

1. Select **My Team** to display your manager functions
2. Click **Hiring**

Good afternoon, Arya Stark!

Me **My Team** My Client Groups Benefits Administration Risk Management Sales Service

QUICK ACTIONS APPS

Change Manager

Seniority Dates

Transfer

Employment Contracts

Employee Summary

My Team

Onboarding

Hiring

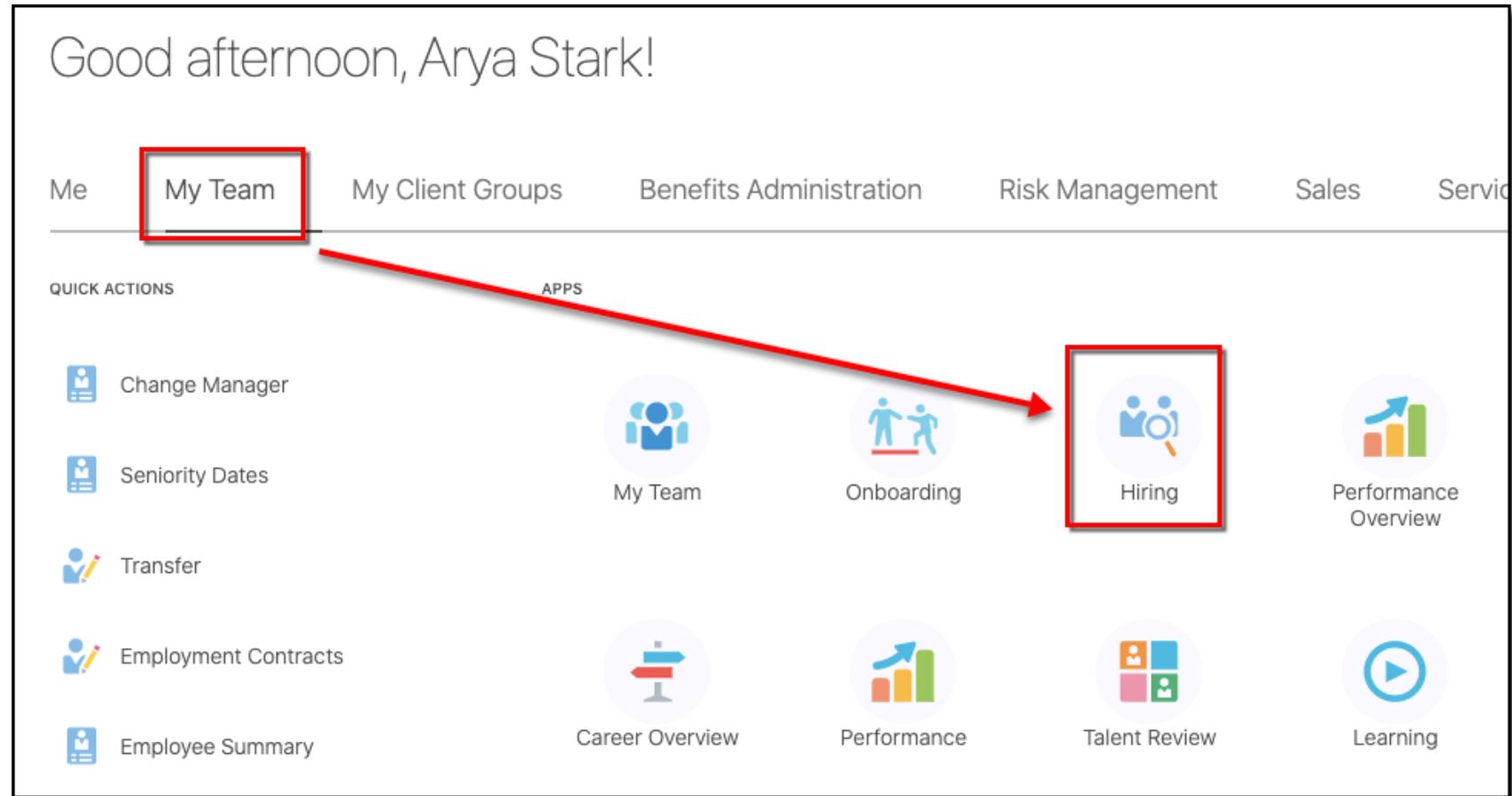
Career Overview

Performance

Talent Review

Learning

Performance Overview

The screenshot shows a user interface for a manager. At the top, there is a greeting "Good afternoon, Arya Stark!". Below this is a navigation bar with several options: "Me", "My Team", "My Client Groups", "Benefits Administration", "Risk Management", "Sales", and "Service". The "My Team" option is highlighted with a red box. Below the navigation bar, there are two main sections: "QUICK ACTIONS" and "APPS". The "QUICK ACTIONS" section contains five items: "Change Manager", "Seniority Dates", "Transfer", "Employment Contracts", and "Employee Summary". The "APPS" section contains a grid of icons for "My Team", "Onboarding", "Hiring", "Career Overview", "Performance", "Talent Review", and "Learning". The "Hiring" icon is highlighted with a red box, and a red arrow points from the "My Team" navigation option to the "Hiring" icon. To the right of the "Hiring" icon is a "Performance Overview" icon.

3. Click the **Candidate Search** tab
4. Use a **keyword** or edit the search **filters** to locate the desired applicant(s)

Note: You can add a single applicant or multiple applicants at the same time to a job requisition

