

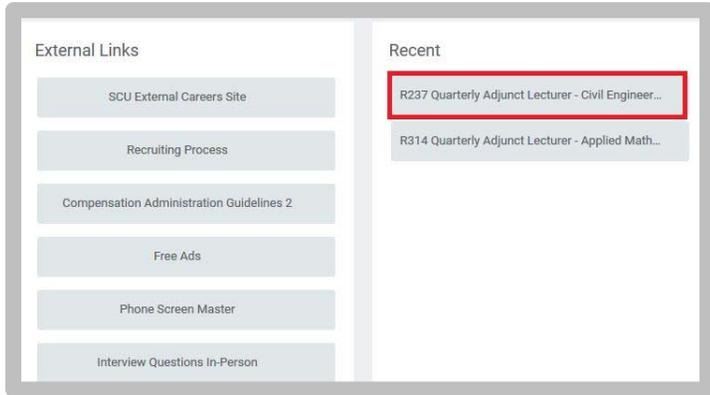
RECRUITING WORKLET

Select the Recruiting icon on your dashboard.

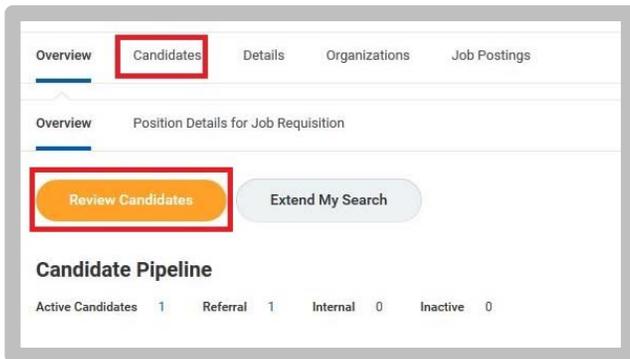
Note: Refer to FAQs at the end of this document if off-campus



1. Click the Job Requisition link under **Recent**.



2. Navigate to the **Candidates** tab or click the **Review Candidates** button.



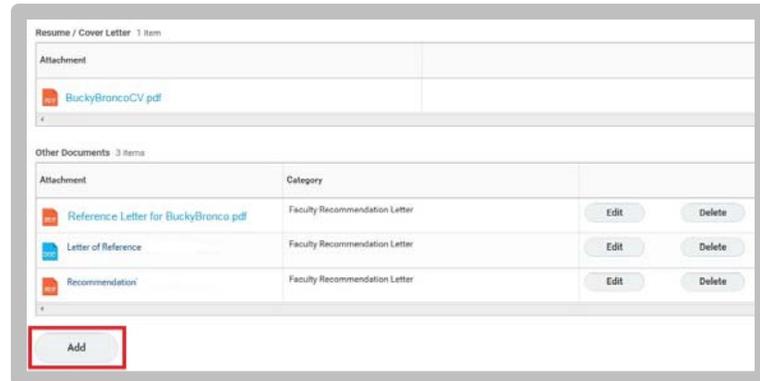
3. On the Candidates tab, click the **Candidate's** name.

<input type="checkbox"/>	Candidate	Step / Disposition	Awaiting Me	Awaiting Action	Date Applied	Previous Worker (Self-Identified)	Current/Former Student (Self-Identified)	Current Title	Current Company	Resume
<input checked="" type="checkbox"/>	Evander Kane (C813)	Review		1	10/29/2019		No, I have not attended SCU as a student and I am not a former SCU Student.			CV.docx

4. Navigate to the **Attachment's** tab.



5. Click the **Add** button in the Other Document's section.



6. Drag and Drop the file(s). Select the Category → Configurable Categories.

7. Click Ok.

FAQs:

- If off-campus, it is necessary that you use VPN to access Recruitment information:
<https://www.scu.edu/technology/get-connected/networking/how-to-access-vpn/>