

INSTRUCTIONS ON ATTACHING DOCUMENTS

Prior to submitting an application, it is important to review the Job Posting thoroughly. This should include the Job Description, Minimum Qualifications, Work Days and Hours, and the Special Instructions to Applicants. All sections contain vital information that can help with the application process.

The **“Special Instructions to Applicants”** section contains vital information regarding attaching required documents during the application, background check screening, and verification of education requirements.

For instructions on completing the application, please visit the **“Application Instructions”** link available on your profile.

ATTACHING DOCUMENTS (MULTIPLE OR SINGLE):

To complete the application process, documents such a resume and/or cover letter may need to be attached. The system will **NOT** prompt you to attach two separate documents, so it is important to review the steps below.

After you have logged into your account, it is important to review the **“Special Instructions to Applicant”** section of the Job Posting to confirm how many documents are required to be attached during the application. Once reviewed, select **“apply”**.

This will take you to the **“Quick Apply”** screen. If using **“Quick Apply”**, please make sure to review the instructions on that page as it contains very important information about how your resume is used at this step. If not using **“Quick Apply”**, hit next.

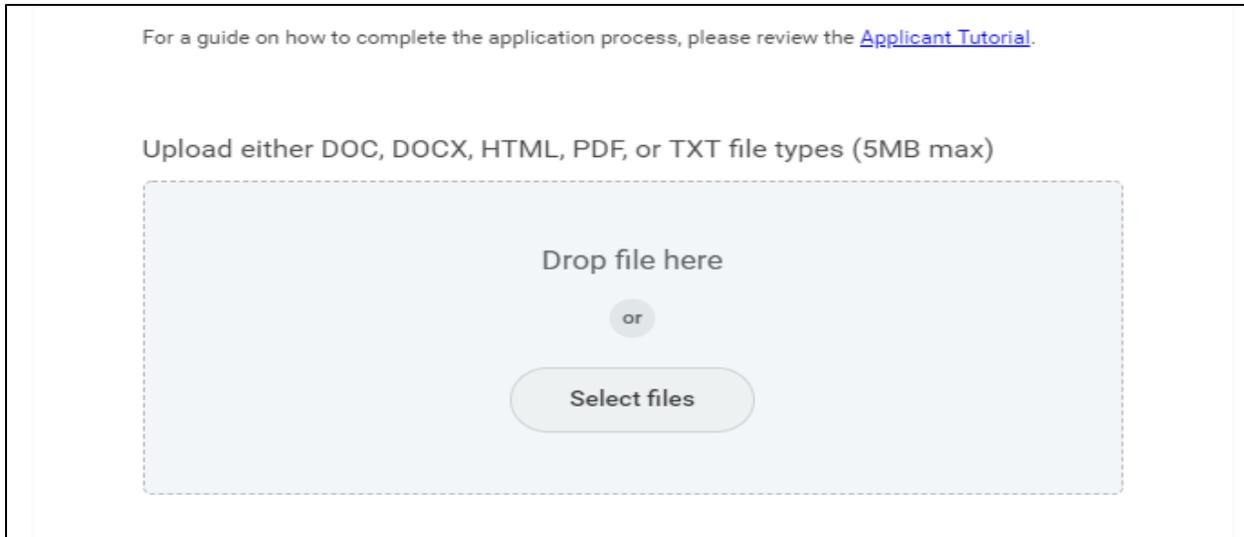
Quick Apply

Completing your job application just got easier!

Below you can upload your resume/CV using a Quick Apply feature that will automatically parse your work experience, education and skills from your resume/CV into your candidate profile.

Please Note: Attaching your resume through quick apply does not fulfill the attachment requirement.

Before moving forward, make sure to read the Special Instructions to Applicants located on the Job Posting. This section will include information on what documents are required in order to apply.



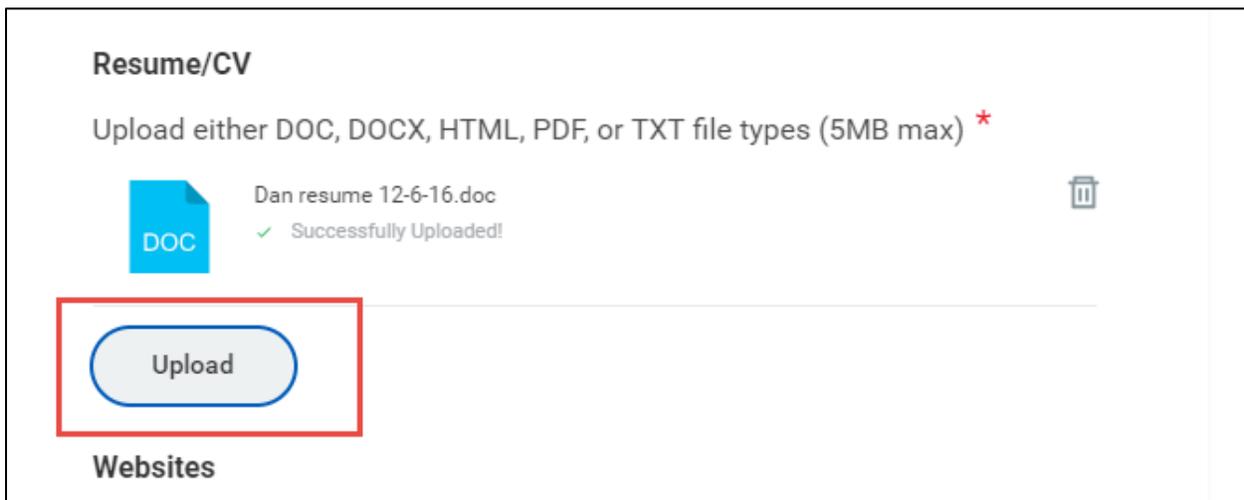
This will take you to the “**My Information**” screen. If “**Quick Apply**” was used, review the information that carried over and make any adjustments that are needed. If “**Quick Apply**” was not used, then enter the information on that page and hit “**Next**”.

