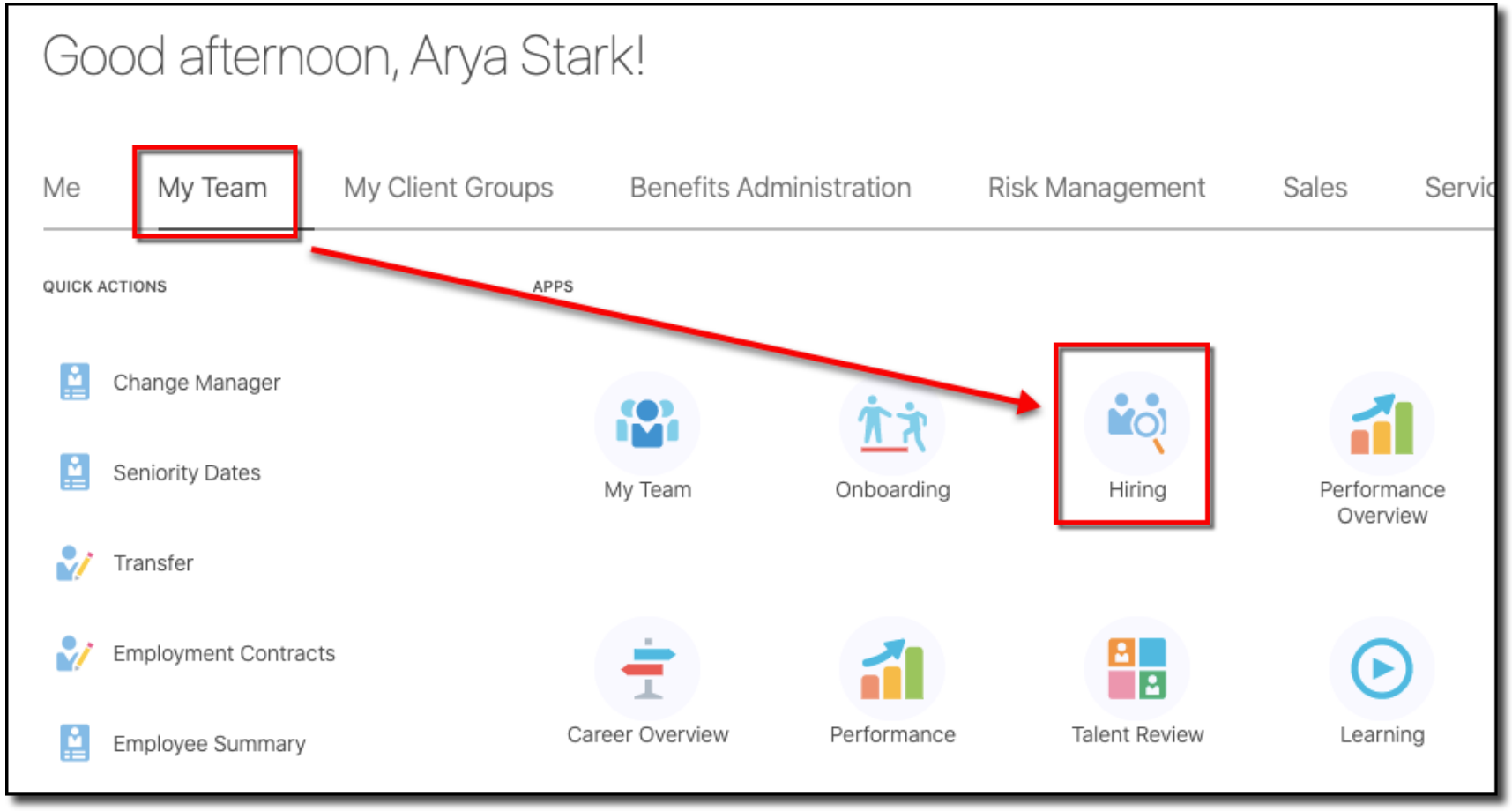
MSS – Adding Applicants to a Job Requisition

