

APPLICANT TRACKING SYSTEM TIPS

Uploading a Confidential Reference Letter

The following information can be used when uploading a confidential reference letter for an applicant in the Applicant Tracking System.


1. Click on the applicant name to open the Applicant Card
2. Click on the Actions drop-down menu next to the appropriate application
3. Click the **Add document** link

Applications

 Engineering/Physicist Accelerator II/S	Interview 1 completed	No offer	Actions ▼
#493552 OW Submitted: 15 Feb 2017 via Intranet	Status changed 17 Feb 2017	Seniority: 2	Form Resume

- Add document ←
- Add document from file
- Assign application
- Change status
- Communicate
- Compile and send
- New booking to an existing event
- New booking to a new event
- New form
- Hiring Recommendation
- View references
- Undisclose application

4. Click on the **Upload file** button to upload the document.
5. Select **Reference Letter** from the drop-down menu
6. Enter a title (Note: be sure to include the name of the referee in the title)
7. Click the **Save and add another** button to upload another reference letter or **Save and Close** to close the window.

Upload a new document 

File:*

Document category:*

Title:

