

## Creating a New Profile with Attachments

The steps below should be used when a candidate is creating a new profile through Temple University's careers portal. These steps will walk the candidate through how to create a new profile and include attachments in the File Attachments section.

If you are interested in working at Temple create a profile on Temple's career page.

1. Go to **careers.temple.edu**
2. Select the **Careers at Temple** tile.

**Taleo Tip:** There are *two different tiles* you can select, both will bring you to the same location.



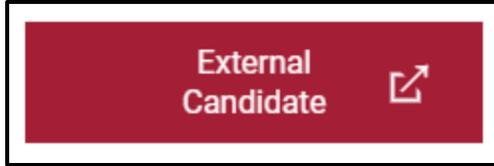
3. On the left-hand side, select the **Search and Apply for Jobs** link.



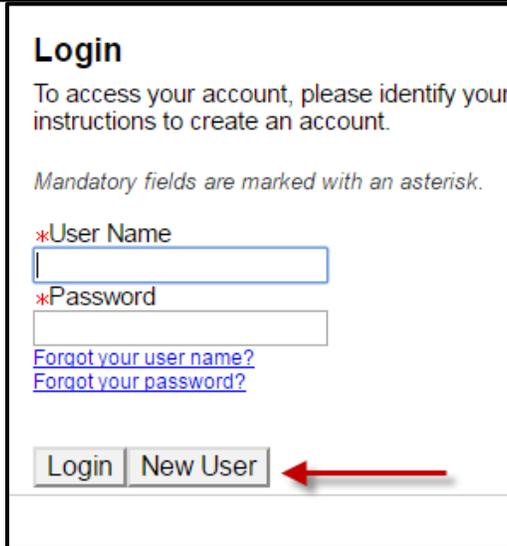
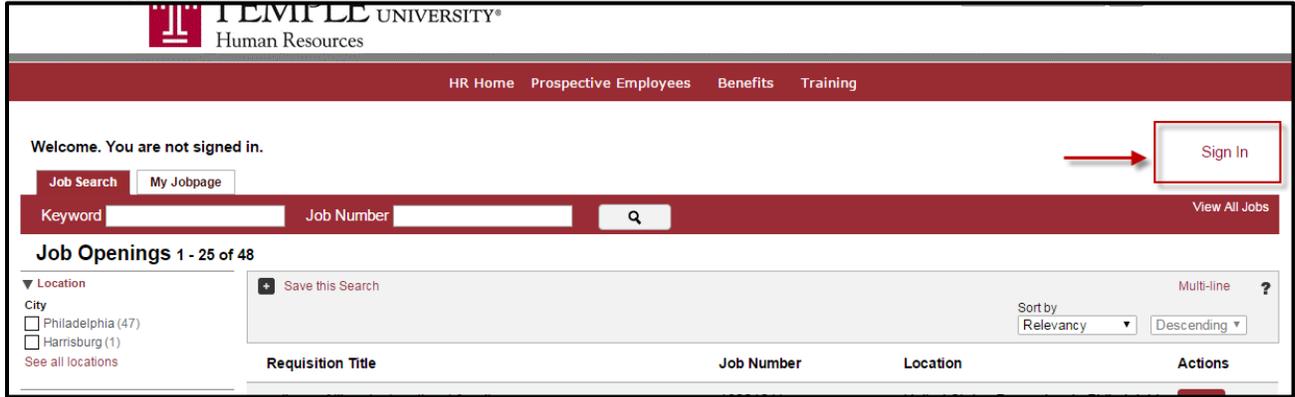
4. Under the title "**what type of position are you seeking?**" select the specific position type you are seeking.



5. Under the position type, select external candidate. This will bring you to Temple's career section.



6. On the right-hand side of the page, select **Sign In**. On the next page, select **New User** under the Login section.