1. Select **My Team** to display your manager functions

2. Click **Hiring**

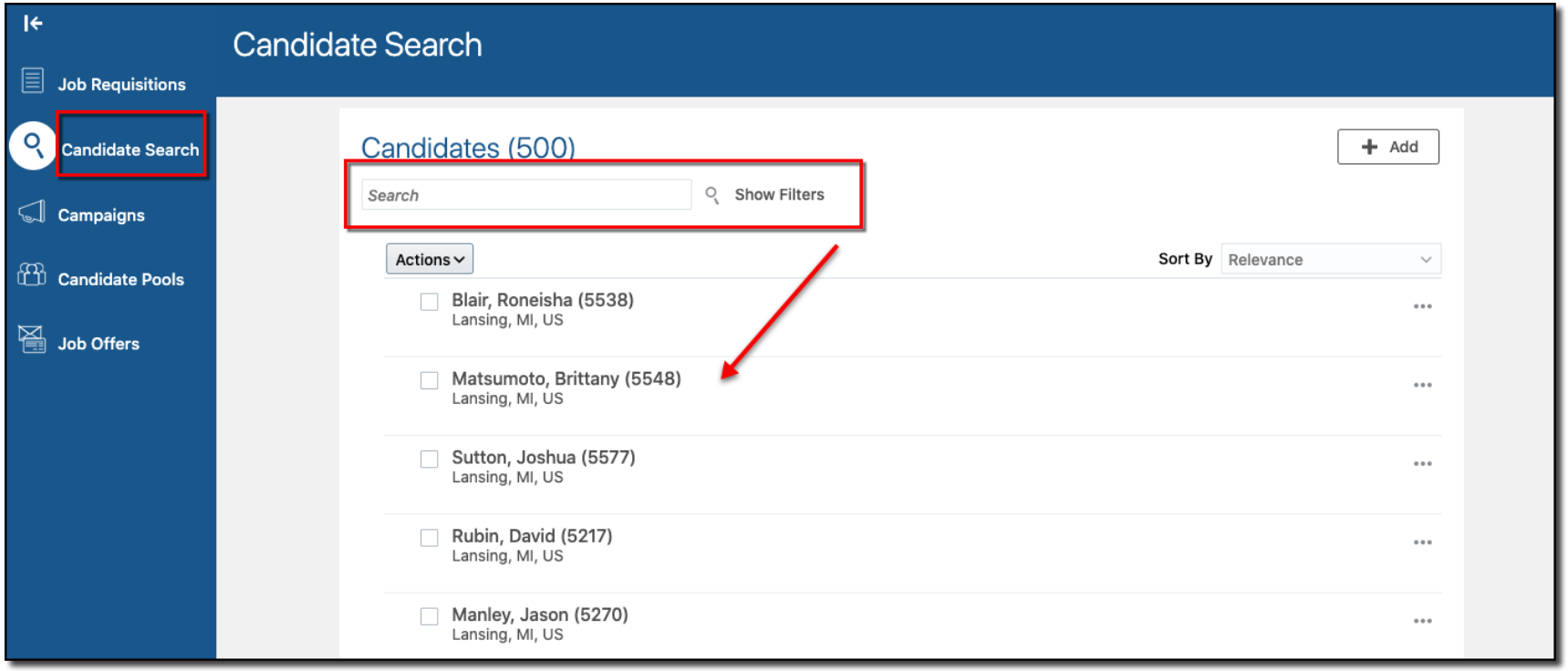


MSS – Adding Applicants to a Job Requisition

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

