



Accessing HR interview notes through the ORC autogenerated email:

1. The hiring manager will receive the following email once a qualified candidate has been routed to them in ORC.

FYI: Review job applications for job requisition Chef's Assistant (TEST) - 5882



If there are problems with how this message is displayed, click here to view it in a web browser.

This email has been verified to be a legitimate UW Health Oracle Cloud approval notification r

Hello Kashana A Surfus ,

There are new job applications on job requisition Chef's Assistant (TEST) - 5882 ready to be reviewed:

Access the list of [job applications in status HM Application Screen - To Be Reviewed](#)

Thank you.

2. Click the link provided in the email to view the candidate(s) in ORC.
3. Click on the candidate's name to open their job application.

Job Applications

Candidate Name or Number Show Filters | Application Details Active X

<input type="checkbox"/>	Actions		View	Status
<input type="checkbox"/>		Surfus, Kashana		HM Application Screen, To Be Reviewed
		MADISON, WI, US		Status
		Prescreening score: 0 out of 0		Phase 3 out of 4

4. Click the **Attachments** tab on the left-hand side of the screen.



5. The HR interview notes will be saved as an attachment under **Internal Documents**.
6. Click the arrow next to the attachment to download and open the interview notes.



Internal Documents

Drag files here or click to add attachment

Surfus, Kashana 7.8.2020 Stand  

Surfus, Kashana 7.8.2020 Standard HR Interview Notes.docx

By Kashana Surfus on 7/8/20

Accessing HR interview notes through ORC:

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) - ... Applications: 193 
Prospects: 3

Open - Posted
Standard
Madison, WI, United States

7. Click on the candidate's name to open their job application.

Job Applications

Candidate Name or Number Show Filters Application Details Active

<input type="checkbox"/>	Actions	View	Status
<input type="checkbox"/>	Surfus, Kashana  MADISON, WI, US Prescreening score: 0 out of 0		HM Application Screen, To Be Reviewed Status Phase 3 out of 4

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Internal Documents ^

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