The screenshot displays the 'Candidate Search' interface. On the left sidebar, the 'Candidate Search' tab is highlighted with a red box. The main content area shows a search bar with the text 'Search' and a 'Show Filters' button, both enclosed in a red box. Below the search bar, there is a list of candidates with checkboxes and 'Add' buttons. A red arrow points to the 'Add' button for the second candidate, 'Matsumoto, Brittany (5548)'. The list includes the following candidates:

Actions	Sort By
<input type="checkbox"/>	Relevance
<input type="checkbox"/>	

5. To add multiple applicants, select the **checkboxes** for the desired applicants
6. Click the **Actions** button
7. Select **Add to Requisition**

The screenshot displays the 'Candidates (500)' interface. At the top, there is a search bar and a 'Show Filters' button. Below this, a table of candidates is shown. The 'Actions' dropdown menu is open, and the 'Add to Requisition' option is highlighted. A red box highlights the 'Add to Requisition' option in the dropdown menu. Another red box highlights the checkboxes for three applicants: Rubin, David (5217), Manley, Jason (5270), and Putmon, Alicia (5185). A red arrow points from the 'Add to Requisition' option in the dropdown menu to the checkboxes of these three applicants.

Actions	Candidate Name (ID)	Location	Selected
Add to Requisition	(538)		
Add to Candidate Pool			
Add Interaction			
Delete Candidate			
Send Message			
	Sutton, Joshua (5577)	Lansing, MI, US	<input type="checkbox"/>
	Rubin, David (5217)	Lansing, MI, US	<input checked="" type="checkbox"/>
	Manley, Jason (5270)	Lansing, MI, US	<input checked="" type="checkbox"/>
	Putmon, Alicia (5185)	Charlotte, MI, US	<input checked="" type="checkbox"/>

8. Begin entering a **keyword** for the desired job requisition
9. Select the **job requisition**

Candidates (3)

