



Retrieving Resumes from CUNYfirst

Tutorial in retrieving resumes/documents from CUNYfirst to your personal desktop

The information below specifies detailed instructions in navigating through CUNYfirst to acquire the necessary data for your job search.

Step 1: Search Committee Access

In order to retrieve resumes from your specific job search (*i.e.*, JO-1023) you and your search committee members must be included in the Hiring Team for that search. Human Resources are responsible for completing that task. Therefore, if you would like a member who is NOT included in your search committee to have access to view documents on CUNYFirst, please let Human Resources know.

Step 2: Logging In

- Log into CUNYfirst
- On left hand side, select **HR / Campus Solutions**
- Select **Self Service** tab
- Select **Recruiting Activities** tab
- Select **Browse Job Openings** tab
- Select **Find Job Openings** tab

Step 3: Finding your Job

- In the Display field, from the drop menu, select 'Jobs assigned to me'
- Make sure the next field reads 'open'
- Click the **refresh** button to proceed

You should now be able to view the title of your job search (*i.e., Human Resources Coordinator*).

- Click on the **Titled Job Search** to continue

Step 4: Uploading Applicant Resumes

You should be able to view the **Job Opening** page and all applicants. Select up to 100 applicants at a time to download. *If you select over that amount CUNYfirst can take up to 20 minutes to upload. Therefore, stick to **100 Max** at a time.*

- Alphabetize applicants by clicking **Applicant Name**
- Directly above the applicants, select **View 100**
- Check off the box next to the first 100 applicants
- Scroll down to ***Group Action:** and select **Download Documents**
- Select **GO** and on the following page select **OK**
- Complete these steps until you have downloaded all applicants.

At this point in time, create a folder on your desktop to store the documents that will shortly be downloaded to your desktop (*i.e., Job Search Resumes – JO 1023*).

Step 5: Save Downloaded Documents

- Once downloaded, you will be able to view all documents in a Zipped File on your desktop
- Highlight all documents
- Under *File and Folder Tasks* select **“Move the selected items”** and store them in the file you have created in My Documents, My Computer, etc.

This concludes the tutorial in retrieving resumes from CUNYFirst. If you have ANY questions, please contact Mary N Aboki at the Office of Human Resources (718) 997-4455.