



People and Money system

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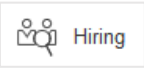
Hiring Guide- How To Upload Interview Documents

School or Department Admin

Estimated time to complete: 6 minutes

In Brief...

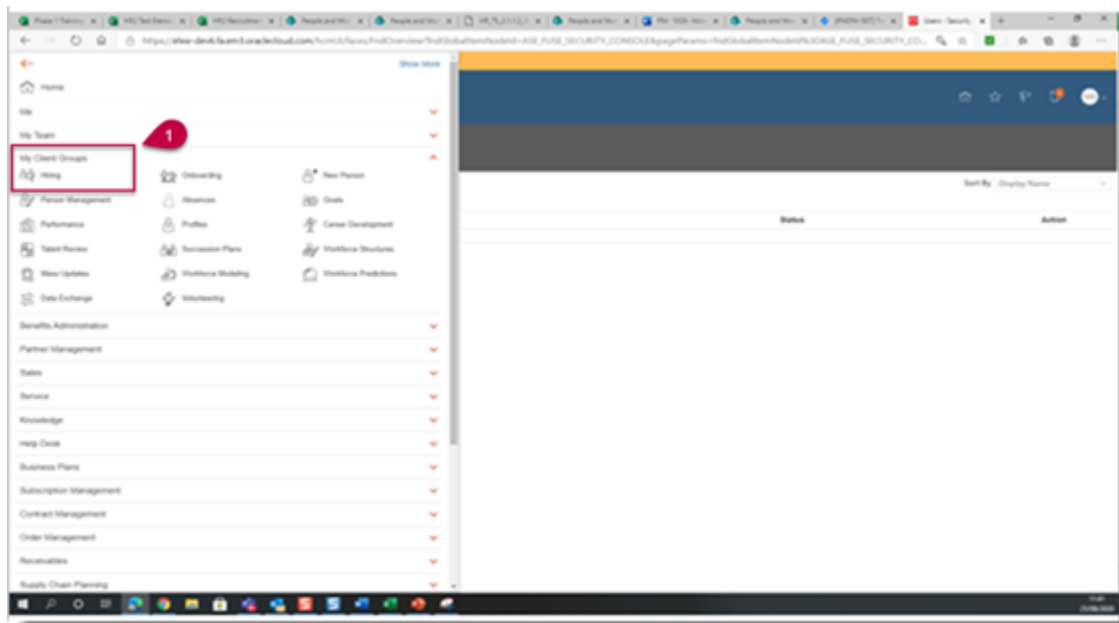
This is a simple overview of the process.

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

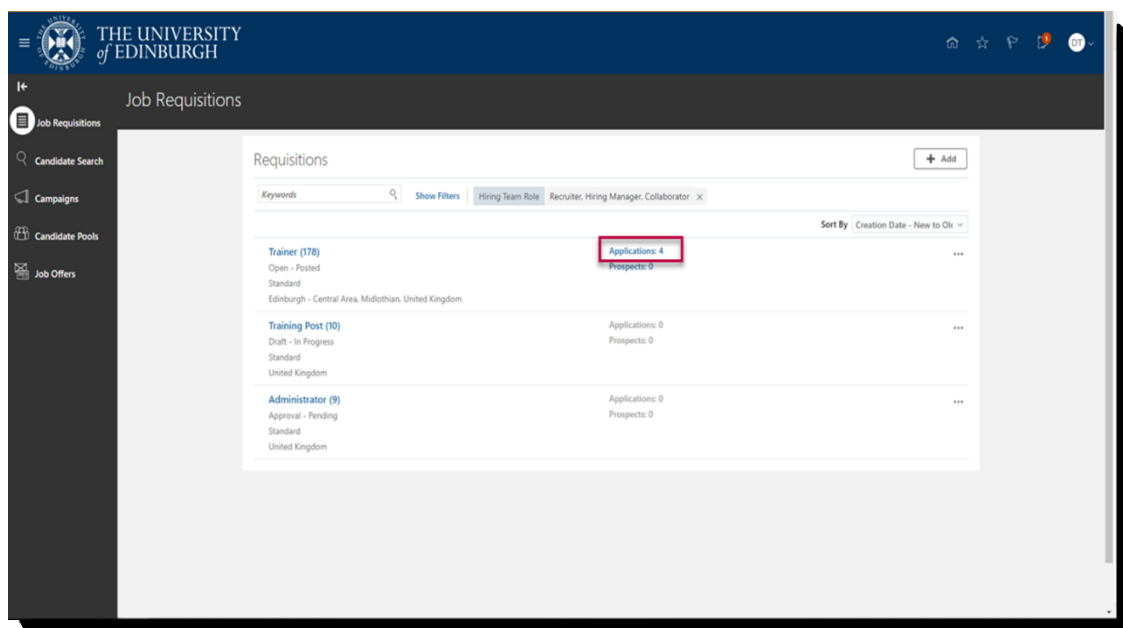
For detailed guidance, see the next section.

In Detail...

