

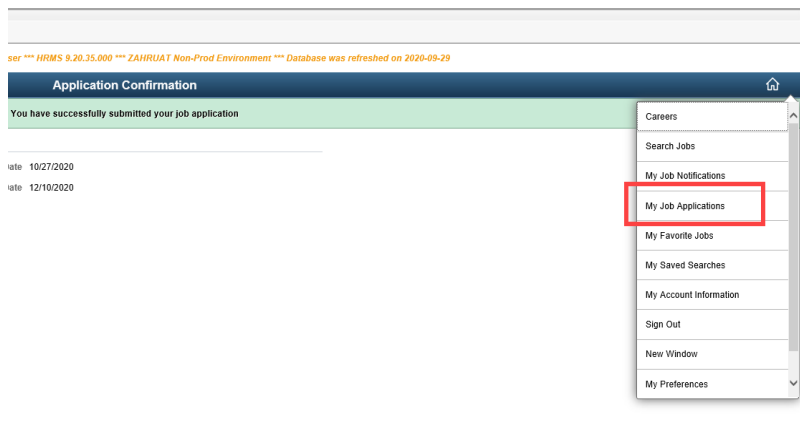
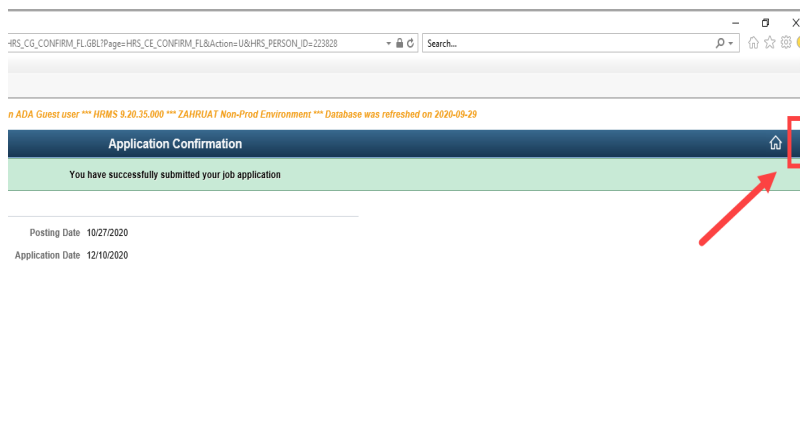



How to Upload Multiple Documents to a Job Application

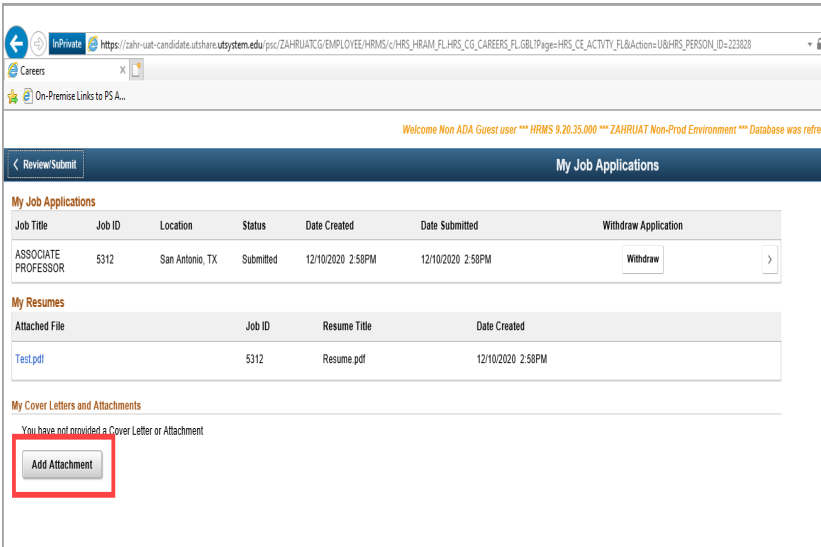
The following Job Aid shows how to upload multiple attachments through the Talent Acquisition Manager system. Based on the job posting, you may be required to upload the following documents:

- Cover Letter
- Curriculum Vitae (CV)
- Research and Teaching Statement, to include discussion on the role diversity and inclusion plays in an academic environment
- Other Samples of Work

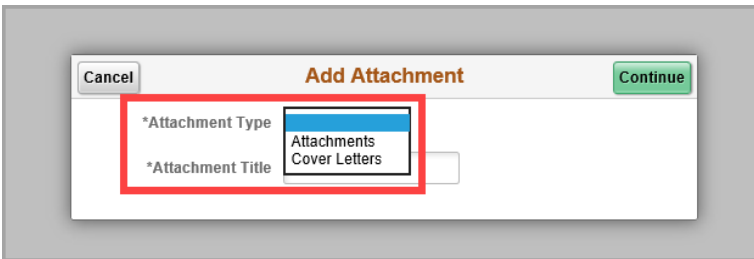
Please follow the Job Aid below to upload all pertaining documents to your job application.