Select Requisitions

Super

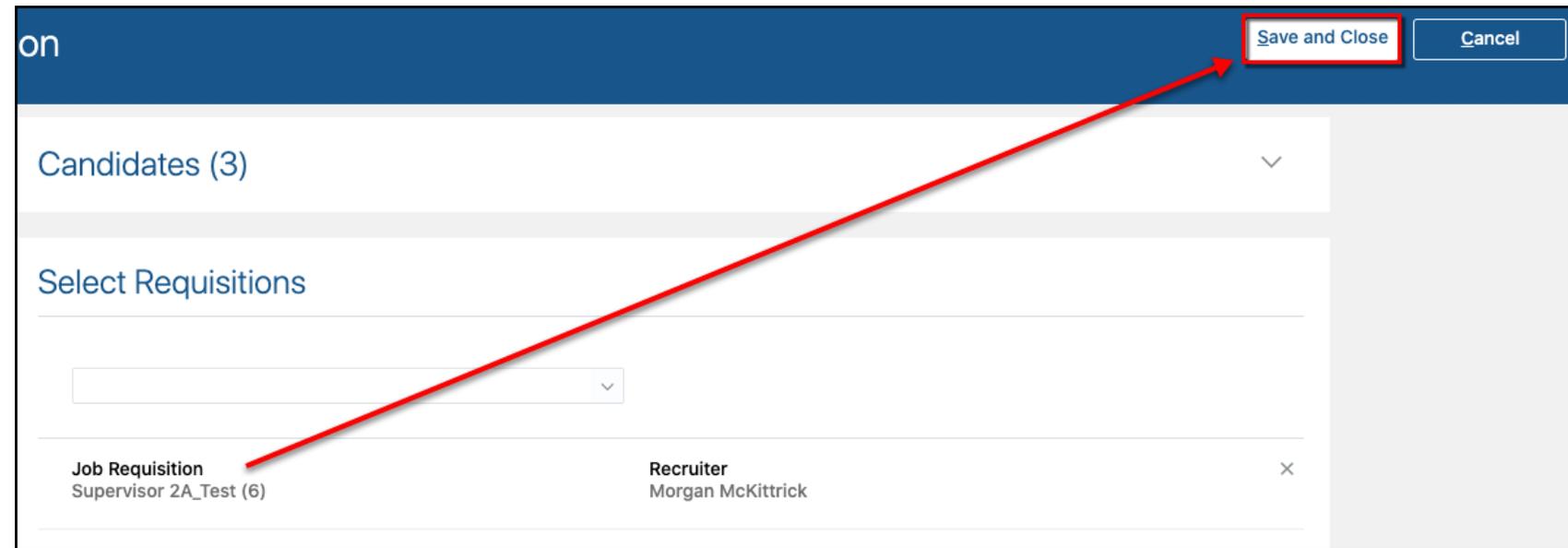
Requisition Title	Requisition Number	Hiring Manager	Recruiter
Supervisor 2A_Test	6	Arya S Stark	Morgan McKittrick

There's nothing here so far.

Note: If desired, you can search for additional requisitions if you want to add applicants to more than one requisition at a time

10. After selecting the requisition(s), click **Save and Close**

Note: Upon submittal, you will see a brief notification indicating the applicants were added to the requisition



The screenshot shows a web interface for adding applicants to a job requisition. At the top right, there are two buttons: "Save and Close" (highlighted with a red box) and "Cancel". Below this is a section titled "Candidates (3)" with a dropdown arrow. Underneath is a "Select Requisitions" section with a search input field and a dropdown arrow. At the bottom, there is a summary row with "Job Requisition Supervisor 2A_Test (6)" on the left and "Recruiter Morgan McKittrick" on the right, with a close icon (X) on the far right. A red arrow points from the "Select Requisitions" section towards the "Save and Close" button.

11. Alternatively, click the **ellipsis (...)** for the desired applicant

12. Select **Add to Requisition**

The screenshot displays a web interface for managing candidates. At the top, it says "Candidates (500)" with a "+ Add" button on the right. Below this is a search bar and a "Show Filters" link. A table lists three candidates, each with a checkbox and an "Actions" dropdown menu. The first candidate is Blair, Roneisha (5538), with location "Lansing, MI, US". A red arrow points from her name to an expanded action menu. This menu includes "Add to Requisition", "Add to Candidate Pool", "Add Interaction", and "Send Message".

