

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:
 - 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 online or manual 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.
 - 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.

Search Applicants

[Recruiting Home](#)

▶ **Search Criteria** ⓘ

1 Result(s) Found

Search Results ⓘ

Select	Applicant	Applicant ID	Type	Status	Phone
<input type="checkbox"/>	Dorian Stevens	6088	External Applicant	010 Active	608/84



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.

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

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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.

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Note | **Add Application** | Change Status | Forward Applicant | >> Personalize

Name: Brian Schone
 Applicant ID: [ID]
 Applicant Type: External Applicant
 Status: 010 Active


Preferred Contact: Not Specified
 Phone: [Phone]
 Email: [Email]
 Address: [Address]

Applicant Activity | Notes | Applicant Data | Interested Parties

Current Status | Interview Schedule/Evaluation | Expenses | History

Applicant Activity

Select	Job Opening	Job Opening ID	Disposition	Resume	
<input type="checkbox"/>	Development Business Support Analyst	[ID]	050 Route	[Resume Icon]	Other Actions
<input type="checkbox"/>	Business Services	[ID]	110 Select	[Resume Icon]	Other Actions

- 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.

Job Openings

1-1 of 1 | View All

Job Opening ID	Posting Title
3797	Office Operations Associate

Add Job Opening | **Import Rateable Profile Items**

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

Add Application Details

Save | Return | Recruiting Home | Personalize

Name: Brian Schone
 Applicant ID: [ID]
 Applicant Type: External Applicant
 Status: 010 Active

Preferred Contact: Not Specified
 Phone: [Phone]
 Email: [Email]
 Address: [Address]

Job Openings

Job Opening ID	Posting Title
3797	Office Operations Associate

Add Job Opening | Import Rateable Profile Items

Job Families

Job Family: [Dropdown]

Add Job Family

Resume

Resume Title: [Text Box]
 Language Code: English

Resume Attachment

No resume has been uploaded for this applicant.

Add Resume Attachment

No Resume Text


Attachments

No attachment has been uploaded for this applicant.

Add Attachment

Add an Applicant to a Job Opening

- 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**.

Edit Application Details

| [Return](#) | [Recruiting Home](#)

Name [Redacted]
 Applicant ID [Redacted]
 Applicant Type External Applicant
 Status 010 Active

Job Openings ?

Job Opening ID	Posting Title	View Locations
<input type="text" value="3797"/> <input type="button" value="Search"/>	Office Operations Associate	View Locations

- o Select the applicable locations and click **Save and Return**.

Edit Recruiting Location Selections

Applicant ID [Redacted] [Redacted]
 Job Opening 3797 Office Operations Associate

Recruiting Locations

Select	Recruiting Location	Description
<input checked="" type="checkbox"/>	4003	Ashland
<input type="checkbox"/>	4062	Eau Claire



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**.

Preferences

Desired Start Date

Regular/Temporary

Full/Part-Time

Willing to Relocate

Willing to Travel

Travel Percentage

Recruiting Locations

1-2 of 2

Selected	Job Opening ID	Recruiting Location
<input checked="" type="checkbox"/>	3797	Ashland
<input checked="" type="checkbox"/>	3797	Eau Claire

- 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.