



How to A Create Candidate

STEP BY STEP

Good morning, Kelly Bankston

Me **My Team** My Client Groups Benefits Administration Workspace Service Knowledge Help Desk My I >

QUICK ACTIONS

-  Team Time Cards
-  Add Other Time Card
-  Employee Summary
-  Employment Info
-  Promote
-  Transfer

APPS

- | | | | | |
|--|---|--|---|--|
| 
My Team | 
Journeys | 
Hiring | 
Goals and
Performance
Overview | 
Career Overview |
| 
Team Goals Center | 
Performance
Evaluations | 
Talent Review | 
Learning | 
Users and Roles |

Go to 'My Team,'
and select
'Hiring' under
APPS.

Select 'Candidate Search' on the bottom navigation bar.

Recruiting Activity Center

Activities
5
High Priority

Type

Hiring Manager

Recruiter

Priority

Filters

☐ 6 results

Dismiss

Activity	Type	Candidate	Requisition	Recruiter	Hiring Manager	Date	Priority	Action
☐ All openings filled	Requisitions		Offensive Recruiting Specialist, Footba...	Kelly...	Brian Mitchell	03/18/2026	Low	...
☐ Awaiting formatting	Requisitions		Associate Head Coach, Volleyball - 174	Kelly...	Brian Mitchell	03/14/2026	High	...
☐ Awaiting formatting	Requisitions		Assistant Coach, Strength and...	Kelly...	Brian Mitchell	03/14/2026	High	...

Activity Center

Requisitions

Offers

Candidate Search

Pools

Select 'Create Candidate.'

Candidate Search

Search by keyword or email

Email

Phone

Location

Employer

Job Title

Filters

Create Candidate

View Summary

25,165 items

Add to Requisition

Add to Candidate Pool

Add to Event

More Actions

Sort By Relevance

	Candidate	Details	Education	Experience	Wo	Actions
☐	52001					...
	Ulrich, Allison					
☐	16686					

Activity Center

Requisitions

Offers

Candidate Search

Pools

Upload the Candidate's resume and the information will be parsed into the form.

Select 'Job Requisition' for the candidate to be added to a requisition.

New CandidateCancelCreate

Upload candidate's resume

Information from the resume will be entered into the fields and available for review. The resume will appear in the candidate attachments after the candidate is created.

Drag and Drop a Resume

Select or drop a resume less than 5 MB here.

Where do you want to add the candidate?

You can add the candidate to a maximum of 10 areas.

☐ Job Requisition

☐ Candidate Pool

☐ Event

Upload candidate's resume

Information from the resume will be entered into the fields and available for review. The resume will appear in the candidate attachments after the candidate is created.

Drag and Drop a Resume

Select or drop a resume less than 5 MB here.



Resume

Bob Hope Candidate Resume.docx
31.19 KB

Last updated on 03/19/2026

**Where do you want to add the candidate?**

You can add the candidate to a maximum of 10 areas.

☒ Job Requisition

Job Requisition

Offensive Recruiting Specialist, Football (181)

1

☐ Student Administrative Aide 1 - Law Dean of Students (8)☒ Offensive Recruiting Specialist, Football (181)☐ Director of Roster Management (180)

Enter the requisition
number.

Review and update any information as needed. A phone number and email address is required.

Review candidate profile details

☐ Show this information to the candidate

Title

First Name
Bob

Middle Name

Last Name
Hope

Chosen First Name

Chosen Last Name

Country
United States 1

Area Code

Phone Number
5048654748

Email
tuapplicant+bobhope2@tulane.edu

Candidate Source
LinkedIn

Candidate Preferred Language
American English

Candidate Time Zone
America/Chicago (UTC -06:00) - CT

Campaign Opt In
Unspecified

Review the information that populated from the resume and correct any information as needed.

Degrees

☐ Exclude from import

Imported Degree Bachelor of Science	Degree ▼ Required	Major Applied Computing
School Tulane University ▼	Start Date 📅	End Date 05/01/2013 📅
Country ▼	State ▼	Education Level ▼
City		
Year Acquired	Highest Education Level ▼	

Comments

Scroll to the top and click 'Create.'

New Candidate

Cancel>Create

Preview Resume

Upload candidate's resume

Information from the resume will be entered into the fields and available for review. The resume will appear in the candidate attachments after the candidate is created.

Drag and Drop a Resume

Select or drop a resume less than 5 MB here.

 Resume
Bob Hope Candidate Resume.docx
31.19 KB

Last updated on 03/19/2026



The candidate will appear as a 'Prospect.' The next step will be to convert them to an applicant.

Click on the number below 'Prospect.'

Job Requisitions

181

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator

Location

Filters

Clear (1)

4 results

+ Create

Sort By Relevance

Requisition Title	Requisition Number	Requisition Status	Applications	Prospects	Actions	Hiring Manager	Recruiter
Offensive Recruiting Spec	181	Open - Posted	2	1	...	Brian Mitchell	Kelly Bankston

Select the Candidate's name and 'Add to Requisition.'

<

Offensive Recruiting Specialist, Football (181)

Staff

Create Candidate

Prospects

Search by keyword or email

EmailPhoneLocationProspect Status ActiveEmployerJob TitleFiltersClear (1)

1 items

Add to Requisition

Add to Candidate Pool

Add to Event

More Actions

Sort By Last Name, A to Z

Candidate Info	Details	Prospect Info	Education	Exp	Actions
Hope, Bob 53002	Resume	Active	BS-Bachelor of Science, Tulane University BS-Bachelor of Science, University of Wisconsin	Sr. Cor 07, Sr.	

Copy of Production - HCM Data as of 02/27/2026

TULANE UNIVERSITY

< Offensive Recruiting Specialist, Football

Prospects

Search by keyword or email

Email Phone Location Prospect Status **Active** X Employer

☒ 1 items Add to Requisition Add to Candidate Pool

Candidate Info	Details
Hope, Bob	Resume
53002	

Add to requisition
1 candidate

☒ Create a job application on behalf of the candidate

Job Requisition
Offensive Recruiting Specialist, Football 1

Requisition Title	Requisition Number	Hiring Manager	Recruiter
☒ Offensive Recruiting Specialist, Football	181	Brian Mitchell	Kelly Bankston

Cancel **Add**

Select the requisition and click 'Add.'

You will now see the number of Prospects is '0' and there is an additional application.

Click on the number below 'Applications.'

Job Requisitions

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator X

Location

Filters

Clear (1)

4 results

+ Create

Sort By Relevance v

Requisition Title	Requisition Number	Requisition Status	Applications	Prospects	Actions	Hiring Manager	Recruiter
Offensive Recruiting Spec	181	Open - Posted	3	0	...	Brian Mitchell	Kelly Bankston

The candidate’s information is now on the requisition.

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Offensive Recruiting Specialist, Football (181)

Staff

Job Applications

Try candidate name, resume keywords, or previous employment

Q

Phase

State

Employer

Position

Filters

Q

View Summary

☐ 3 results

Move Application

Add to Requisition

Add to Candidate Pool

More Actions

Sort By Application Submitted, New to Old

Favorite	Candidate	Details	Status	Education	Rank
	Hope, Bob	Resume	New, To be Reviewed	BS-Bachelor of Science, Tulane University	
	53002			BS-Bachelor of Science, University of Wisconsin	