

Attach Additional Files

Applicants have the ability to upload cover letter, reference and additional attachments.

Please note: Applicants cannot update a submitted application; however, applicants have the ability to reapply for positions before the posting expires.

Step 1	Select a job opening and click <input type="button" value="Apply Now"/> .
Step 2	Attach a resume/C.V. if applicable.
Step 3	Click <input type="button" value="+ Add Attachment"/> to add additional documents related to the application.

The screenshot shows the 'Complete Application' page. At the top, it says 'Apply Now' and 'Complete Application'. Below that, it shows 'Jobs you applied for' with a 'Posting Title' of 'ASSOCIATE RESEARCH PROFESSOR'. There is a section for 'cv_20130620.doc' with a 'Use a Different Resume' button. The name 'Peggy Miller' is displayed. The 'Additional Attachments' table is as follows:

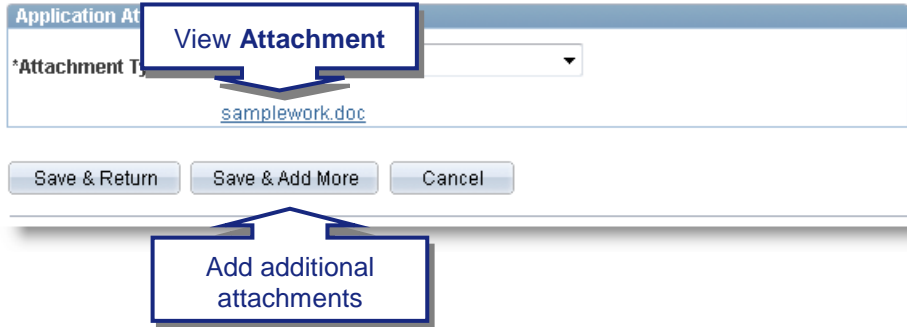
File Name	Attachment Type Code	Uploaded	Delete
references.doc	Professional References	06/29/2013 9:44AM	
coverletter.doc	Cover Letters	06/29/2013 9:35AM	

Below the table is a '+ Add Attachment' button. A callout box with the text 'Click Add Attachment' and an arrow points to this button. At the bottom of the page, there are navigation buttons: 'Previous', 'Submit', 'Save', 'Cancel', 'Careers Home', and 'Next'.

Step 4	Select the Attachment Type .
Step 5	Click Add Attachment .
Step 6	Click <input type="button" value="Browse..."/> to locate and select the file to attach.
Step 7	Select the file and click <input type="button" value="Open"/> .
Step 8	Click <input type="button" value="Upload"/> .
Step 9	Click file link to view the attachment.

Step 10

Click **Save & Return**.



Step 10

Click **Save & Return**.

Additional Attachments			
File Name	Attachment Type Code	Uploaded	Delete
samplework.doc	Other	06/29/2013 9:50AM	
references.doc	Professional References	06/29/2013 9:44AM	
coverletter.doc	Cover Letters	06/29/2013 9:35AM	

[+ Add Attachment](#)

Delete Attachment

Completed

The file is attached. Add additional attachments as needed by repeating *Steps 6-10*.