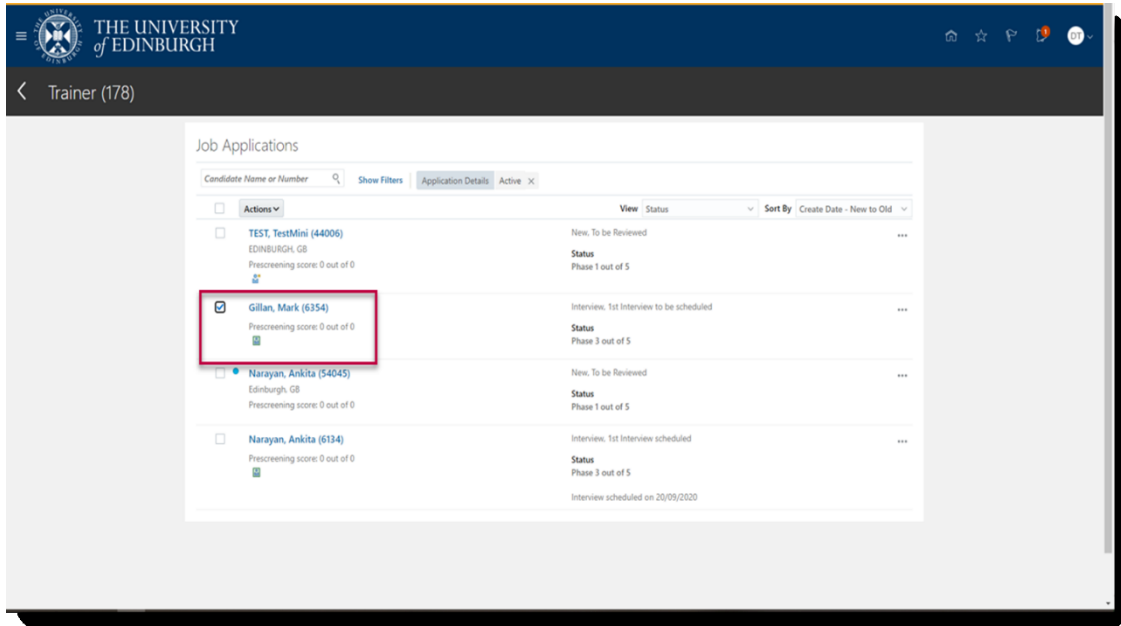
1. From the Home page, click the **Navigator** menu on the top left icon.
2. Expand the **My Client Groups** section and click **Hiring**



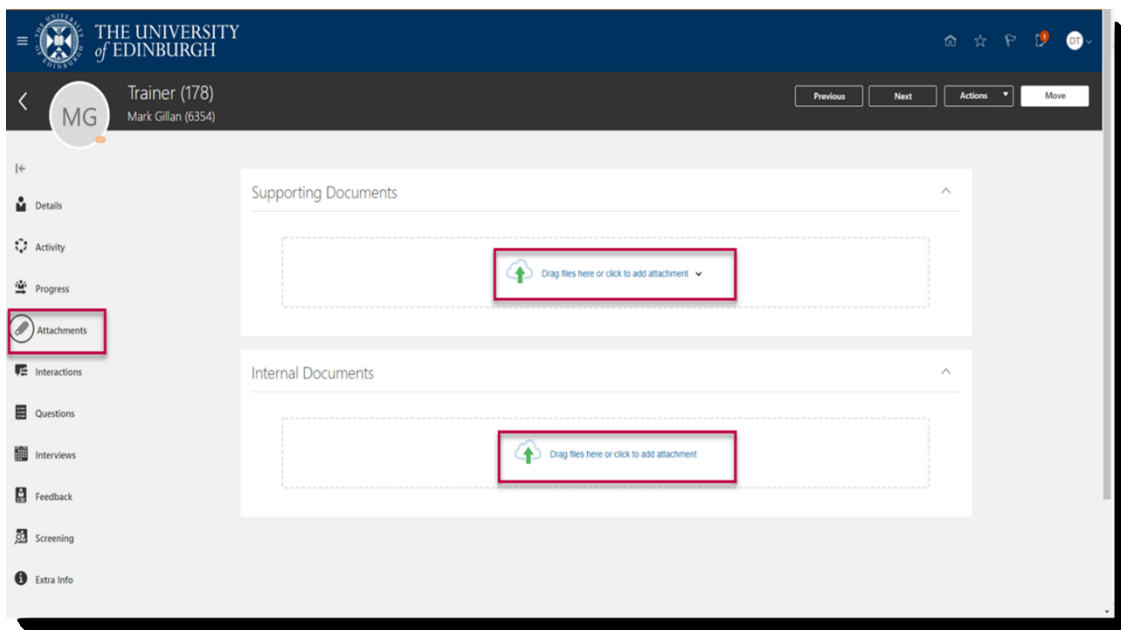
3. In the **Job Requisition** screen, Click on the **Applications** hyper link for the Job selected.



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