

## How to Download Candidate Information from JazzHR

**Log in** to your JazzHR account.

Navigate to the **job posting** associated with the candidate.

**Select** the candidate from the list.

In the candidate's profile, you can save their resume in one of two ways:

- Click the **email icon** to send the resume via email.
- Click the **download icon** to save the resume directly to your device.

Apple Jaxx  
applied on July 21, 2025

INTERNAL TESTING ONLY- DO NOT APPLY OR USE ↗  
Houston, TX

+ ADD TO JOB    × REJECT    VOTE    ADVANCE ➔

PROFILE    INTERVIEWS    DISCUSSION    SCORECARD    ASSESSMENTS    EMAILS    DOCUMENTS

▼ Resume

Apple Jaxx  
Cedar Park, TX 78613  
apple@whitewatercw.com  
346-275-2685

Professional Summary  
I'm a really good person. I'm always in a great mood and I love talking to customers and I'm very persuasive. My interpersonal skills are a significant asset, consistently fostering positive

UPDATE RESUME

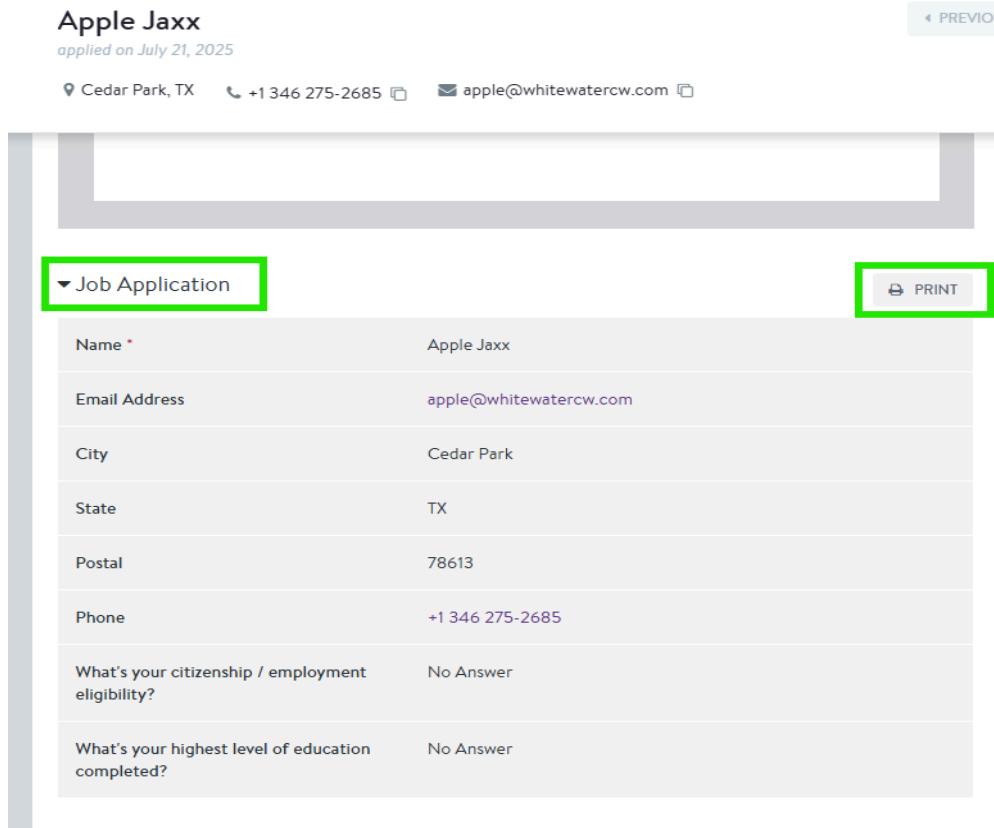
1 of 1    Automatic Zoom    Email    Download

Text More Candidates  
As of 7:00 AM, you have 272 out of 500 candidate conversations left in August. Contact your administrator to add more candidate conversations.

Texting    UNKNOWN  
This candidate hasn't opted into texting.

## How to Print or Download a Candidate Job Application from JazzHR

To save the candidate's application, navigate down the page to the Job Application. Click Print.



The screenshot shows a JazzHR candidate profile for "Apple Jaxx" applied on July 21, 2025. The profile includes basic contact information: Cedar Park, TX, phone +1 346 275-2685, and email apple@whitewatercw.com. Below this, a "Job Application" section is displayed, which is highlighted with a green box. This section contains the following data:

Job Application	
Name *	Apple Jaxx
Email Address	apple@whitewatercw.com
City	Cedar Park
State	TX
Postal	78613
Phone	+1 346 275-2685
What's your citizenship / employment eligibility?	No Answer
What's your highest level of education completed?	No Answer

At the top right of the "Job Application" section, there is a "PRINT" button, also highlighted with a green box.

1. When you select a candidate, their profile will open in a **new browser window**.
2. Click the **three vertical dots** (⋮) located in the **top-right corner** of your web browser (this is your browser's settings menu).
3. To **print** the profile:
  - Select "**Print**" from the dropdown menu.
4. To **download** the profile to your computer:
  - Select "**Cast, save, and share**"
  - Then choose "**Save page as**"
  - Save the file to your desired location on your computer.

The profile will be saved as an HTML or web document, depending on your browser settings.

