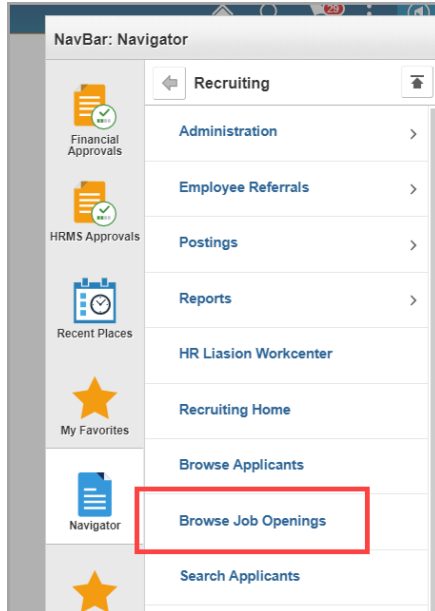




Add Applicant Notes

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



2. 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. Under the **Applicants** tab, click on the respective **Applicant Name**

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

4. Click on the **Notes** tab

Manage Applicant

Name Mickey Mouse
Applicant ID 218368
Applicant Type External Applicant
Status 010 Active

Select	Job Opening	Job Opening ID	Disposition
<input type="checkbox"/>	HUMAN RESOURCES SPEC II	5062	010 Applied

5. Click the **Add Applicant Note** button



application. Please check and update the data contained in your application questionnaire before submitting your application.

Thank you

This email was automatically generated. Please do not respond.

Add Applicant Note

Save | Return | Recruiting Home | Search Applicants | Next | Create

6. Select the **Audience** from the dropdown

Author Enrique Barrera

Date 07/11/2020

Contact Method

*Audience Public
Private
Public

Job Openings ?

Job Opening ID	Posting Title
<input type="text"/>	

Add Job Opening

Audience Definitions:

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.

7. Enter the **Job Opening ID** to be associated with the note or click on the magnifying glass to search. Click on **Add Job Opening** to add another Job Opening ID.



Author Enrique Barrera Contact Method

Date 07/11/2020 *Audience Public

Job Openings ?

1-1 of 1 | View All

Job Opening ID	Posting Title		
<input type="text"/>			

Add Job Opening

8. Enter the **Subject** and **Details**

*Subject Test Note

Details

Attachments

No attachments have been added to this note.

Add Attachment

Save **Cancel**

9. Click the **Add Attachment** button to attach any documents associated with the note



*Subject Test Note

Details

Attachments
No attachments have been added to this note.

Add Attachment

Save Cancel

10. Click **Save** to save the note

*Subject Test Note

Details

Attachments
No attachments have been added to this note.

Add Attachment

Save Cancel