

## Add Contact Notes – Step-by-Step Procedure

### Important Information

- A contact notes allows you to record and review information about contact with or for the applicant.

### Navigation

Main Menu > Recruiting > **Search Job Openings**

### Search Job Openings Page

Search Job Openings

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**Search Criteria**

Working Title

**1** Job Opening ID

Status

Category

Most Recent Activity

Job Opening Type

My Association

Primary Approver

Created By

Department

HR Employment Coordinator

Org Group

Job Code

Career Interest

Regular/Temporary

**2**

1. Type the five-digit job opening ID in the **Job Opening ID** field.

**Note:** If the Job Opening ID is unknown, enter known values in search criteria field(s). For more information on how to search for a job opening, see [Find and Browse Job Openings – Step by Step Procedure](#) in My LINC.

2. Click.

### Search Job Openings Page

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**Search Criteria**

1 Results Found

Select	Job Opening	Job ID	Status	Appointing Department	Recruiting Location	Target Openings	Available Openings	Total Applicants	Hot Job	Date Posted
<input type="checkbox"/>	CUSTODIAN I (TEMP)	<b>3</b> 115989	Open	Building Services	Ann Arbor Campus			108		09/23/2015

Select All Deselect All Group Actions

3. Click the appropriate **Job Opening** link from the **Search Results** group box.

## Manage Job Opening Page

4. Select the appropriate applicant from the **Applicant Name** column.

Manage Job Opening

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note

Job Opening ID 115989  
FLSA Nonexempt  
Job Code 096000 (CUSTODIAN | (TEMP))  
Job Family 63 (Temporary Trades/Service-Maint)

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details

All (108)	Applied (43)	Reviewed (63)	Screen (0)	Route (0)	Intervi (0)	
Applicants						
Select	Applicant Name	Applicant ID	Type	Student	RIF	SRC
<input type="checkbox"/>	Foos, Tyler	738217	External			
Select All   select All   Group Actions						

Return | Recruiting Home | Search Job Openings | Create New | Clone | Refresh | Add Note

## Manage Applicant Page

5. Click **Add Applicant Note**.

Manage Applicant

Save | Return | Recruiting Home | Search Applicants | Create Applicant | Add Note | Add to List | Add Application | Change Status | >> | Personalize

Name Tyler Foos  
Applicant ID 738217  
Applicant Type External Applicant  
Status 010 Active  
RIF N

Preferred Contact Not Specified  
Phone 734/657-3740  
Email tyler.foos91@hotmail.com  
Address

Applicant Activity | Notes | Applicant Data

Notes Summary  
No Notes have been added for this applicant.

Add Applicant Note

Tests  
No Test Results have been added to this applicant's profile.

Add Test

**Add Note Page**

The screenshot shows the 'Applicant Notes' form for Tyler Foos. The form includes fields for Name, Applicant ID, Applicant Type, Status, Preferred Contact, Phone, Email, Address, RIF Status, Author, Contact Date, Contact Method, \*Audience, and \*Subject. A 'Details' text area is also present. At the bottom, there are buttons for 'Add Attachment', 'Add Note', and 'Cancel'. The 'Add Note' button is highlighted with a black box and the number 10.

**Note:** This example displays how to record the first date of employment for the I-9 form, Section 2.

6. Select the appropriate value from the drop-down list in the **Contact Method** field.

**Note:** For I-9, select **Emp Start Date**.

7. Review the value in the **Note Audience** field.

**Note:** For I-9, select **Public** for the **Note Audience**.

8. Type the appropriate subject in the **Subject** field.

**Note:** For I-9, type "I-9 Emp Start Date mm/dd/yyyy".

9. Type any applicable notes.

10. Click **Add Note to save**.