

# Hiring Manager/ Hiring Manager Assistant: Uploading Documents

## Uploading Requisition Documents




1. When you have created a Requisition, prior to routing for approval you have an opportunity to upload documents. These documents include:
  - a. Interview Questions.
  - b. Justification Documents.

**These documents can only be added PRIOR to the requisition routing for approval.**

More Actions ▾

Requisition Info    Prescreen Alerts    **Attachments(1)**    Approvals    Sourcing    In

**Attachment(s) for this requisition**    [Upload Attachment](#)

File Name	Attached by
<a href="#">Interview Evaluation and Questions Template 1903786.xlsx</a>   	Lynne Alba (Recruiter)

If you need to upload documents, after approval to the requisition please reach out to your Talent Acquisition Specialist for assistance.

# Uploading Candidate Documents

1. Upload candidate's individual interview notes to the candidate profile. This will allow TA to review the notes of each candidate individually.

From the candidate's profile, click on **Attachments**.

Click on **Upload Other Attachment**.

Job Submission **Attachments(10)** Referral Interviews History

Attached Resume(s) relevant to this Submission | Upload Resume Attachment

File Name	Attached by	Visible to candidate	Size	Date	Description
Resume_Sbu.docx	Candidate	Yes	9 KB	Nov 10, 2020	TA Coordinator

Other Attachments relevant to this Submission | Upload Other Attachment

There are no file attachments for this section

Related to Offer

There are no file attachments for this section


Attachments relevant to Other Submissions or General Profile

File Name	Resume	Relevant To	Attached by	Visible to candidate	Size	Date	Description
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2. Email the Interview Rollup to your Talent Acquisition Specialist after your interview. They will review the roll-up, and work with Classification & Compensation on a salary.



When completing interview notes, it is best practice to complete them in Microsoft Excel. This makes for easy reading and upload. Large scanned files can sometimes be too large to upload.

 If you have any questions, please contact your Talent Acquisition Specialist. They are indicated as the Recruiter on the requisition.

**HIRING TEAM**

- Hiring Manager  
Alba, Lynne
- Recruiter  
Pignataro, Kimberly
- User Group  
SBU Hospital



Visit the Talent Acquisition Resources available on the Pulse at:  
<https://inside.stonybrookmedicine.edu/hr/career/about>