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.

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3. 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.

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

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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.

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