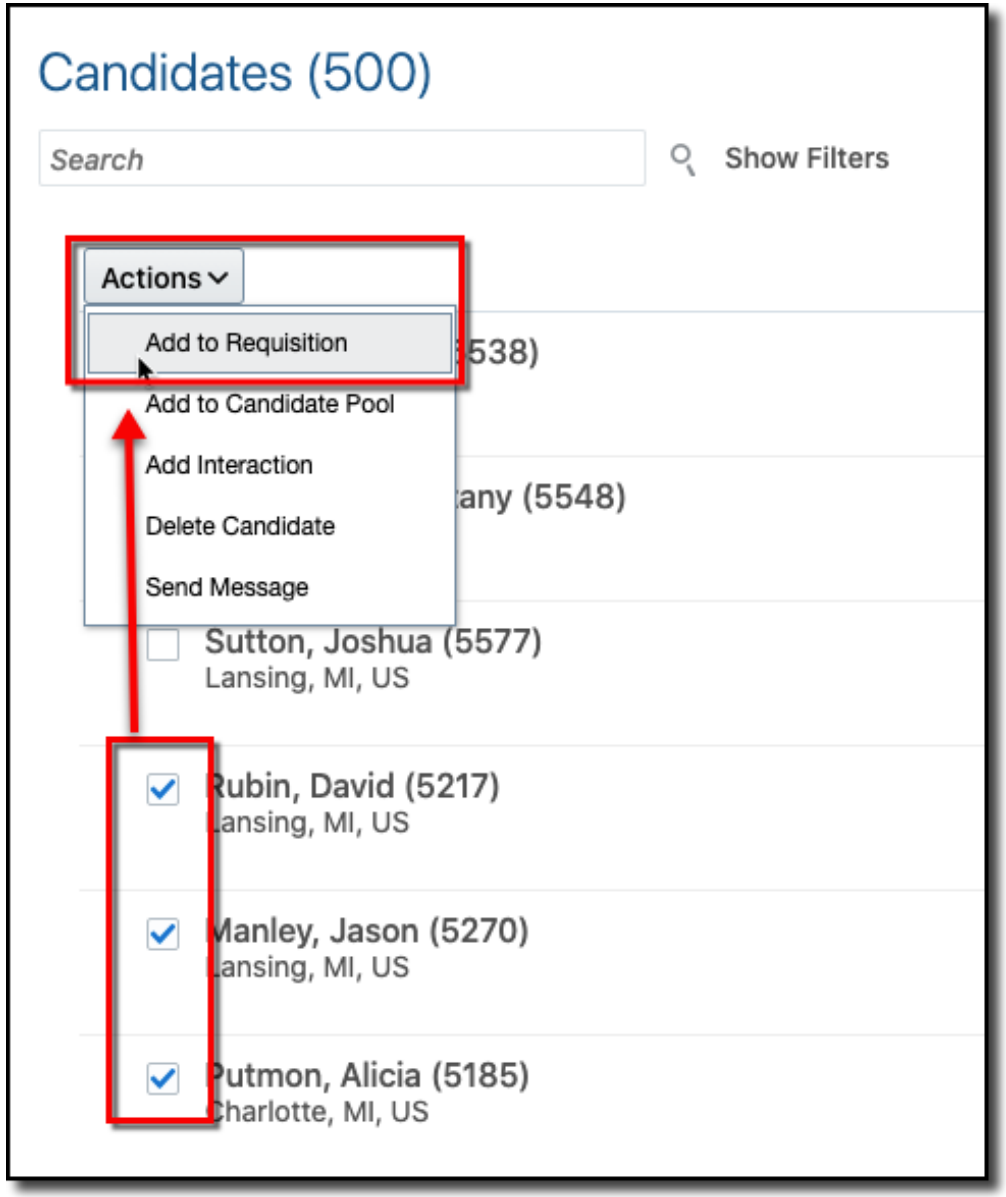


MSS – Adding Applicants to a Job Requisition

5. To add multiple applicants, select the **checkboxes** for the desired applicants

6. Click the **Actions** button

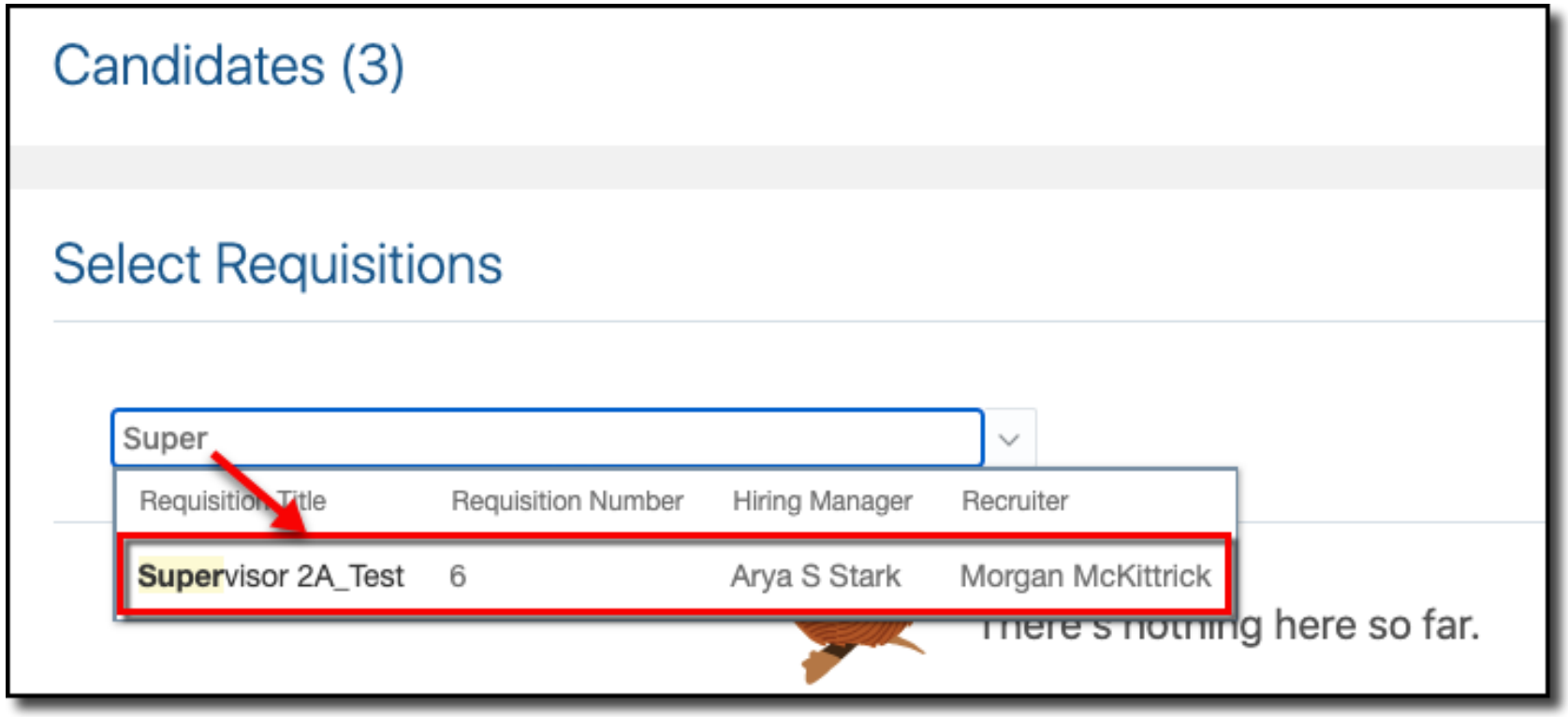
