

At a glance, the following documentation, should be uploaded into Hirezon via Review Notes, (file cannot exceed 2MB):

- Screening Matrix - selection/screening criteria and justification for selection/non-selection (for each candidate)
- List of those interviewed (and offered an interview)
- Interview questions
- Interview notes from all panel members
- Notes from reference checks (unless HR handles)

If you need to resize a file you can use the Optimize PDF feature, there are two methods.

Method 1

1. While you have the pdf open, go to “file à” Save as Other à Optimized PDF
2. Click OK
3. Since “Retain Existing” is the default field for ‘Make compatible with’ it will allow you to rename the file.
4. Save. You should be able to right click on the “file à” Properties, and see the new reduced file size.

Method 2

1. While you have the pdf open, go to Tools à click on the “Optimize PDF” icon half way down page in the middle.
2. The pdf will then show again, but you will have a new icon ribbon at the top.
3. Select ‘Advanced Optimization’
4. Click OK and repeat the same steps above on where to save the file.