SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN
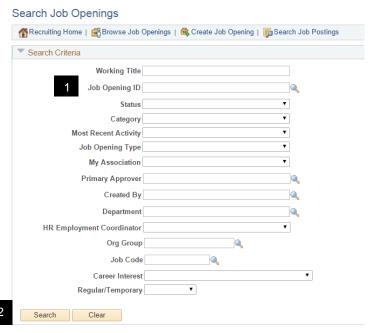
Add Contact Notes – Step-by-Step Procedure

ⓘ 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

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.
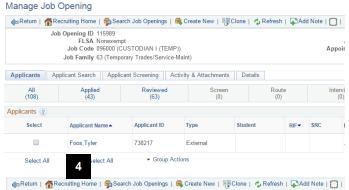
2. Click. **Search**

Search Job Openings Page

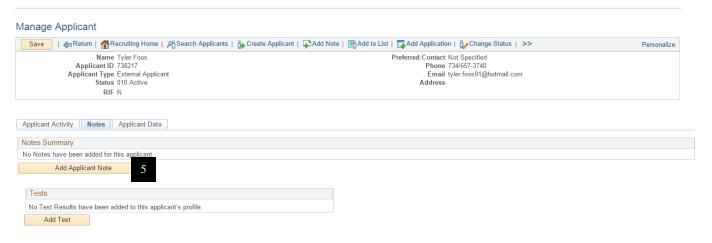3. Click the appropriate **Job Opening** link from the **Search Results** group box.

**Manage Job
Opening Page**

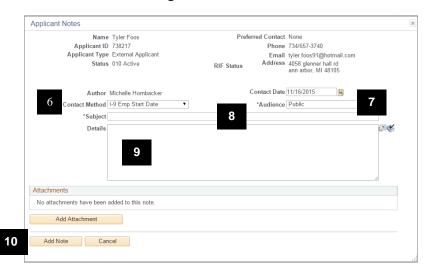4. Select the appropriate applicant from the **Applicant Name** column.

Manage Applicant Page

5. Click **Add Applicant Note**.

Add Note Page

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.**