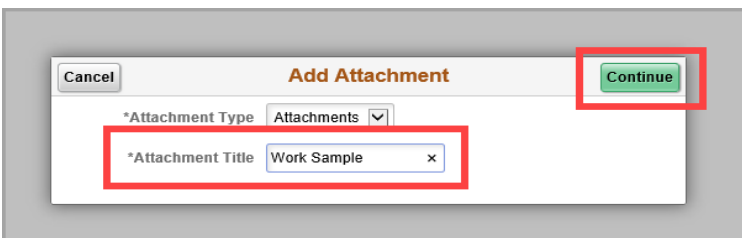
1. Once you have submitted your job application, use the **Menu** icon  to view your job applications.

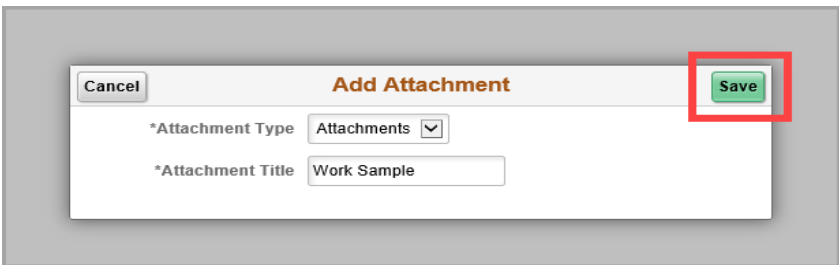
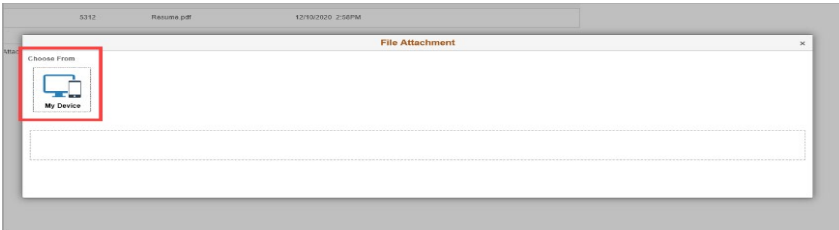


2. On the Job Applications page, under the My Cover Letters and Attachments section click **Add Attachment**.



3. Select the Attachment Type and key in the Attachment Title. Click **Continue** to proceed.





4. Click **My Device** to open file explorer and select your file that you want to upload to your job application. Once you have selected your file click **Upload** then click **Save**.



Welcome Non ADA Guest user *** HRMS 9.20.35.000 *** ZAHRUAT Non-Prod Environment *** Database

My Job Applications

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
ASSOCIATE PROFESSOR	5312	San Antonio, TX	Submitted	12/10/2020 2:58PM	12/10/2020 2:58PM	Withdraw

My Resumes

Attached File	Job ID	Resume Title	Date Created
Test.pdf	5312	Resume.pdf	12/10/2020 2:58PM

My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Doc1.docx	All	Work Sample	Attachments	12/10/2020 3:00PM

- Your attached file will now appear within your job application for a Hiring Manager or Talent Acquisition Advisor to review. **Repeat steps 2-4 to add multiple attachments to your job application.**

My Job Applications

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Disability Specialist III/Senior	5222	San Antonio, TX	Not Submitted	12/17/2020 2:11PM		Withdraw
ASSOCIATE PROFESSOR	5312	San Antonio, TX	Submitted	01/09/2021 11:22AM	01/09/2021 11:22AM	Withdraw

My Resumes

Attached File	Job ID	Resume Title	Date Created
Faculty_Curriculum_Vitae.docx	5312	Faculty_Curriculum_Vitae 2.docx	01/09/2021 11:20AM

My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Faculty_Cover_Letter.docx	All	AP Cover Letter	Attachments	01/09/2021 11:23AM
Faculty_Research_Teaching_Statement.docx	All	Research & Teaching Statement	Attachments	01/09/2021 11:24AM
Faculty_Work_Samples.docx	All	Work Sample	Attachments	01/09/2021 11:28AM