People and Money system
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Hiring Guide- How To Upload Interview Documents
School or Department Admin
Estimated time to complete: 6 minutes

In Brief...
This is a simple overview of the process.

1. From the Home page, click the Navigator menu on the top left icon.

2. Expand the My Client Groups section and click Hiring.

3. Click the Applications hyperlink, then click on the candidate’s name to upload the documents.

4. Select the Attachments tab and use the “Drag files here or click to add attachment” area to upload documents to candidate job submission record.

For detailed guidance, see the next section.

In Detail...
1. From the Home page, click the **Navigator** menu on the top left icon.

2. Expand the **My Client Groups** section and click **Hiring**.

3. In the **Job Requisition** screen, click on the **Applications** hyper link for the Job selected.

4. In **Job Applications** screen select Candidate for whom documents should be uploaded.
5. Select the **Attachments** tab and use the "Drag files here or click to add attachment" area to upload documents to Candidate Job submission record.

**Glossary**

Please refer to the glossary