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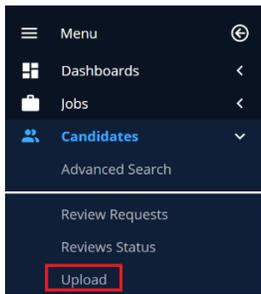
3. Click **Choose File** and select resume from your local/network drive. Once resume is selected, click **Upload**.

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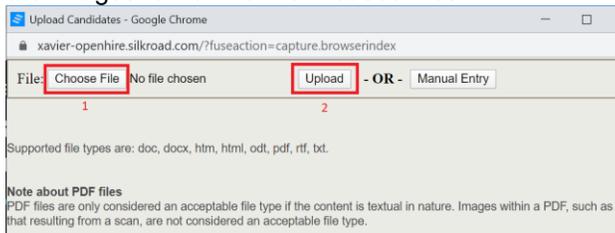
4. The information in the candidate's resume will populate most of the required fields. Make sure to manually complete the unpopulated fields.

Mandatory Fields:
- Country must be entered before State.
- Email address.

5. 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.
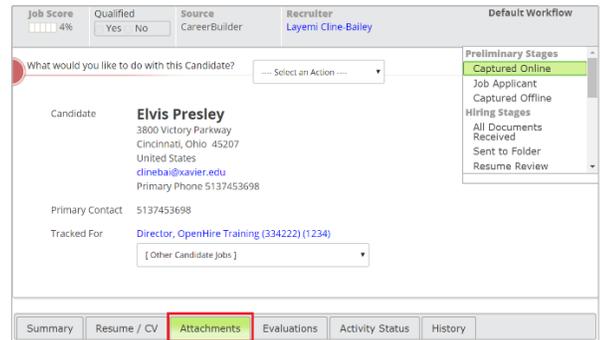
4. Select
5. Choose a file from your directory and click Add.