

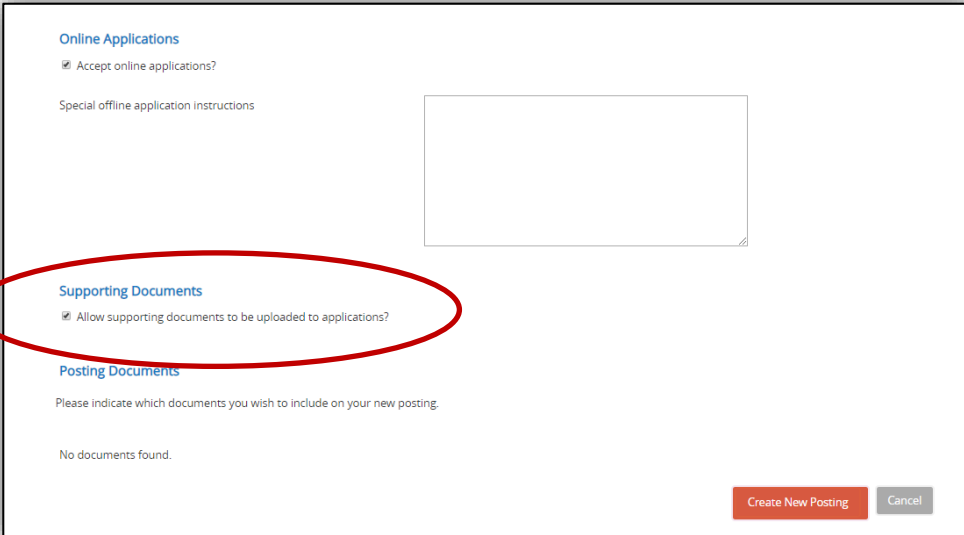
Quick Guide: Supporting Documents

The **Supporting Documents** feature in UGAJobs is designed to allow approved user groups the ability to attach additional documents to individual job applications within a specific posting. This feature can also be used to upload applicant replacement/updated documents (i.e.: Applicant has published a paper since submitting application materials).

The applicant will NOT have the ability to view these documents, only internal users can view. The **Supporting Documents** functionality should only include those documents required to complete a candidate's application. For helpful Information and documentation needs pertaining to the search process, please refer to https://eoo.uga.edu/search_committee_guidelines.

IMPORTANT: The **Supporting Documents** feature is not turned on by default; therefore, be sure to always enable this feature by checking the box on the **New Posting Settings Page** when creating a posting.

The **New Posting Settings Page** appears on the front-end of the posting creation process.



The screenshot shows a web form titled "New Posting Settings Page". It has several sections: "Online Applications" with a checked checkbox "Accept online applications?", "Special offline application instructions" with a text area, "Supporting Documents" with a checked checkbox "Allow supporting documents to be uploaded to applications?", and "Posting Documents" with a text area and "No documents found." below it. At the bottom right are "Create New Posting" and "Cancel" buttons. A red oval highlights the "Supporting Documents" section.

By selecting the box under the **Supporting Documents** heading, you are allowing supporting documents to be uploaded to applications.

This box must be checked before you click **Create New Posting** or this feature will not be enabled on your posting. (Note: *Contact Human Resources or the Office of Faculty Affairs if you did not enable the supporting documents feature*)

How do I upload Supporting Documents to an Application?

Clicking on the **Supporting Documents** tab in the candidate's job application screen will allow you to view and/or add new documents to a candidate's application. The Supporting Documents tab is located between the **Recommendations** and **History** tabs.

Job application: Herschel Walker (Faculty Search)

Current Status: Under Review by Department
Application form: Faculty Executive Application

Full name: Herschel Walker
Address: 100 Sanford Dr
Athens, GA 30602
Username: hwalker34
Email: hwalker34@football.com
Phone (Primary): 555-555-3434
Phone (Secondary):
Position Type: Faculty Search
Department: ATHLETICS

Created by: Herschel Walker
Owner: Manager/Supervisor

Take Action On Job Application ▼

- ★ View Posting Applied To
- ★ Preview Application

Summary | Recommendations (0 of 3) | **Supporting Documents** | History | Reports

Supporting Documents

Add Document

Date	Name	File Name	Description	Actions
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After clicking the **Add Document** button, you will see a list of file types that can be uploaded. In addition, you can browse for the file you wish to upload, name and write a brief description of the document, as well as submit or cancel out of this process.

Add a Document

Document types that are supported include .doc, .docx, .pdf, .rtf, .rtx, .txt, .tiff, .tif, .jpeg, .jpe, .jpg, .png, .xls, .xlsx. All documents uploaded will be converted to .pdf.

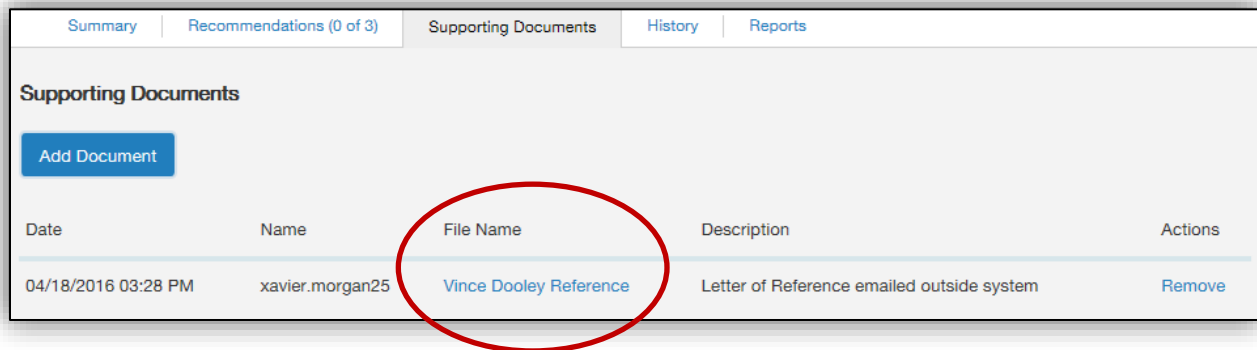
Name
Vince Dooley Reference

Description
Letter of Reference outside system

Browse...

Submit Cancel

Once you have submitted this document, it will go through a *PDF conversion process*. After the conversion is complete, you will be able to view and download the document by selecting the link in the **File Name** column below.



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Summary', 'Recommendations (0 of 3)', 'Supporting Documents', 'History', and 'Reports'. Below the navigation bar is a section titled 'Supporting Documents' with an 'Add Document' button. A table below the button has the following columns: 'Date', 'Name', 'File Name', 'Description', and 'Actions'. The table contains one row of data: '04/18/2016 03:28 PM', 'xavier.morgan25', 'Vince Dooley Reference', 'Letter of Reference emailed outside system', and 'Remove'. The 'File Name' column is circled in red.

Date	Name	File Name	Description	Actions
04/18/2016 03:28 PM	xavier.morgan25	Vince Dooley Reference	Letter of Reference emailed outside system	Remove

You will be able to see the **Name** of the user who uploaded the document, as well as the **Date/Time** when the document was uploaded.

Only Manager/Supervisor, Unit Head, and Senior Administrator users will be able to view, add, and remove supporting documents. Assigned Search Committee Member users will only be able to view supporting documents.

Note: Because this is an internal document, supporting documents will not appear in an application combined PDF.