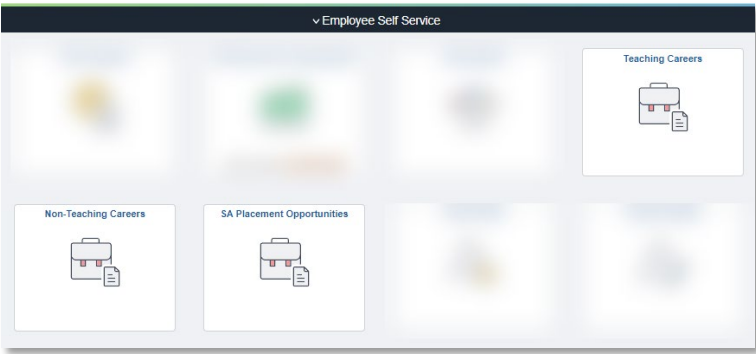

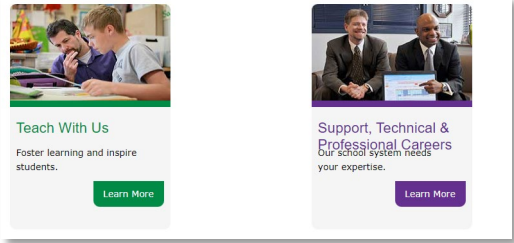




Purpose

When applying for jobs, it is often necessary to attach documents to your application. This quick reference guide explains how to add documents supporting your application for both current CBE employees and external applicants.

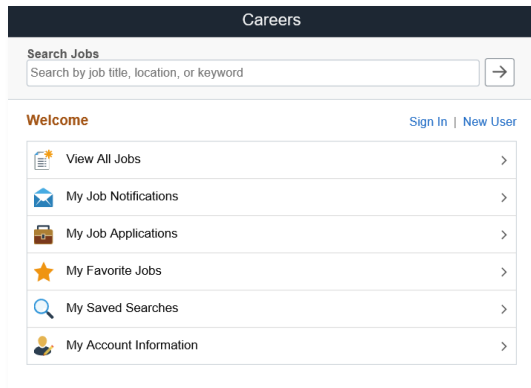
The **Instructions** column below lists the steps required to complete each task. The **Notes** column provides additional information and/or screenshots to help you locate the input field on the screen.

Instructions	Notes
CBE Employees	
<i>Access your Applicant Profile</i>	
<ol style="list-style-type: none"> Log into PeopleSoft Under Employee Self Service, click Teaching Careers, Non-Teaching Careers or SA Placement Opportunities tiles 	<p>PeopleSoft Link: https://peoplesoft.cbe.ab.ca/</p> 
External Applicants	
<i>Access your Applicant Profile</i>	
<ol style="list-style-type: none"> Go to www.cbe.ab.ca and click Careers hyperlink at the top of the page 	
<ol style="list-style-type: none"> Career opportunities page displays. Click the appropriate Learn More button from the options 	

Quick Reference Guide: Adding Application Attachments – CBE Employees and External Applicants

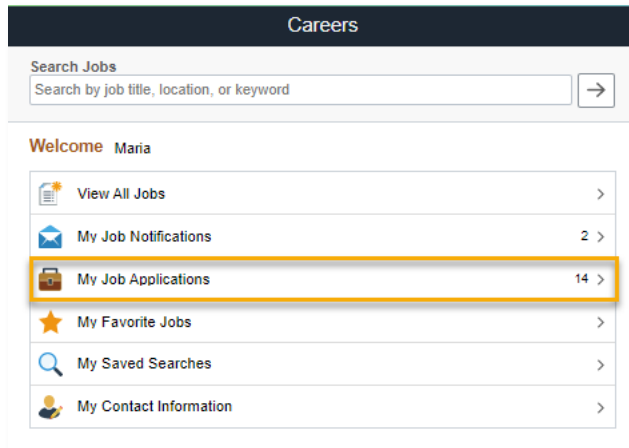
3. Depending on the option you selected, either the Teach With Us or the Support, Technical & Professional Careers page displays. Click the **button** below the Apply Now header

4. Click **Sign In** or **New User** hyperlink



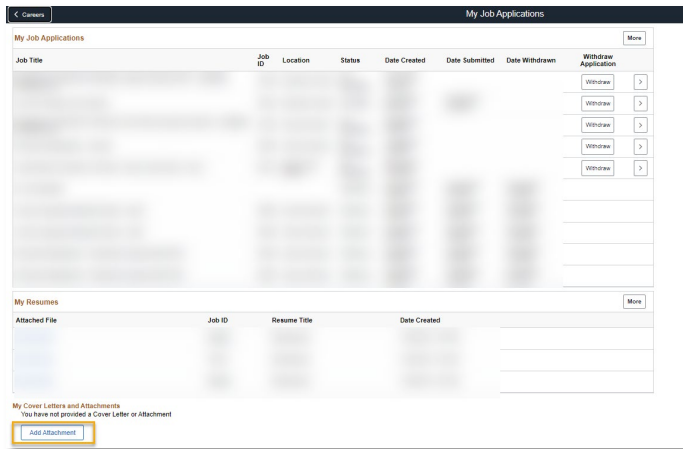
Adding Attachments to your Application

1. Click My Job Applications

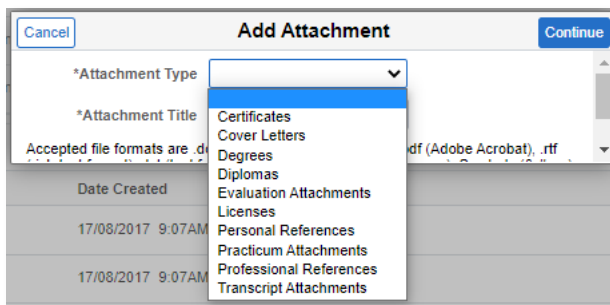


Quick Reference Guide: Adding Application Attachments – CBE Employees and External Applicants

- Click the **Add Attachments** link in the Cover Letters and Attachments section to upload additional documents

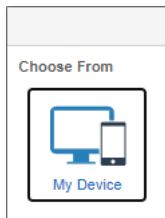


- On the Add Attachments page, click the **Attachment Type** dropdown and select the option you want to attach



- Name the document you are uploading and type into Attachment Title; click **Continue**

- Select the file from your computer; click **Upload**; click **Done**



- Click **Save**

Considerations:

- Resumes are not attached here. They must be attached as part of your application and cannot be deleted once uploaded
- If you have new documents to add, previous documents may be deleted using the Delete button under the Cover Letters and Attachments section

For answers to further questions regarding adding application attachments, call the HR Employee Contact Centre (ECC) directly at (403) 817-7333 or email ecc@cbe.ab.ca