Corporate based positions.

After interviews have been conducted, you will need to upload the **Interview Summary Score Sheet** or **Final Order of Merit form** to the requisition.

Hiring Managers should retain all interview documentation confidentially in line with relevant Retention and Destruction Schedule.

Please email your recruiter to advise them that the interview documents have been attached. This will enable your recruiter to issue the interview outcomes correspondence. **Failure to do so will result in a delay in progressing your recommendation.**

Uploading Interview documents to a Requisition

The process for uploading interview documents is the same as that of uploading any documents to a requisition. In fact, they are all added, stored and viewable under the same tab. You will need to have the documents you wish to upload either scanned to your computer or saved to your computer. From the Recruiting Centre, click the Requisitions channel. Locate the relevant requisition and click onto the requisition title to open it. Click on the **Attachments** tab. The following screen will be displayed:

Click the **Upload Attachments** link to search for the document you would like to upload. The upload Attachment pop up is displayed. Click the **Browse** button locate the document. When you have located the document, click on it and click **Open.**

The **file name** field will now be populated with the title of the document you have chosen. Click the **upload** button to add the document as an attachment to your requisition:

If you have uploaded a document in error, click on the bin icon beside the file name to remove the document.

Tip: If you are attaching interview documents, it is recommended that you PDF these documents so that they cannot be amended after upload. You should also title them with a relevant name so that the contents can be easily identified.

NB: To review the document you have uploaded, click on the document file name which should be displayed in blue.

Viewing attachments on a Requisition

You can view interview documents, and any documents that have been added to a requisition, by following a similar process to that of uploading attachments:

➢ Log on to the Recruiting Centre
➢ Click the Requisitions channel
➢ Locate the relevant requisition for which you would like to view the attachments
➢ Click onto the requisition title to open it
➢ Click on the **Attachments** tab

- All attachments are listed under the 'File Name' column of the page
- Click on the document to open and review the content