



## Oracle Recruiting Cloud Hiring Manager Guide to Saving Interview Notes

If your requisition is open, follow the steps below:

1. From the Oracle home screen click “My Team” on the top banner
2. Click on the “Hiring” tile



3. This will take you to the “job requisition” screen
4. Click on the “Applications” link next to your open requisition

**Environmental Services Tech (Housekeeping) - ...**

Open - Posted

Standard

Madison, WI, United States

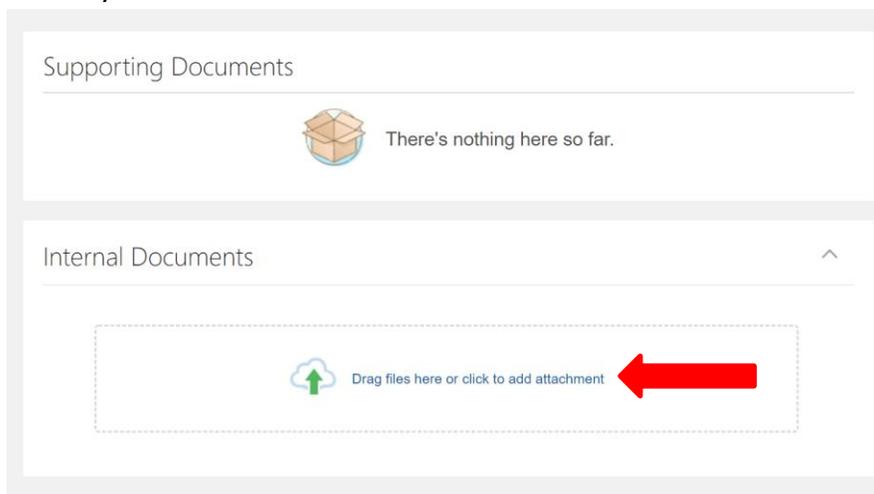
Applications: 193

Prospects: 3

5. Click on the candidates name you would like to attach interview notes
6. Select the “Attachments” tab on the left-hand side of your screen

 Attachments

7. Attach your interview notes under “Internal Documents”





**If your requisition has been filled, follow the steps below:**

1. From the Oracle home screen click “My Team” on the top banner
2. Click on the “Hiring” tile



3. This will take you to the **job requisition** screen
4. Select “Show Filters”

## Requisitions

Keywords

5. Expand the “Inactive Requisitions” filter on the left and check the “Include Inactive Requisitions” box
6. Expand the “State” filter and check the “Filled” box.

▼ Recruiting Type

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^ Inactive Requisitions [Clear](#)

Include Inactive Requisitions

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▼ Phase

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^ State [Clear](#)

Canceled

Expired

Filled

In Progress

Not Posted

Pending

Posted

Rejected

Scheduled

Unposted



- 8. Click on the “Applications” link next to your filled requisition

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- 9. Remove the “Active” filter at the top to view your full candidate list

### Job Applications

←

- 10. Click on the candidates name you would like to attach interview notes
- 11. Select the “Attachments” tab on the left-hand side of your screen

Attachments

- 12. Attach your interview notes under “Internal Documents”

Supporting Documents

There's nothing here so far.

Internal Documents ^

Drag files here or click to add attachment ←