Actions	Sort By
<input type="checkbox"/> Blair, Roneisha (5538) Lansing, MI, US	Relevance
<input type="checkbox"/> Matsumoto, Brittany (5548) Lansing, MI, US	
<input type="checkbox"/> Sutton, Joshua (5577) Lansing, MI, US	

13. Begin entering a **keyword** for the desired job requisition

14. Select the **job requisition**

Candidates (1)

Select Requisitions

resident

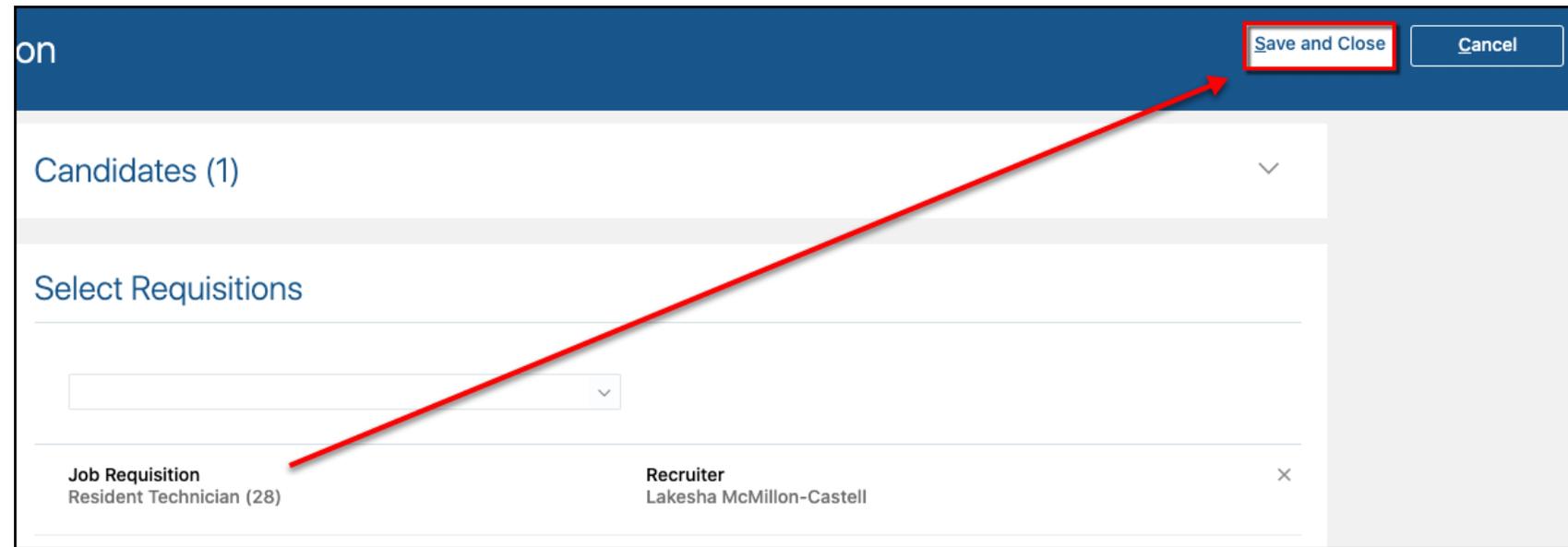
Requisition Title	Requisition Number	Hiring Manager	Recruiter
Resident Technician	28	Lynn Roper	Lakesha McMillon-Castell

There's nothing here so far.

15. After selecting the requisition(s),
click **Save and Close**

Note: Upon submittal, you will see a
brief notification indicating the
applicant was added to the
requisition

End of Procedure



on

Save and Close **Cancel**

Candidates (1) ▾

Select Requisitions

▾

Job Requisition Resident Technician (28)	Recruiter Lakesha McMillon-Castell	×
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