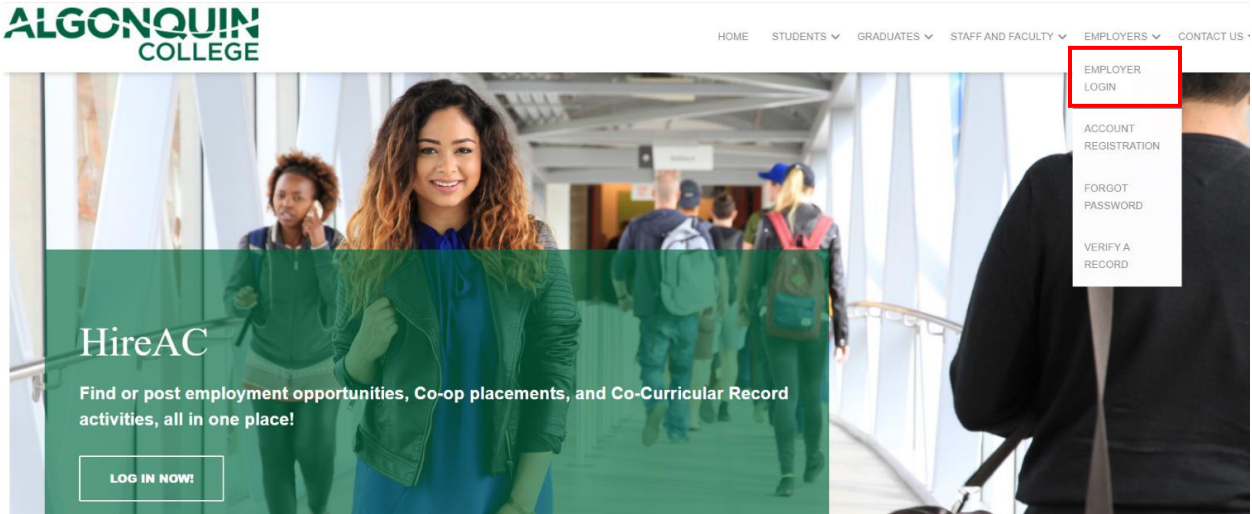# HireAC Co-op Application Review Guide

Please see below for step-by-step instructions on how to review your co-op applications.

1. Log into HireAC – HireAC.ca

2. Click the "Job Postings" tab on the dashboard. At the bottom of this page, locate the job posting applications you would like to review and click the "view app(s)".

3. To download application bundle:

A) Click on the three dots action button near the bottom right of the page and select "Download All Applications".

Actions

Posting Options ∨

Applications Options ∨

View Applications

Download All Applications

Create Custom Application Bundle

View Application Bundle

Interview Options ∨

Ranking Options ∨

Posting Detail	📂 Applications **1**	👥 Interviews	☑ Rankings	☑ Work Term Records **0**

Overview View Application Bundle

Applicants Still Available 1	Applicants Not Available 0	Total Applications 1

SAVED FILTERS: - Select-

TOTAL RESULTS 1 **DISPLAYING:** 1 - 1

«« « 1 » »»

☐ All	Application Status	Employed	Released	Application Package	Student Username	First Name	Last Name	Faculty
☐	Application Submitted	No	Yes	Options ▾	40572141	Engin	Arslan	

B) Create a custom application bundle with only select students using the "Applications Options" action button near the top of the page, followed by 'Create Custom Application Bundle.' Use the checkboxes to select applicants you want to include in the bundle.

Unavailable applicants or applicants with no 'Applications Packages' cannot be included in the bundle

1 Applicant(s) selected. Choose an option to apply to selected Applicant(s) :

Create an Application Bundle   **Cancel**

TOTAL RESULTS 2 **DISPLAYING:** 1 - 2

«« « 1 » »»

☐ All	Application Status	Employed	Released	Application Package	Student Username	First Name	Last Name
☑	Application Submitted	No	Yes	Options ▾	40572141	Engin	Arslan
☐	Selected for Interview	No	Yes	Options ▾	40105400	Glenn	Macdonald

4. Once the bundle is created, click the "Options" button followed by "Download Bundle" in the drop-down menu.

Please note that we don't recommend Employers to use email function.