



Recruiting Solutions:
Enter Applicant Contact Notes and
Attachments
HCM 9.0 Business Process Guide

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Introduction

The Enter Contact Notes Business Process Guide will provide a high level overview of how to Enter Applicant Contact Notes in the Recruiting Module. Adding notes is to be used for adding any necessary information related to contact with the applicants. All notes are public.

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

Contact Notes

Navigation: Recruiting > Find Job Opening >

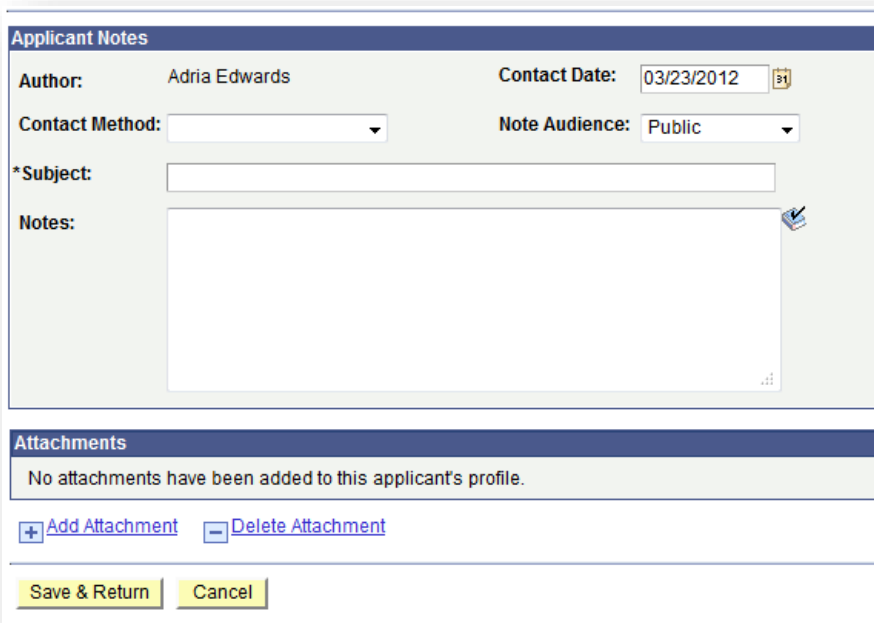
Note: Please refer to the Finding Job Openings Business Process Guide

- Click on the Hyperlink of the applicant you wish to work with from the Search results
- Click the Contact Notes Hyperlink
- Click on the Add Contact Note Hyperlink



Contact History
No contacts have been added to this applicant's profile
[+ Add Contact Note](#)

- Enter Contact Date
- Select Contact Method
- Select Note Audience
- Enter Subject



Applicant Notes

Author: Adria Edwards Contact Date: 03/23/2012

Contact Method: Note Audience: Public

*Subject:

Notes:

Attachments
No attachments have been added to this applicant's profile.

[+ Add Attachment](#) [- Delete Attachment](#)

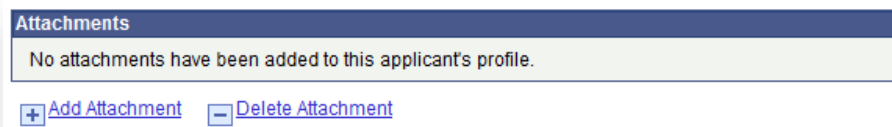
[Save & Return](#) [Cancel](#)

Add Attachments to Applicant Contact

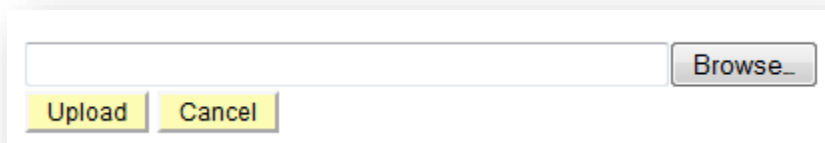
Navigation: Recruiting > Find Job Opening

The contact notes area must be filled in before adding attachments to the applicants.

- Click on the Add Attachment hyperlink



- Click the Browse Button to open up the Windows Explorer Navigator
- Click Browse to locate and upload your document



- Click on the Upload Button
- Give the document a name
- Click Save and return
- Click Save

