

Managing Applications in RAPS

Departments may make changes to applicants' files at any time during the search process. This capacity is useful when you need to add or replace documents or letters of reference in an applicant's file.

Make Changes to an Applicant's Documents

To make changes to an applicant's documents, please follow these steps.

1. In RAPS, click on "Search Applicants" in the left column.
2. Enter the applicant's name in the search form (the first few letters are usually sufficient), and click "Search."
3. Next to the applicant's name, click "View Job History."
4. Click "Manage Documents" in the position for which you want to make changes.
5. You may remove and/or attach documents, by clicking on the appropriate links.
6. Click "Finished Attaching Documents" when you have completed whatever changes you wish to make.

Make Changes to an Applicant's Letters of Reference

1. Follow steps 1-3 under "Make Changes to an Applicant's Documents" above.
2. Click "Manage References" in the position for which you want to make changes.
3. You may view, edit, or delete the entry for a reference provider, by clicking the appropriate link. You may view, remove, or attach a letter of reference, by clicking the appropriate link.
4. Click "Finished Providing Reference Information" when you have completed whatever changes you wish to make.