Uploading Documents when Applying for a Position

These steps can be used to add a relevant file when completing the submission for a position. Relevant files include but are not limited to: resumes, cover letters, etc. These steps should be used if you already have a profile or have previously applied to positions at Temple University.

1. Log into the Temple University Careers Portal from a laptop or desktop utilizing a Google Chrome web browser.
2. Select **Apply** to apply for the specific position.

> Apply
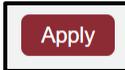
3. Complete the various components of the submission. Your progress will be captured through the tiles at the top of the page.

General Questions	Resume / Profile Upload	Personal Information	Employment History	Education	Job Specific Questions	File Attachmen

4. When you reach the **File Attachments** tile, this is where you will upload the files for the specific submission.
5. Select the **Choose File** button to locate and select the file you would like to upload.
6. Add a **Comment about the file**. This is where you will add a File Name for the attachment.
7. 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
[Choose File] No file chosen

Comments about the file
[   ]

[Attach]

8. At the bottom of the page there will be a list of documents associated with your profile. **Do not delete** any of these, it is just showing all documents that you have uploaded in Taleo.
9. Check off the box under **Relevant Files** for those you wish to include in your submission.

Relevant Files	Resume	File Name	Date	Comments	Actions
☑	☑	TEST RESUME 2.docx	10/6/16		Delete
☑	☐	TEST COVER LETTER 2.docx	10/6/16		Delete
☐	☐	TEST COVER LETTER 1.docx	10/6/16		Delete

10. Select **Save and Continue** at the bottom of the page to update the submission.