



UCR JOBS

Documents:
Managing your documents

Click on the “Documents” section

This section allows you to store multiple versions of your cover letter and resume.

The screenshot shows the UCR JOBS account dashboard. At the top, there is a navigation bar with links for HOME, BROWSE JOBS, MY ACCOUNT, HOW TO APPLY, and HELP. A search bar labeled SEARCH JOBS is also present. Below the navigation bar, there is a breadcrumb trail: Master Application | Applications in Progress | Documents | Account Information. The main content area starts with a welcome message: "Welcome UCR, The University of California, Riverside is a dynamic, growing community, committed to excellence and diversity in its workforce. The areas below link to the various areas of your UCR JOBS account. You may visit each area to begin managing your job search at UCR. For more information, click on How To Apply". There are three main sections: "Master Application" (blue header), "Apps in Progress" (green header), and "Documents" (orange header). The "Documents" section is circled in blue, and a large red arrow with the word "CLICK" written vertically on it points down to the "Documents" section. The "Documents" section contains the text: "This section allows you to store multiple versions of your resume, cover letter, and other application documents. Personalize your cover letters and resume for different positions to highlight your most important skills and experience. Click on this section to manage your documents."

HOME | BROWSE JOBS | MY ACCOUNT | HOW TO APPLY | HELP |

SEARCH JOBS

Master Application | Applications in Progress | Documents | Account Information

Welcome UCR,

The University of California, Riverside is a dynamic, growing community, committed to excellence and diversity in its workforce. The areas below link to the various areas of your UCR JOBS account. You may visit each area to begin managing your job search at UCR. For more information, click on How To Apply

Master Application

The UCR JOBS Master Application allows you to store and update information required for applying to staff positions. Your Master Application is created the first time you apply. Once your Master Application has been created, you can use it to apply to multiple positions.

Click on this section to complete or to review and edit your UCR JOBS Master Application

Apps in Progress

This section allows you to keep track of your applications to various positions at UCR. Work in progress applications and submitted applications can be accessed here.

Click on this section to check on the status of any of your applications within the UCR JOBS system.

Documents

This section allows you to store multiple versions of your resume, cover letter, and other application documents. Personalize your cover letters and resume for different positions to highlight your most important skills and experience.

Click on this section to manage your documents.

Managing your Documents

Documents

Manage your documents here. You can upload or delete resumes add cover letters.

UCR's JOBS application system accepts the following document formats: Microsoft Word Documents (.DOC,.DOCX) and Adobe PDFs (.PDF). You can also paste text into the text box and save in your document folder. Pasted text will not retain any formatting.

Resumes

[Add New Document](#)

Action	Title	File Name	Date Uploaded
Delete	Analyst Resume	Resume-Analyst.docx	05/2011
Delete	Admin Resume	Resume-Administrative.docx	05/2011

Cover Letters

[Add New Document](#)

Action	Title	File Name	Date Uploaded
Delete	Admin - Cover Letter	Cover Letter - Administrative.docx	05/2011
Delete	Analyst - Cover Letter	Cover Letter - Analyst.docx	05/2011

UCR's JOBS application system accepts documents in the following formats: .doc, .docx and .pdf. If you paste your documents into the system your document formatting will not be retained.

- Click on **“Add New Document”** in order to add a resume or cover letter to your document library.
- Click on **“Delete”** in order to remove a stored resume or cover letter.
- Click on the **“Title”** of your document in order to view your stored document.

Documents: Add New Document - Uploading

Add New Document

UCR's JOBS application () accepts the following document formats: Microsoft Word Documents (.DOC, .DOCX) and Adobe PDFs (.PDF). You may also paste text into the text box and save in your document folder. Pasted text will not retain any formatting.

Title: Document Type:

File:

If you do not upload a resume, please paste your information below: (maximum 4000 characters)

Uploading a new document:

- Enter the Title of your new document.
- Select the type of document you wish to upload and add to your document library: Resume or Cover Letter
- Browse your computer and select the document you would like to upload (.doc, .docx, or .pdf only).
- Click **“Submit”**

Cover Letters [Add New Document](#)

Action	Title	File Name	Date Uploaded
Delete	Admin - Cover Letter	Cover Letter - Administrative.docx	05/2011
Delete	Analyst - Cover Letter	Cover Letter - Analyst.docx	05/2011

Your document will now appear in your document library.

Documents: Add New Document – Pasting Text

Add New Document

UCR's JOBS application system accepts the following document formats: Microsoft Word Documents (.DOC, .DOCX) and Adobe PDFs (.PDF). You may also paste text into the text box and save in your document folder. Pasted text will not retain any formatting.

Title:

Document Type:

File:

If you do not upload a resume, please paste your information below: (maximum 4000 characters)

Pasting plain text :

- Select the type of document you would like to add to your document library.
- Paste plain text into the text box.
- Click **“Submit”**

NOTE: Pasted text will not retain formatting.

[Cover Letters](#) [Add New Document](#)

Action	Title	File Name	Date Uploaded
Delete	Admin - Cover Letter	Cover Letter - Administrative.docx	05/2011
Delete	Analyst - Cover Letter	Cover Letter - Analyst.docx	05/2011

Your document will now appear in your document library.

Thank you

Please visit the UCR JOBS website
for additional video tutorials.

<http://jobs.ucr.edu>