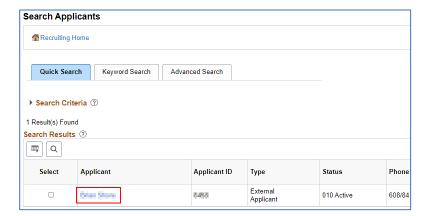
Add an Applicant to a Job Opening

This job aid instructs recruiters on how to add an applicant to a job opening that **only uses a resume screen**. These steps can be useful if the applicant is having difficulty submitting an application.



This process is the only way that the recruiter should manually add an applicant to the job opening. DO NOT use the Link Applicant to Job action in the job opening.

- 1. To get started, use these questions to determine next steps:
 - O Does the applicant have either an internal or external Wisc. Jobs account?
 - If the applicant does not have an account, you will need to create one.
 - 1. To create an account: Log in to PeopleSoft. Navigate to the **Recruiting Activities** tile > Create > Create Applicant.
 - If the applicant does have an account, continue to the next step.
 - Does the job opening only have a resume screen?
 - Recruiters cannot answer <u>online</u> or <u>manual</u> screening questions on an applicant's behalf.
 - If the job opening uses a manual or online screening, the applicant will need to apply to the job.
 - Is the job posting currently posted?
 - If the job posting isn't currently posted, you will need to repost it (extend the deadline to include the day the applicant is going to be applying) and then unpublish it.
 - O Does the applicant already have an application in draft status?
 - If you're not sure, continue to the next step to confirm.
- 2. Confirm that the applicant does NOT already have an application in draft status for this job opening.
 - Search for the applicant in Search Applicants.
 - Click on the applicant's name from search results.

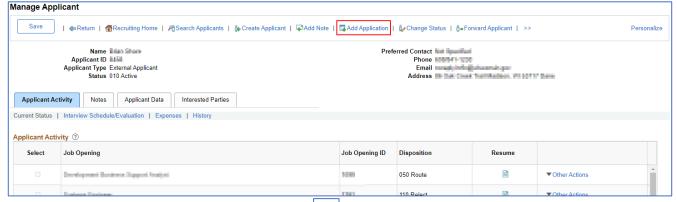




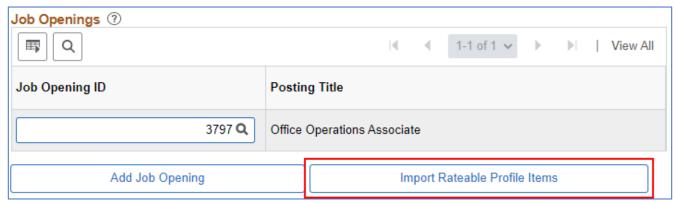
If the applicant has an application in **Draft Status** for this job opening, STOP and submit a JIRA ticket to have HRIS change the applicant's disposition so you can access the application.

o If the applicant does not already have an application for this job opening, continue to the next step.

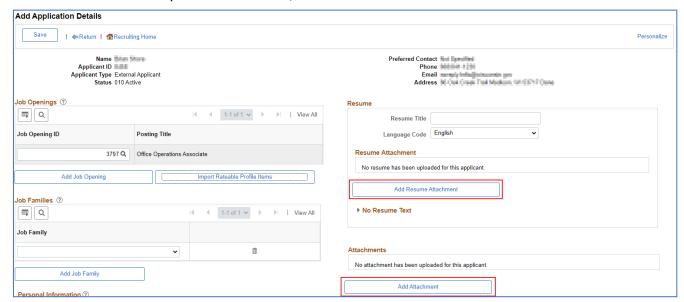
- 3. If the job opening only uses a resume screen, add the applicant to the job opening.
 - o On the Manage Applicant page, click Add Application towards the top right.



- o Click on the Magnifying Glass Icon and enter the Job Opening ID. Click Search.
- o Click on the Job Opening ID in the search results.
- o Click **Import Rateable Profile Items** to import profile items this applicant may have associated with their applicant account. These are things like degrees, languages, certifications, licenses, etc.



- 4. Attach application documents (e.g., resume, letter of qualifications).
 - o On the Add Application Details page, click Add Resume Attachment.
 - To add any other attachments, click Add Attachment.

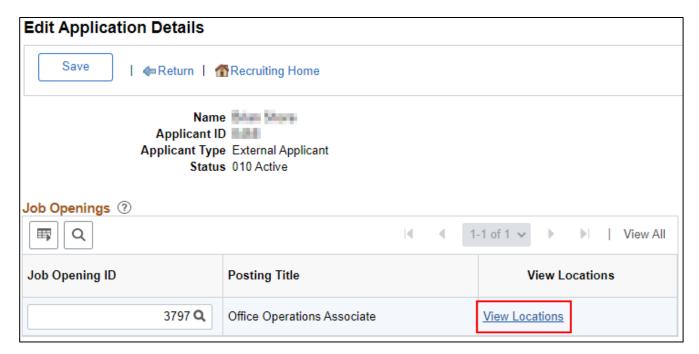


- o Make sure you select the applicable **Attachment Type**.
- o Click **Save** at either the top or the bottom of the page.
- o Click **Return** next to the Save button. This takes you back to the Manage Applicant page.
- 5. **VERY IMPORTANT STEP. DO NOT SKIP:** Add at least one location to the applicant's application.

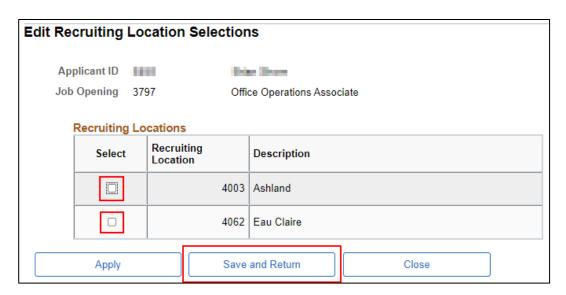


If you do not select at least one location for the applicant, the applicant will NOT be certified if they are eligible.

- o Navigate to the job opening that you just added the applicant to.
- o On the **Applicants** tab, on the far right of the applicant row, click **Other Actions > Recruiting Actions > Edit Application Details.**
- o On the Edit Application Details page under the Job Openings heading, click View Locations.



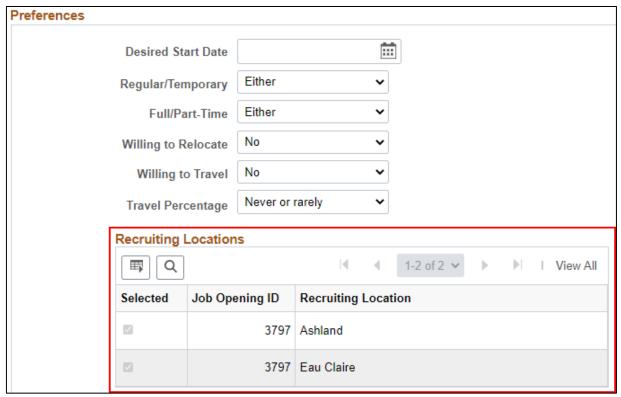
Select the applicable locations and click Save and Return.





If you do not select at least one location, the applicant will NOT be certified if they are eligible.

o The selected locations should now appear in the **Preferences** section of **Application Details**.



o Click **Save** at the top or bottom of the page.



- ✓ Check your work. End this process by double checking these steps:
 - 1. This job opening only uses a resume screen.
 - 2. You uploaded a resume attachment.
 - 3. For any other uploaded attachments, you selected an attachment type.
 - 4. You selected at least one location on the applicant's application.