



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.**

## 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

### Find Job Openings

Click icon to open Job Opening Search Criteria

✓ 16 Results Found

Search Results						Customize	Find	View All	First	9-16 of 16	Last
	Job Opening	ID #	Type	Location	Opened						
<input type="checkbox"/>	<a href="#">Admin Support Assistant - RS002.001 Standard</a>	1012	Standard Requisition	CSU Dominguez Hills	01/22/2008						
<input type="checkbox"/>	<a href="#">Admin Support Assistant - RS002.001 Standard</a>	1011	Standard Requisition	CSU Dominguez Hills	01/22/2008						
<input type="checkbox"/>	<a href="#">Confidential Office Support - RS002.001 Standard</a>	1009	Standard Requisition	CSU Dominguez Hills	01/22/2008						
<input type="checkbox"/>	<a href="#">Temp Pool - Admin Support Assistant II</a>	1006	Continuous Job Opening	CSU Dominguez Hills	01/18/2008						
<input type="checkbox"/>	<a href="#">Assistant/Associate Professor, English</a>	1004	Standard Requisition	CSU Dominguez Hills	01/17/2008						
<input type="checkbox"/>	<a href="#">Admin Support Coord 12 Mo</a>	1003	Standard Requisition	CSU Dominguez Hills	01/17/2008						
<input type="checkbox"/>	<a href="#">Assistant/Associate Professor - Communications</a>	1002	Standard Requisition	CSU Dominguez Hills	11/28/2007						
<input type="checkbox"/>	<a href="#">Admin Support Assistant 12 Mo</a>	1001	Standard Requisition	CSU Dominguez Hills	11/28/2007						

Select All Deselect All Select Action... Go

Create New Job Browse Job Openings Find Job Postings

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

**Job Opening**

**Posting Title:** Assistant/Associate Professor, English    **Job Opening ID:** 1004  
**Job Opening Status:** 010 Open    **Job Type:** Standard  
**Position Number:** 00000275 Instr Fac AY  
**Business Unit:** DHCMP CSU Dominguez Hills  
**Job Family:** FAC Faculty

[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)

**Job History** | Find | View All | First 1-2 of 2 | Last

Date	Subject	Reason	Who
01/17/2008	Open		Natalie Van Beek
01/17/2008	Pending Approval		Jane Sindayen

**Notes**

No notes have been added to this Job Opening.

[+ Add Note](#)

**Attachments**

No Attachment have been added to this Job Opening.

[+ Add Attachment](#)

**Job Opening**

**Posting Title:** Assistant/Associate Professor, English    **Job Opening ID:** 1004  
**Job Opening Status:** 010 Open    **Job Type:** Standard  
**Position Number:** 00000275 Instr Fac AY  
**Business Unit:** DHCMP CSU Dominguez Hills  
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[Save](#) [Clone](#) [Create New](#) [Previous Job Opening](#) [Next Job Opening](#) [Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#)  
[View Applicants](#) [Screen Applicants](#) [Interview Schedule](#)

**Manage Applicants**

Display: All

Applicants | Customize | Find | View All | First 1-6 of 6 | Last

Applicant Name	ID	Type	Disposition	Resume	Last Updated	Take Action
<input type="checkbox"/> Veer Trivedi	1001	Emp	Route		01/23/2008 1:11PM	Select Action...
<input type="checkbox"/> Natalie Smith	1037	Ext	Route		01/23/2008 1:11PM	Select Action...
<input type="checkbox"/> Test Script	1035	Ext	Route		01/23/2008 1:11PM	Select Action...
<input type="checkbox"/> Randall Flores	1012	Emp	Applied		01/18/2008 5:20PM	Select Action...
<input type="checkbox"/> Mark Smith	1017	Ext	Applied		01/18/2008 10:54AM	Select Action...

[Select All](#) [Deselect All](#) 'Group Action: [Select Group Action...](#) [Go](#)

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

- Click Save

**Add Note**

**Job Opening ID:** 1004

**Add new Note**

**Note Date:** 02/15/2008    **Audience:** Public

**Subject:**

**Notes:**

[Save & Return](#)    [Cancel](#)

## 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

**Find Job Openings**

Click icon to open Job Opening Search Criteria

16 Results Found

Search Results	ID #	Type	Location	Opened
<input type="checkbox"/> <a href="#">Admin Support Assistant - RS002.001 Standard</a>	1012	Standard Requisition	CSU Dominguez Hills	01/22/2008
<input type="checkbox"/> <a href="#">Admin Support Assistant - RS002.001 Standard</a>	1011	Standard Requisition	CSU Dominguez Hills	01/22/2008
<input type="checkbox"/> <a href="#">Confidential Office Support - RS002.001 Standard</a>	1009	Standard Requisition	CSU Dominguez Hills	01/22/2008
<input type="checkbox"/> <a href="#">Temp Pool - Admin Support Assistant II</a>	1006	Continuous Job Opening	CSU Dominguez Hills	01/18/2008
<input type="checkbox"/> <a href="#">Assistant/Associate Professor, English</a>	1004	Standard Requisition	CSU Dominguez Hills	01/17/2008
<input type="checkbox"/> <a href="#">Admin Support Coord 12 Mo</a>	1003	Standard Requisition	CSU Dominguez Hills	01/17/2008
<input type="checkbox"/> <a href="#">Assistant/Associate Professor - Communications</a>	1002	Standard Requisition	CSU Dominguez Hills	11/28/2007
<input type="checkbox"/> <a href="#">Admin Support Assistant 12 Mo</a>	1001	Standard Requisition	CSU Dominguez Hills	11/28/2007

Select All Deselect All Select Action... Go

Create New Job Browse Job Openings Find Job Postings

**Job Opening**

Posting Title: Assistant/Associate Professor, English Job Opening ID: 1004  
 Job Opening Status: 010 Open Job Type: Standard  
 Position Number: 00000275 Instr Fac AY  
 Business Unit: DHCMP CSU Dominguez Hills  
 Job Family: FAC Faculty

Save Clone Create New Previous Job Opening Next Job Opening Job Opening List

Manage Applicants Find Applicants Activity & Attachments Job Opening Details

Date	Subject	Reason	Who
01/17/2008	Open		Natalie Van Beek
01/17/2008	Pending Approval		Jane Sindayen

Notes  
 No notes have been added to this Job Opening.  
[Add Note](#)

Attachments  
 No Attachment have been added to this Job Opening.  
[Add Attachment](#)

Browse...

Upload Cancel

**Attachments**

File Name	Description	Audience	Updated	Uploaded By	Delete
<a href="#">Add Notes and Attachments to Job Opening.docx</a>	BPG	Public	01/10/2012 3:28PM	Adria Edwards	

[Add Attachment](#)