

How to copy and paste applicant details from RECDEP41 into the new, manual shortlisting form

1. Open the Excel Shortlisting template form
2. Run **RECDEP41 Current Applicant Status** report and save it to Excel
3. Open the saved report RECDEP41 in Excel
4. Highlight **only** the contents of **columns H** (Applicant ID), **J** (Forename), and **L** (Surname), by holding down the 'Ctrl' key and selecting the cells (see the greyed sections in the image below). Then copy this selection (Ctrl + C):

NB Your selection size (ie number of rows) must be equal across all columns. If easier, you can copy and paste the contents of one column at a time.

H	I	J	K	L
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Department code : '< All department codes >' - Department '< All departments >' - Surname : '-'

Applicant ID	Title	Forename	Initials	Surname
A155427	Mr	Jo		Bloggs
A232036	Mrs	Jo		Bloggs
A261075	Mr	Jo		Bloggs
A2652	Ms	Jo		Bloggs
A271814	Miss	Jo		Bloggs
A280811	Mr	Jo		Bloggs
A284721	Mr	Jo		Bloggs
A333274	Mr	Jo		Bloggs
A342127	Miss	Jo		Bloggs
A350981	Mr	Jo		Bloggs
A351216	Mrs	Jo		Bloggs
A355115	Ms	Jo		Bloggs
A356044	Mr	Jo	MJ	Bloggs
A367098	Mr	Jo		Bloggs
A368912	Mr	Jo	T	Bloggs
A372356	Mr	Jo		Bloggs
A372384	Mr	Jo		Bloggs

5. Go to **tab 2** of the Shortlisting form. Click into cell A8, and choose to paste content as **values**:

Applicant ID	Applicant Name	Applicant Surname	
A155427	Jo	Bloggs	1
A232036	Jo	Bloggs	
A261075	Paste Options:		
A2652	Jo	Bloggs	
A271814	Jo	Bloggs	
A280811	Jo	Bloggs	
A284721	Jo	Bloggs	
A333274	Jo	Bloggs	
A342127	Jo	Bloggs	
A350981	Jo	Bloggs	
A351216	Jo	Bloggs	
A355115	Jo	Bloggs	
A356044	Jo	Bloggs	
A367098	Jo	Bloggs	
A368912	Jo	Bloggs	

NB

1. You can copy and paste the Selection Criteria into **tab 1**, straight from the Job description.
2. If you have a shorter Selection Criteria, feel free to delete the 'unused' columns in the shortlisting form template.