

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** 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	Post	Applicants	Referrals	New Submissions
	Data Examination Clerk	req5754	Scholarshi...	Open	Susan Dale	6	1	7	0	0

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.

 **Pistol Pete** Options

Email
cowboys@gmail.com

Phone
405 850-3841

Address
1101 S. Shumard
Stillwater, OK 74074
United States

Position
Not Defined

Organization
Not Defined

Type
External

Language Preference
English (US)

Applicant (User) Flags

Applied for 1 Job(s)

Administrative Supp...
Status: Inactive (App Sc...
Applied: 12/7/2015

Administrative Support Specialist (req1362)

Summary Statures Application **Documents** History Mail

Applicant Summary

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.

Administrative Support Specialist (req1362)

Summary Statures Application Documents History Email

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			

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.

Upload Other Document ×

Title

File Path

No file chosen

If you have any questions, please contact Human Resources, Kathy Johnson, (405) 744-2909.