

# Recruiting Solutions: Add Notes and Attachment to Job Openings HCM 9.0 Business Process Guide

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## Introduction

The Add Notes and Attachments to Job Opening Business Process Guide will provide a high level overview of how to add attachments notes and attachments to the job opening in the Recruiting Module. Adding notes is to be used for adding any necessary information related to the recruitment, applicants, or attachments. All notes are public.

Do not enter any private notes as they are still public!

Adding attachments is to be used for uploading recommendation letters from the search committee, Department Chair, and/or Dean.

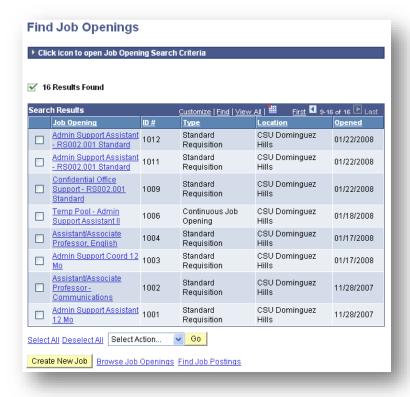
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## **Add Notes to Job Opening**

Navigation: Recruiting > Find Job Opening

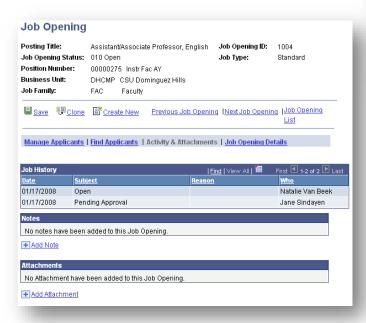
# Find the Job Opening

 Click on the hyperlink of the Job Opening you wish to work with from the Search results. This takes you to the Manage Applicant Page



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- Click on the Activity & Attachments Hyperlink
- Click on the Add Note hyperlink



Click Save



#### On Add Note screen

- Note Date Enter date
- Audience select Public
- Subject Enter subject
- Note Enter Public notes
- Click Save & Return button, which will return you to the Job Opening Screen
- Click Save in the Notes & Attachments page



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## **Add Attachments to Job Opening**

# Navigation: Recruiting > Find Job Opening

Follow the instructions above to get to the Activity & Attachments page

- Click on the Add Attachment hyperlink
- Click the Browse Button to open up the Windows Explorer Navigator
- Browse to where your document is located and double click on it
- Click on the Upload Button
- Give the document a name
- Make it public
- Click Save









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