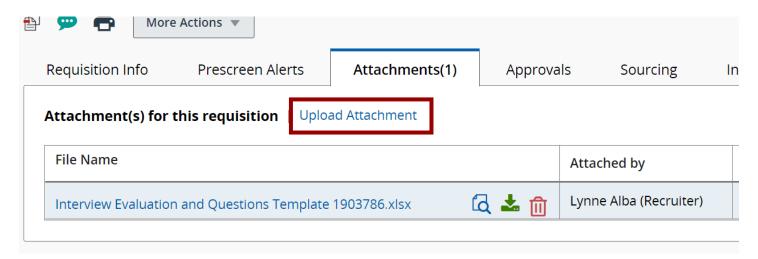
Hiring Manager/ Hiring Manager Assistant: Uploading Documents

Uploading Requisition Documents

- 1. When you have created a Requisiton, 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.



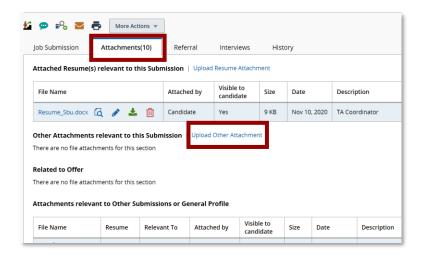
If you need to upload documents, after approval to the requisition please reach out to your Talent Acquisiton Specialist for assistance.

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**.

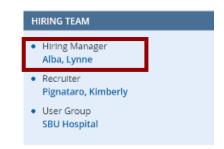
Click on Upload Other Attachment.



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.



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