The next screen will be “**My Experience**”. If “**Quick Apply**” was used, review the information that is populated and make any needed adjustments. If “**Quick Apply**” was not used, review and enter the required information.

Prior to hitting “**Next**”, scroll to the “**Resume/CV**” section.

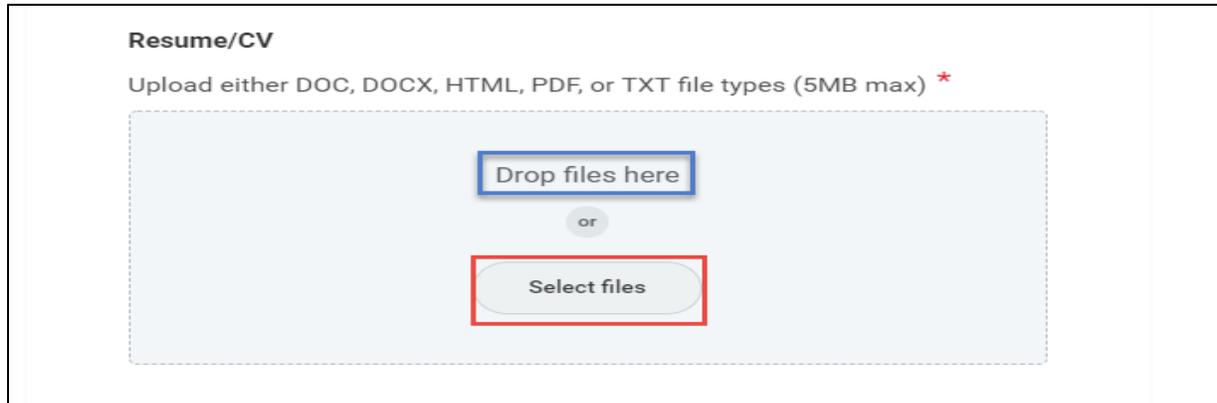
If “**Quick Apply**” was used, see below:

One document should already be there (this should be your resume which was attached at the quick apply step). To attach another document, make sure to select “**upload**”. This can be repeated until all documents are uploaded.

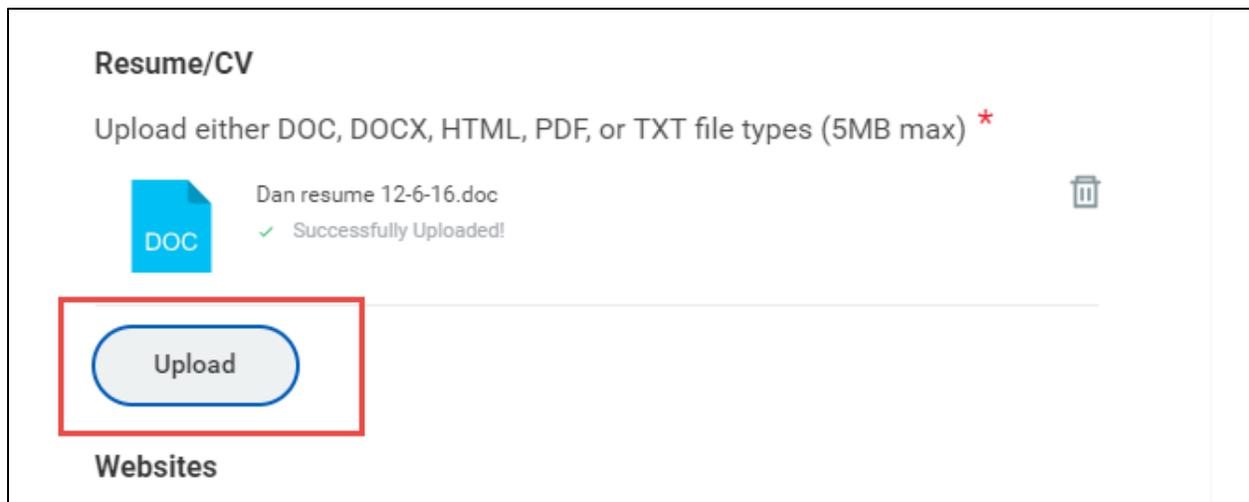


If “Quick Apply” was not used, see below:

There will be a gray box, you can drag and drop multiple documents at once into this box **OR** the single “Select Files” button can be used to upload each attachment.



Once one document has been uploaded, then you will have an opportunity to upload additional documents by selecting “Upload”. This can be repeated until all required documents are attached.



When finished, hit “Next” to finish applying.

Prior to submitting the application, there will be a final chance to review all entered information and all attached documents. If something is not right, just simply hit the orange back arrow bar at the top of the screen until you reach the desired section where an edit is needed.

Thank you,