

# 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](#)  
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## 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](#)  
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## 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](#)  
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## 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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