



TALENT DEVELOPMENT AND RECRUITMENT

Talent Management System: Recruit How to Attach Applicant Documents (Resume, Cover Letter, References, etc.)

Occasionally, an applicant will contact you to ask if he/she may attach an updated version of their resume. As you may know, once an applicant applies, they are restricted from making any edits to their application materials. If you wish to allow the applicant to use an updated document, you may follow these instructions to help you upload the document to the applicant's profile. As a reminder, you must be consistent with your recruitment process for all applicants.

1. Login to talent.okstate.edu. Go to "Recruit" tab > "Manage Requisitions". Enter the Req number (Example: req5754), and then **search**. Be sure you have "Open" selected from the drop box that is below the search box.
2. Click on the **bolded number** that is under Applicants.

Manage Requisition Show Me Options

Job Title: req5754 Campus: Location: Include related Include Subordinates Include Subordinates
Grade: Owner: Open Hiring Manager: 6/25/2018 10/22/2018 Search

My Jobs All Jobs

Priority	Job	ID	Location	Status	Hiring Manager	Days Open	Postings	Applicants	Referrals	New Submissions
	Data Examination Clerk	req5754	Scholarshi...	Open	Susan Dale	6	1	7	0	0



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- Find the correct applicant and click on their **name**. Their applicant profile will appear with the applicant information for that specific requisition. Click on the **“Documents”** tab.

The screenshot shows the applicant profile for "Pistol Pete". The profile includes contact information (Email: cowboys@gmail.com, Phone: 405 850-3841, Address: 1101 S. Shumard, Stillwater, OK 74074, United States), organizational details (Position: Not Defined, Organization: Not Defined, Type: External, Language Preference: English (US)), and a red flag under "Applicant (User) Flags". Below the profile, it states "Applied for 1 Job(s)" and lists "Administrative Supp..." with status "Inactive (App Sc..." and applied date "12/7/2015". At the bottom, a navigation bar shows tabs for Summary, Statuses, Application, Documents, History, and Email. The "Documents" tab is circled in orange, and an orange arrow points to it from the right.

- This tab displays all of the documents the applicant submitted with their application for this specific requisition. Click **“Upload Other Document”** as seen below.

Administrative Support Specialist (req1362)

The screenshot shows the "Documents" tab selected in the navigation bar. The tabs are Summary, Statuses, Application, Documents, History, and Email. Below the navigation bar, the section is titled "Applicant Documents".

Review or upload a Resume/CV, a Cover Letter and up to ten (10) Other Documents for this applicant. It may take several minutes for new attachments to be included in the Application PDF.

Document	Title	Upload User	Upload Date	Options
Resume/CV	Resume for Pete	Pistol Pete [cowboys@gmail.com]	12/7/2015	
Cover Letter	Cover Letter	Pistol Pete [cowboys@gmail.com]	12/7/2015	
Other Document	Upload Other Document			



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5. The upload box will appear. You then title the document you are uploading (example: First Name Last Name Cover Letter) and then click **choose file**. Find the document in your folders and select it. Then click the **Save** button.

A screenshot of a web-based dialog box titled "Upload Other Document". The dialog has a close button (X) in the top right corner. It contains a "Title" label followed by an empty text input field. Below that is a "File Path" label, a "Choose File" button, and the text "No file chosen". At the bottom right of the dialog are two buttons: "Cancel" and "Save".

If you have any questions, please contact Talent Recruitment by email to jobs@okstate.edu or call 405-744-2909.