



---

## How to Upload Files to SharePoint – Talent Acquisition Job Requisition Job Aid:

*Talent Acquisition has created a SharePoint repository for the storage of recruitment documents. These documents are subject to state audit and may also be produced for legal purposes. The State of Texas [Records Retention Schedule](#) – Employment Records Section 3.1 and [HOP 9.21](#) requires UTSA to retain specific documents related to the recruitment, interview and selection process.*

As the **Hiring Manager**, you will receive a Talent Acquisition Job Requisition SharePoint link to upload the required documents throughout the hiring process. All documents pertaining to the requisition should be dated and uploaded to the folder which is labeled by the Talent Acquisition Advisor with requisition number and position title. (Example: 6223 Lecturer I).

The following is a list of documents for **Fixed-Term Track** positions that the **Hiring Manager** is required to scan and/or upload. Only documents related to the requisition should be in the folder, to include all screening materials that were completed by any Hiring Panels or Search Committees:

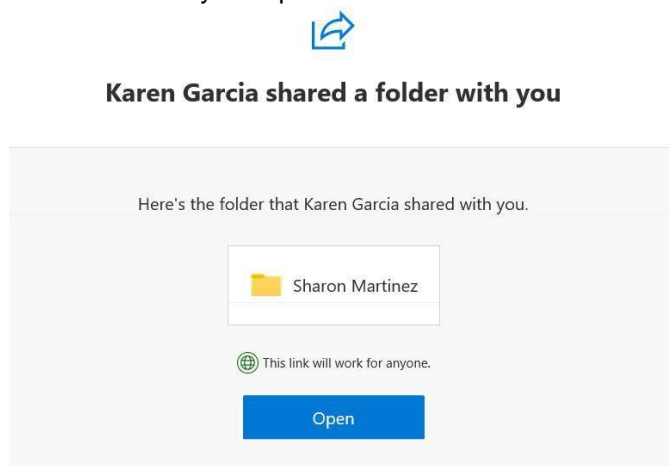
1. Applicant Screening Materials (To include Interview Questions)
2. Reference Letters
3. List of names and titles of all Search Committee members
4. English Proficiency Form
5. Offer Letter
6. Transcript(s) and Confirmation that it was uploaded to Digital Measures

All documents related to **Tenure/Tenure Track** requisitions will be uploaded and kept in the Faculty Hiring Portal.

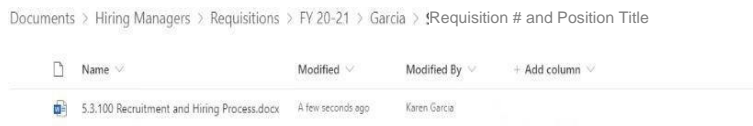


**Uploading Files:**

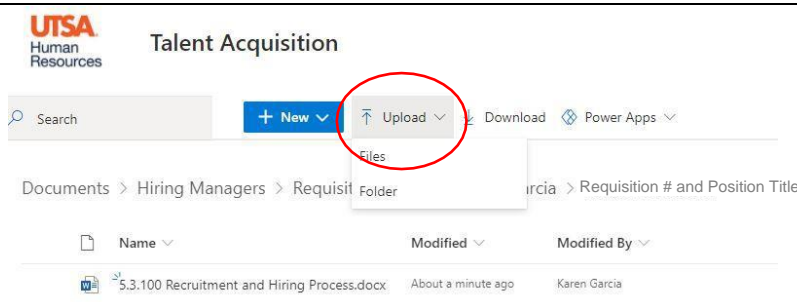
There are two ways to upload files.



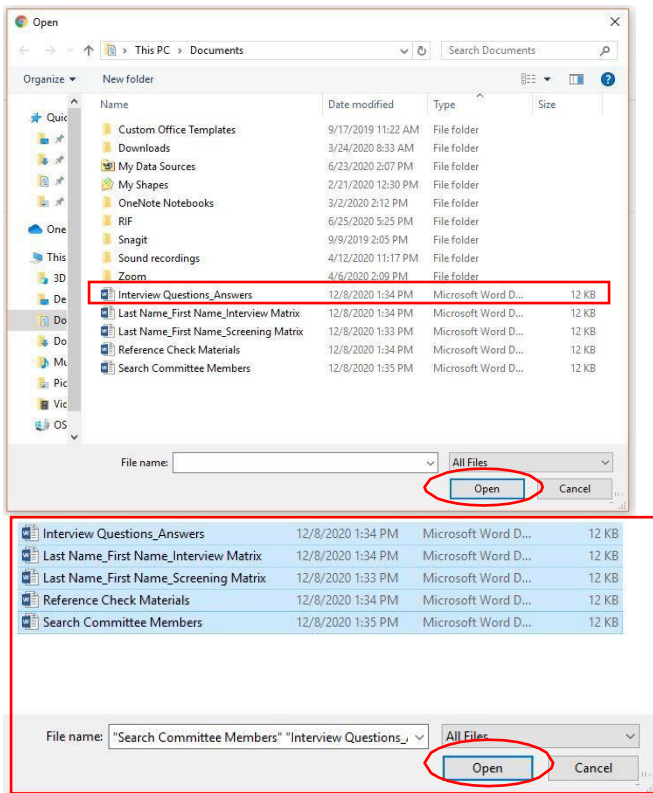
1. When your Talent Acquisition Advisor shares your Requisition Folder link you will receive an email as show on the left. Click **Open** to view the folder.



2. The link will open the Talent Acquisition Job Requisition SharePoint. Your Talent Acquisition Advisor will have files pertaining to the job requisition in this folder.



3. To upload the files that you are required to share, click **Upload** then click **Files**.



To upload multiple files hold the **CTRL** key, select the files, and click **Open**.

Documents > Hiring Managers > Requisitions > FY 20-21 > Garcia > Requisition # and Position Title

| Name  | Modified          | Modified By       |
|---|-------------------|-------------------|
| Interview Questions_Answers.docx            | A few seconds ago | Guest Contributor |
| Last Name_First Name_Interview Matrix.docx  | A few seconds ago | Guest Contributor |
| Last Name_First Name_Screening Matrix.docx  | A few seconds ago | Guest Contributor |
| Reference Check Materials.docx              | A few seconds ago | Guest Contributor |
| Search Committee Members.docx               | A few seconds ago | Guest Contributor |
| 5.3.100 Recruitment and Hiring Process.docx | 7 minutes ago     | Karen Garcia      |

4. Browse File Explorer for the correct file and click **Open**.  
- OR -
5. Using the “Drag and Drop” feature, select a file(s) from File Explorer and drag to the desired SharePoint folder.
6. To upload multiple files, hold the **CTRL** key, click on each file to be uploaded. This will highlight multiple files. Drag the selected files to the SharePoint folder.

7. Once you have successfully uploaded the files, they should all appear in the folder as shown on the left.