7. Select **Add to Requisition**



MSS – Adding Applicants to a Job Requisition

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

9. Select the **job requisition**

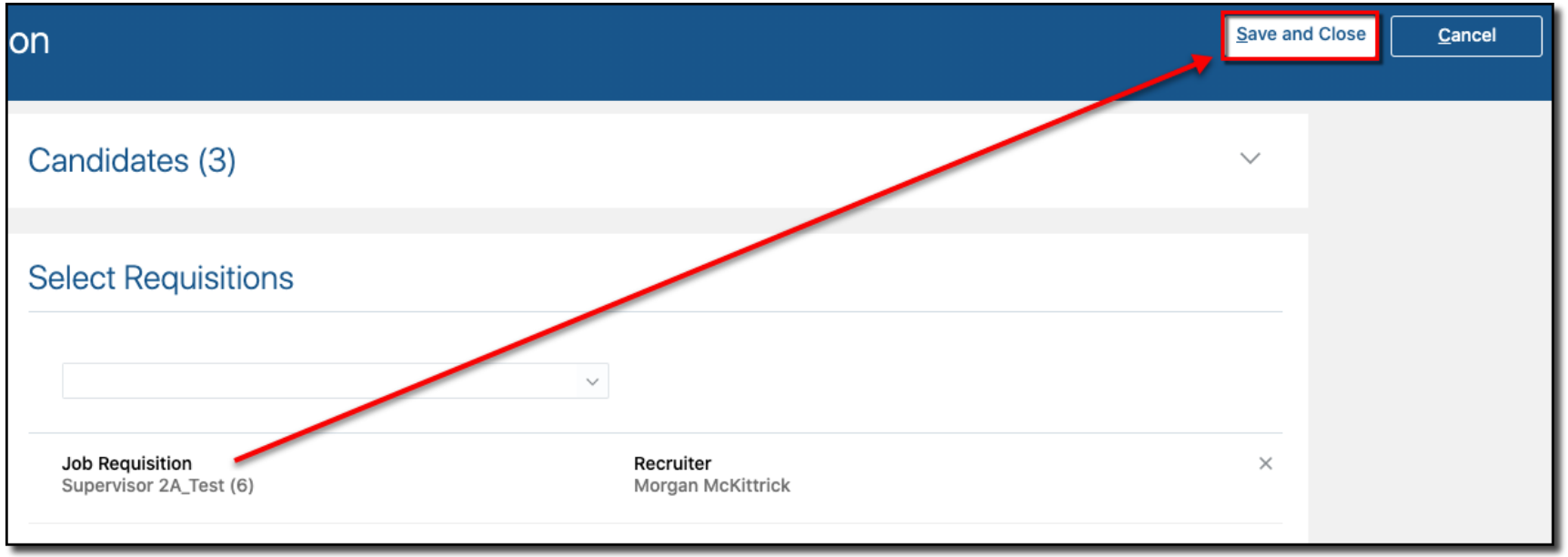


MSS – Adding Applicants to a Job Requisition

