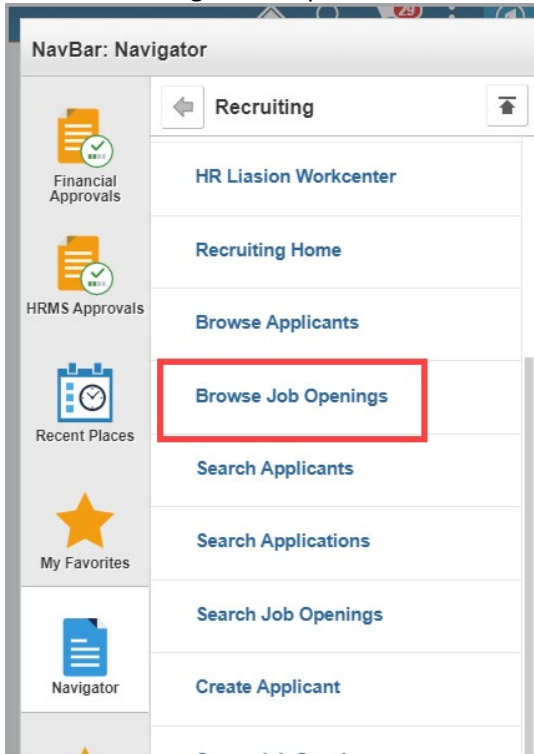




Add/Modify Attachments to Job Opening

1. Follow this navigation sequence: **Main Menu > HRMS > Recruiting > Browse Job Openings.**



2. From the **Job Openings** list, click on the **Posting Title**

4 matches found.

Job Openings

Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit
5062	HUMAN RESOURCES SPEC II	<input type="checkbox"/>	San Antonio, TX	HUMAN RESOURCE SERVICES	VP of Business Affairs
4859	HUMAN RESOURCES SPEC-10025816	<input type="checkbox"/>	San Antonio, TX	HUMAN RESOURCE SERVICES	VP of Business Affairs
4858	WS Student Assistant	<input type="checkbox"/>	Harlingen, TX	Human Resources & Talent Devt	Div Finance & Administration
4857	WS Student Assistant	<input type="checkbox"/>	Edinburg, TX	Human Resources & Talent Devt	Div Finance & Administration



3. Click the **Activity & Attachments** tab.

Manage Job Opening

[Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Create New](#) | [Clone](#) | [Rel](#)

Job Opening ID 5062
Job Posting Title HUMAN RESOURCES SPEC II
Job Code 19542 (HUMAN RESOURCES SPEC II)
Position Number 10026226 (HUMAN RESOURCES SPEC II)

Applicants | Applicant Search | Applicant Screening | **Activity & Attachments** | Details

All (7) | **Applied (1)** | Reviewed (1) | Screen (0)

Applicants ?

Select	Applicant Name	Applicant ID	Type	Disposition
<input type="checkbox"/>	Mickey Mouse	218368	External	Applied

4. On the **Activity & Attachments** tab, click on **Add Attachment**

Notes

No notes have been added to this Job Opening.

Add Note

Attachments

No Attachments have been added to this Job Opening.

Add Attachment

Expenses

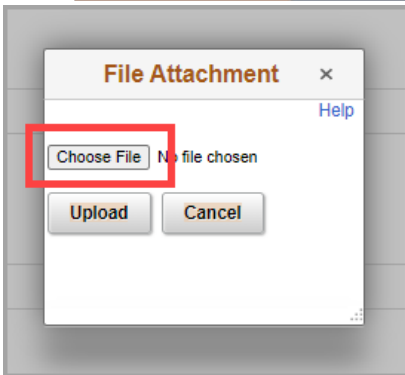
No Expenses have been added to this Job Opening.

Add Expense

Save | [Return](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Next](#) | [Rel](#)

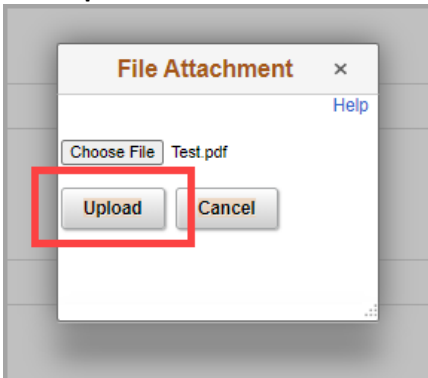
5. Click **Choose File**

NOTE: You can only attach files with named extensions of doc, docx, odt, pdf, rtf and txt.



6. Choose your desired pdf file, then click **Open**

7. Click **Upload**



8. Select the **Audience** from the dropdown



Audience Definitions:

Interview- can be viewed by anyone who has access to the job opening, but only the note author or HR can modify the note.

Private- the subject can be viewed by anyone who has access to the job opening, but only the note author or HR can view or modify the note.

Public- can be viewed and edited by anyone who has access to the job opening.




9. Finally, click **Save**

Expenses

No Expenses have been added to this Job Opening.

Add Expense

Save | Return | Recruiting Home | Search Job Op

10. Once the Attachment is saved, click the link to open, or update the **Description** and **Audience** as necessary. Click the delete icon  to delete the attachment.

Attachments

File Name	Description	Audience
Test.pdf	Test.pdf	Private

Add Attachment

Updated	Uploaded By	
07/10/2020 5:24PM	Enrique Barrera	