Upload a Document

User Groups: All user groups

Purpose: Upload supporting documentation you would like attached to the job search

Click [JOBS] tab

Click on 'Job Title'
Click ‘Upload a Document’

Type ‘Name’ of document (i.e. Rationale Memo, Supporting Memo for Hire)
Complete any notes describing document in the ‘Description’ field (optional)
Selected ‘Document Type’ from drop down menu

Select [Browse...] to find the document on your computer to upload
Click ‘Open’
This brings you to the page verifying the document was uploaded.