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



MSS – Adding Applicants to a Job Requisition

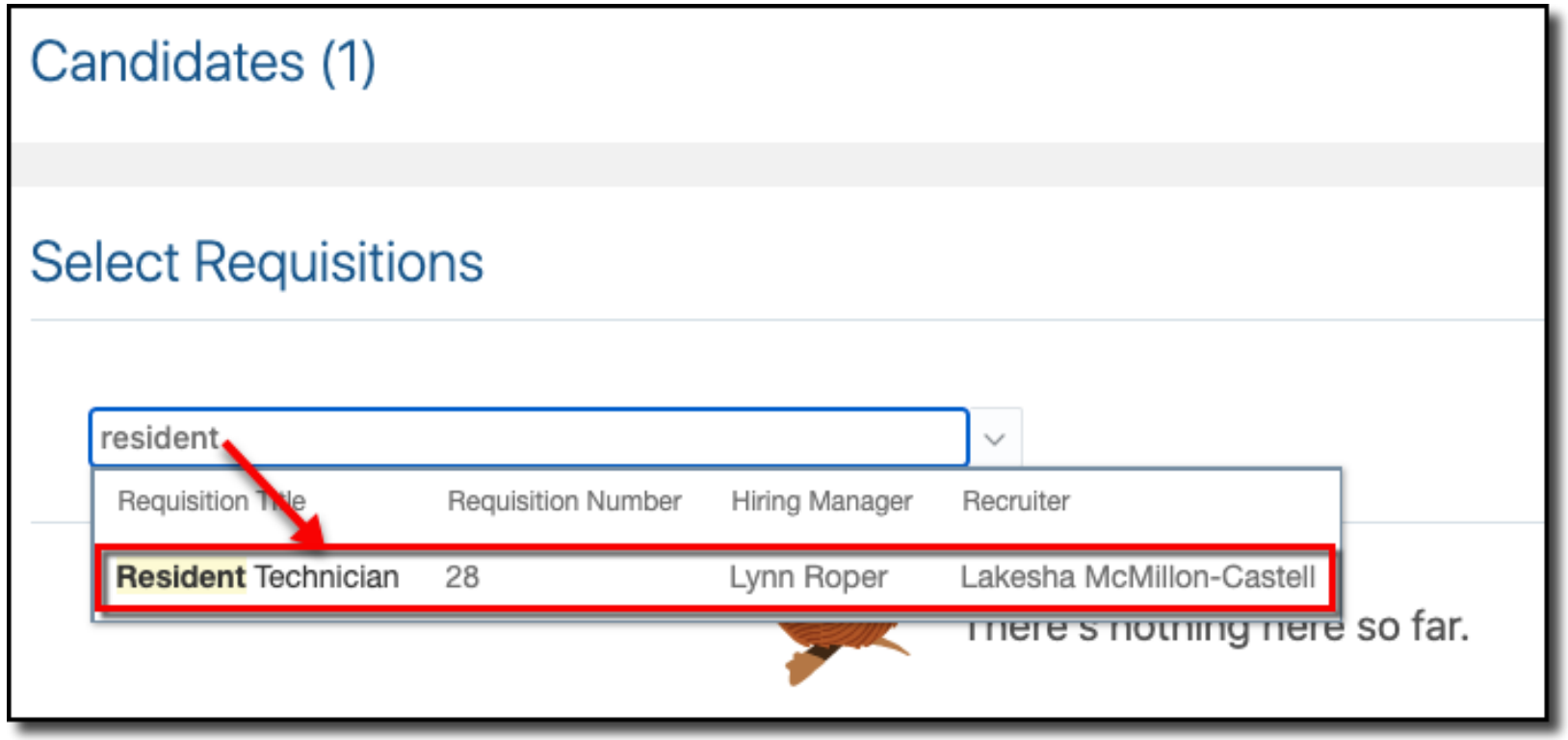
11. Alternatively, click the **ellipsis (…)** for the desired applicant

