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

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Search Job Openings Page

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.

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3. Click the appropriate Job Opening link from the Search Results group box.
4. Select the appropriate applicant from the Applicant Name column.

5. Click Add Applicant Note.
**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**.