destination	Microsoft Print to PDF	•
Pages	All	*
Layout	Portrait	•
Color	Color	•
More settings		~
	Print	ancel

To download your application and/or cover letter, click on the links labeled "Employee X's Resume" and "Employee X's Cover Letter."

N.V	ERMONT	Careers 🔻			Search for a	octions or people		٩	$\bigcirc$	ς©	¢	BC
Job Search	Job Applications	Saved Jobs	Saved Searches/Alerts	<u>My Candi</u>	<u>late Profile</u>	Saved Applications	Referral Tracking					
My Cand	date Profile											^
Brenda Carl	eton							🗐 Delet	e Profile	. 6	Print	Preview
Candidate	ID: 24138			Welcome!	This is your Caree	er Site to explore the opportuni	ties to grow within State Govern	ment.				
* Phone:	(802) 111-2222					te Profile below by completing						
r none.							ecommended. Your uploaded re sume, you may enter your inform			e many s	ections o	f your profile;
	<ul> <li>Hear more ab</li> </ul>	out career opport	unities	Simply c	lick within each se	ction to add your information i	n the fields provided. Required fi	ields are indic	ated by a	red aster	isk (*).	
				<ul> <li>If you an</li> </ul>	e applying to a spe	ecific job, make sure all your pr	ofile information is up-to-date ar	nd complete th	ne job spe	cific info	rmation s	ection.
							Applications" link in the top nav	0				
Data Brivany St	tomont						er Guides" tile on your home pag	;e.				_
Data Privacy Statement				Ew Br	enda Carleton it Updated: 01/19/	2023 Is Cover Letter 🖉 🗑	Human Resources					Support

The documents will automatically download to your device.

## **Download and Save Your Applications**

To download an application and/or cover letter that has already been submitted. Go to **Job Applications** tab to view a listing of all positions to which you've applied:



Job Search Job Applications	Careers ▼ Saved Jobs	Saved Searches/Alerts	My Candidate Profile	e Saved Applications
Jobs Applied				
Job Title 🕇	Actions	Req ID	Date Applied Stat	tus
Benefits Programs Specialist	Select 🗸	46040	01/19/2023 App	lication received
Items per page: 10 V Showing	g 1–1 of 1			
Find More Jobs				

Under the "Actions" column, select "View/Edit Application" for each application that you would like to print or save:

Job Applications			
Jobs Applied			
Job Title <b>1</b>	Actions	Req ID	Date Applied
Benefits Programs Specialist	Select 🗸	46040	01/19/2023
	View Resume		
Items per page: 10 V Showing 1–1 of	⊗ Withdraw Application		

To download the application, click on Print Preview in the upper right corner, on when your application comes up on the pop up screen, select "Send to Printer" from the top. As with your profile, you can print a hard copy or download an electronic version by selecting the appropriate destination.



Send To Printer... 🔀 Close Preview

	Application
Legal First Name	Brenda
Legal Last Name	Carleton
Primary Phone	(802) 111-2222
Country	United States
Cover Letter	Last Updated: 01/19/2023
Attach Resume/CV	Last Updated: 01/19/2023
Attached Documents:	0 attached
Additional Documents:	0 attached
If you did not upload a resume, please use this area to list all relevant work experience/job responsibilities relevant to this position.	

To download the resume and/or cover letter that was submitted with this application to your device, click on the links labeled "Employee X's Resume" and "Employee X's Cover Letter."

