

1. Go to <http://talentmanagement.azdoa.gov/>
2. Login to Manager (using your YES login).
3. Click Find Talent at the top and select Candidates and Requisitions from the menu.
4. Type in the **Job ID** (Requisition #) in the Job ID field and click TAB on your keyboard – it should come up automatically. Your Job ID is the requisition number that is in the email you received with a link to this document.
5. A list of names should pop up in relation your requisition.
6. Click the Resume/CV link for each applicant to view resumes.
7. For additional instructions, please contact your local personnel office or staffing liaison.