

Silkroad Recruiting: **Uploading Resumes and Attachments**

Training for Recruiters and Search Committee Members

(FOR SECURITY PURPOSES, WHEN OPENHIRE IS INACTIVE FOR 60 MINUTES, YOU WILL BE TIMED OUT)

Overview of Uploading Candidate's Resume:

Uploading candidates is a tool that can be used to import candidates from a local or network drive. In order to use the upload tool, the candidate's resume must be in a folder on a drive accessible from the user's local computer. Resumes cannot be captured directly from email.

To upload a candidate:

- 1. Login to SilkRoad Recruiting.
- 2. From the Candidates Menu, click on Upload.



Click Choose File and select resume from your 3. local/network drive. Once resume is selected, click Upload.

Supported file formats include Word (doc, docx, rtf), Plain Text (txt), HTML (htm, html) and PDF converted to text, not obtained directly from a scanner as these are images rather than text-based files.

Upload Candidates - Google Chrome		-		
a xavier-openhire.silkroad.com/?fuseaction=c	capture.browserindex			
File: Choose File No file chosen	Upload - OR - Manual Entry			
1	2			
Supported file types are: doc, docx, htm, html, odt, pdf, rtf, bt.				
Note about PDF files PDF files are only considered an acceptable file type if the content is textual in nature. Images within a PDF, such as that resulting from a scan, are not considered an acceptable file type.				

The information in the candidate's resume will 4. populate most of the required fields. Make sure to manually complete the unpopulated fields.

Mandatory Fields:

- Country must be entered before State.
- Email address.
- Click Save to complete the upload.
- 6. Click Close.

Uploading an Attachment to a Candidate's Profile:

1. Search the candidate by entering their name in the search field located on top of the page.



- 2. Click the appropriate candidate's name from the list.
- 3. In the Candidate Resume Profile, click the Attachments tab.



- Attach A File 4. Select
- Choose a file from your directory and click Add. 5.

d Attachment		
Choose a file to attach *	Choose File No file chosen	
Attached File Description		
Allow Non-Recruiters To View	æ	