How to Access the Applicant Scoring Worksheet Quick Guide

1- Click on Reporting Services in Banner

2- Click on Hiring Reports
3- Click on PA7 Applicant Scoring Worksheet

4- Select Position Number from drop-down
5- Select Posting Number from drop-down (should be only one)

6- Click view report
7- Select format for worksheet from drop-down

8- Click export to open workable copy