Manually Add an Application

Job applications are ideally submitted by interested employees themselves but, for those situations where HR wants to register an application, the following functionality is available.

Add Application

- On the **Applications Received** page, locate and click the button **Add Applicant**.
- A blank **Add Application** page is opened where the details of the application can be provided.
- The only difference between this application and the direct, employee-submitted application is indicating the source or type of the application.

Add Application
Image not found or type unknown

For an Internal Applicant

If the application is submitted for an internal applicant an employee in other words the employee must be selected from the personnel database.

- In the **Applicant Details** section, select the **Internal** radio button.

For an Internal Applicant
Image not found or type unknown

Search for an Employee

- Next to the Employee field, click on the orange hand to open the **Employee Search.**
- Locate and select the applicable employee and click **Select**.
- Complete the rest of the page according to the preceding sections.

Search for an Employee
Image not found or type unknown

For an External Applicant

If the application is submitted for an external applicant not an employee the system requires the details of the applicant.

- In the **Applicant Details** section, select the **External** radio button.
- Complete the required details. Note the mandatory fields indicated with an *.
- Complete the rest of the page according to the preceding sections.

For an External Applicant

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