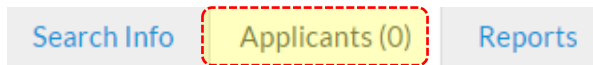


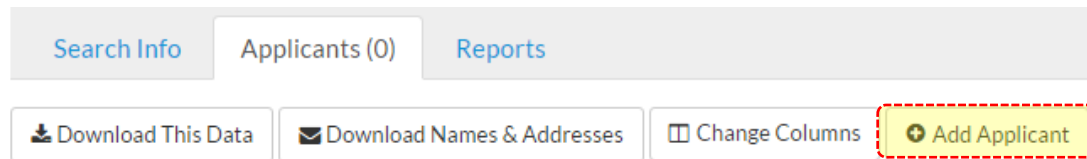
AP Recruit Quickguide for Adding Applicants

Adding Applicants

1. Find the recruitment by job number, and select the **Applicants** tab.



2. Click the **Add Applicant** button toward the top of the page.



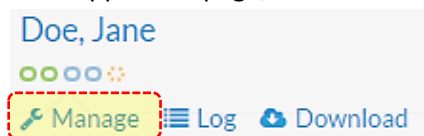
3. Enter the required **applicant information** indicated with an asterisk (*).
4. Check this box to inform applicants that an application has been established on their behalf:

Notify applicant that application is in the system.

5. Select one of the four buttons:
 - **Add & Manage Now:** to save and navigate to the “Manage Applicant” page (skip to step 7)
 - **Add & Add Another:** to save and add another applicant
 - **Add & Done:** to save and return to the “Applicants” page
 - **Cancel:** to close without saving any information

Manage Added Applicants

6. From the Applicants page, select the **Manage** link (located directly below the applicant’s name).



7. From the left panel, select **Documents and References**.
8. Upload application documents by clicking the **Upload** link beneath any of the categories.
9. Add reference contact information by clicking the **Add Reference** button to add contact information for individuals to be solicited from AP Recruit for reference letters.
10. Only after the reference contact information has been entered and saved, you can upload reference letters by selecting the **Upload Letter** link under the name of the referee.

Activate Added Applicant’s Application

11. From the **Manage Applicant Overview** page, you must click **Activate now** to grant applicants access. An email notification will be sent to applicants with login information and Diversity Survey instructions.

Notice: Applicant cannot access this application until it is activated – **Activate now**