12. Select **Add to Requisition**

MSS – Adding Applicants to a Job Requisition

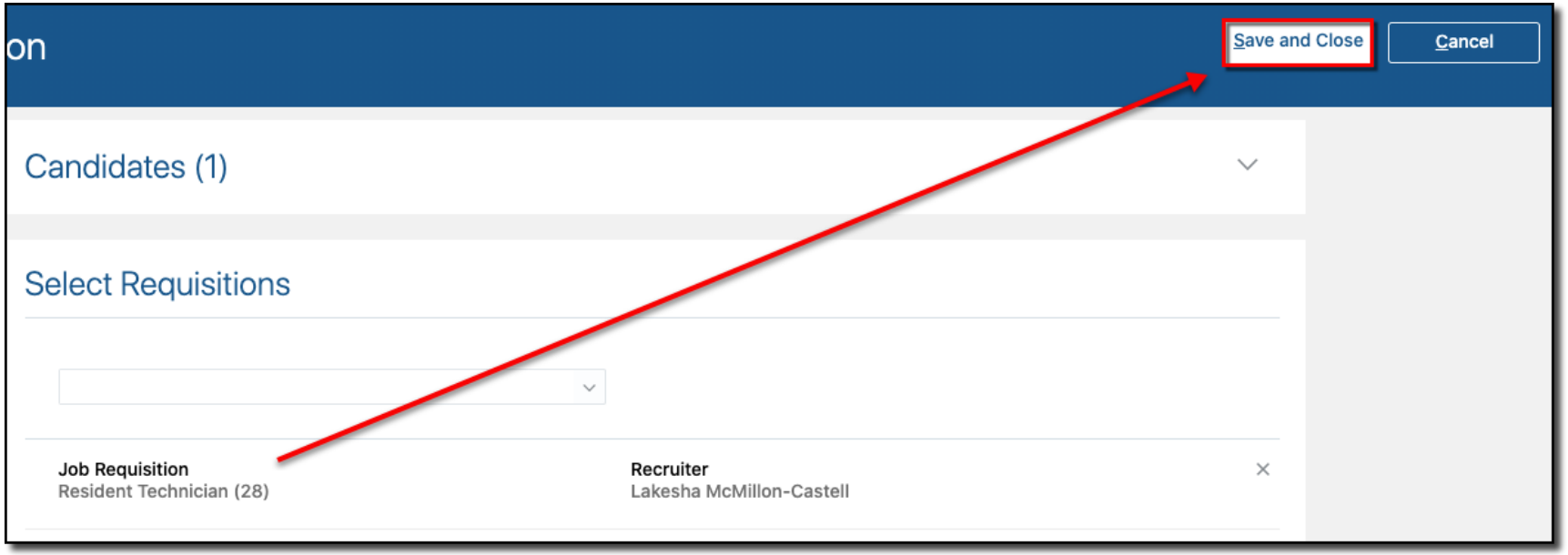
13. Begin entering a **keyword** for the desired job requisition

14. Select the **job requisition**



MSS – Adding Applicants to a Job Requisition

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