

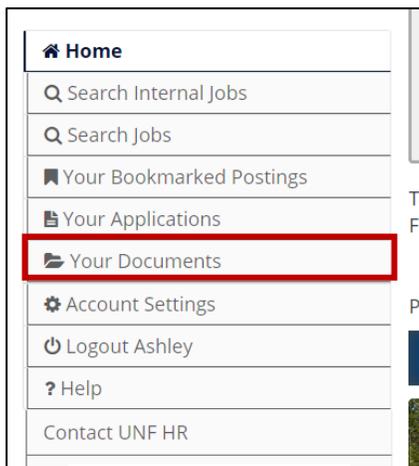
Applicant Resources- Uploading Documents

Applicants have two options when uploading documents on unfjobs.org: 1) upload documents to their applicant profile for future use, or 2) upload documents as they're applying for a specific position. Any documents uploaded via option 2 will also be retained in the applicant profile.

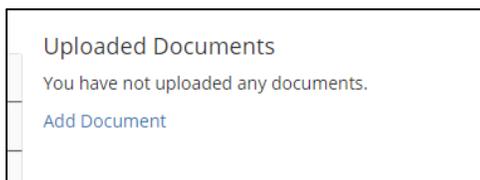
If you are unable to upload documents and need assistance with an application, please contact the Office of Human Resources at hr@unf.edu or (904) 620-2903.

Uploading Documents to the Applicant Profile

1. Log-in to unfjobs.org.
2. Click the **Your Documents** tab on the left-hand side of the page.



3. Click Add Document.



4. Select the type of document to add (e.g., Resume). Note the upload requirements under the heading text. After selecting your file for upload, click **Submit**.

Upload Resume

- Upload a document in any of the following file formats: .doc, .docx, .pdf, .rtf, .rtx, .txt, .tif, .tiff, .jpeg, .jpe, .jpg, .png, .xls, .xlsx
- If your document is not in one of the above formats, please convert it to a PDF before uploading it.
- Encrypted or password-protected documents are not supported.

Name:
Resume 04-28-21 12:04:42 (EDT)

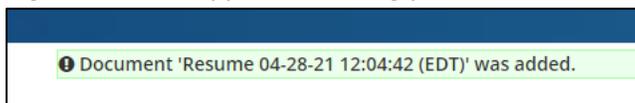
Description (optional):

File to Upload:

No file chosen

Alternatives
[Write Resume](#)

5. A green bar will appear indicating your document was successfully uploaded.

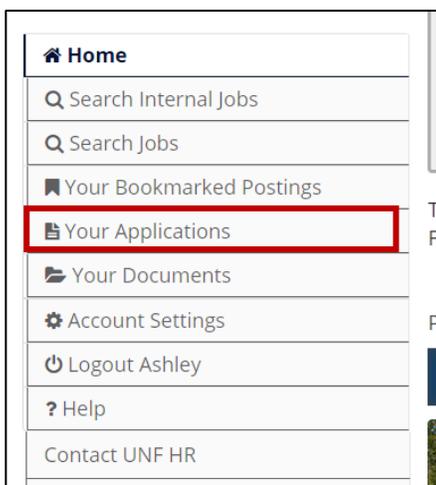


6. Navigate back to the **Your Documents** tab. Your uploaded documents will be available to view and remove (if needed).

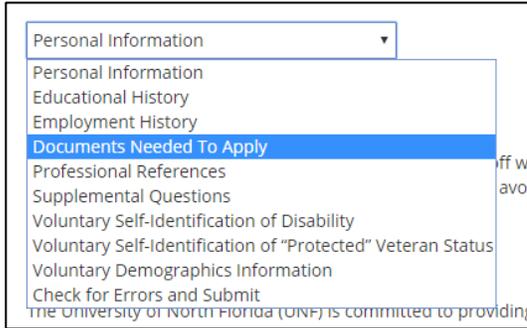


Uploading Documents to an Application

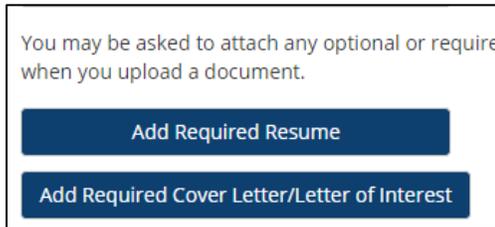
1. Log-in to unfjobs.org.
2. If you have an application in draft, select the **Your Applications** menu button on the left-hand side of the page. From within this tab, click the edit button next to the drafted application. If you have not applied, locate a position and select “Apply for this Job.”



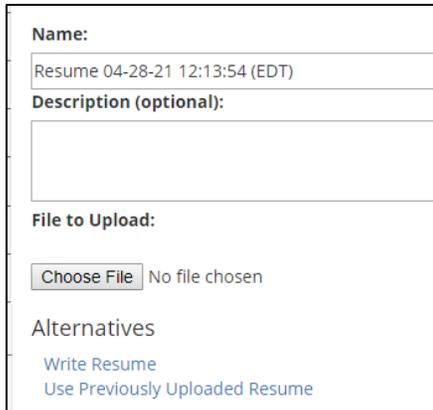
- From within the Application, navigate to the **Documents Needed to Apply** section. Documents in this section will need to be successfully uploaded in order for you to submit your application



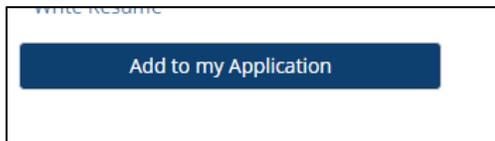
- All required documents will appear as separate blue buttons. In the example below, there are two required documents: 1) Resume and 2) Cover Letter/Letter of Interest.



- If you have previously uploaded a document of the same type, you will see an option to "Use Previously Uploaded Resume." If not, simply click Choose File and identify your document.



- Once a file has been added, click **Add to my Application**.



7. Documents successfully uploaded will appear as “PDF Complete.” Some documents may take a few moments to convert to PDF format. You can continue to upload documents and move through other sections of the application while documents are converting. **Click Save before navigating to any other screens.**

Document Type	Filename	Status	(Actions)
Required Resume	Resume 04-28-21 12:04:42 (EDT)	PDF complete	View Replace Resume

8. Click Save & Continue to move to the next section of the application.
9. Under the “Check for Errors and Submit” section, a green checkmark will appear next to the Documents Needed to Apply Section if all documents were successfully uploaded.

 **Documents Needed To Apply**

You may be asked to attach any optional or required limit when you upload a document.

- [Resume \(PDF | 228 KB\)](#)
- [Cover Letter/Letter of Interest \(PDF | 1.45 MB\)](#)

If all documents were not successfully updated, a Red ‘X’ will appear next to the section title. The title of the section (Documents Needed to Apply) is hyperlinked and, if clicked, will take you back into the section to make any needed corrections.

 **Documents Needed To Apply**

You may be asked to attach any optional or required limit when you upload a document.