7. Choose **"I Accept"** for the Privacy Agreement.
8. Create a **username** and **password** you will remember.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

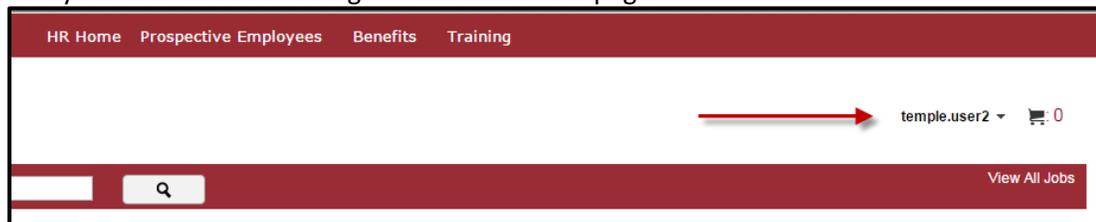
\*Re-enter Password

\*Email Address

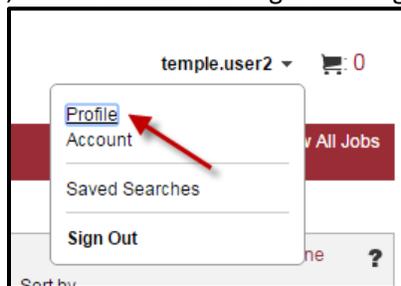
\*Re-enter Email Address

Register Cancel

9. Select **Register**.
10. Once you are registered, you will be brought back to the main page with job listings. Select your username on the right-hand side of the page.



11. From the drop-down menu, select **Profile** to begin building your profile.



12. From here, you may complete the pages of your **General Profile**. Click **Save and Continue** on each page to save your information. Your profile can also be edited after you have created it. As a note, for employment reasons, your address will need to be a permanent address.
13. Use the **Save and Continue** button to continue working through the various sections. Any time you see a red asterisk \*, you must enter information in that field to move on.

Job Search My Jobpage Tasks

### General Profile

Personal Information Job Category and Location Preferences Employment History Education File Attachments Review and Submit

Save and Continue

#### Personal Information

**Personal Information**

Please enter all relevant personal information in the fields below.

\*First Name: Marie Middle Name: Last Name: Temple  
 Suffix: Not Specified

\*Street Address (line 1): 8 NANDINA  
 Address (line 2):

\*City: Wylie \*Zip/Postal Code: 75098

\*Place of Residence  
 Country: United States  
 State/Province: Texas  
 Region: Dallas

\*Primary Number: Home Phone  
 Cellular Number: Home Phone Number: 215-111-1234 Work Phone Number:

14. To add to your Employment History or Education, select **Add Work Experience** or **Add Education**. This will add an additional page to add your information. If you need to remove an entry, select **Remove Work Experience** or **Remove Education**.

Save and Continue

#### Employment History

Work Experience

List the work experiences below, starting with the most relevant one. If you have no experience to list, please click "Save and Continue".

**Work Experience 1**

Current Job

Employer: Wawa  Job Title/Function: cashier

Start Date: Jun 2015

Job Responsibilities: cashier

[Remove Work Experience](#)

[Add Work Experience](#)

Save and Continue

15. To attach a resume or cover letter, you will use the **File Attachments** section.
16. When you reach the **File Attachments** tile, this is where you will upload the files for the specific submission.
17. Select the **Choose File** button to locate and select the file you would like to upload.

18. Add a **Comment about the file**. This is where you will add a File Name for the attachment.
19. Select **Attach** to upload the file. Once the file has been successfully uploaded, it will be included in the box with a check in the **Relevant File** box.

**File Attachments**

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

20. Select **Save and Continue** to move forward with the next steps.
21. On the **eSignature** page, enter your full name as it appears in the system, then click **Save and Continue**.

**eSignature**

**eSignature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

**PLEASE READ BEFORE SUBMITTING**

In applying for employment with Temple University, I certify that the below information is accurate and correct to the best of my knowledge. I understand that falsification, misrepresentation, or omission of requested information is cause for rejection or dismissal. I authorize Temple University to investigate my work history and to obtain any and all information which is considered necessary for employment consideration.

I understand that in addition to verifying previous employment history, degrees, licenses, and certifications, it is the practice of Temple University to conduct background checks for certain selected positions which may include criminal, credit, civil litigation and motor vehicle checks as it deems appropriate and job-related. Additionally, I understand that candidates for employment in positions that have direct contact or routine interaction with minors under 18 years of age are required to undergo a child abuse background certification process as defined by the Commonwealth of Pennsylvania.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. I have carefully read the above Information Acknowledgement and I understand and agree to all of the statements. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

22. Review the sections of your profile and click **Submit** to complete your profile.

**Review and Submit**