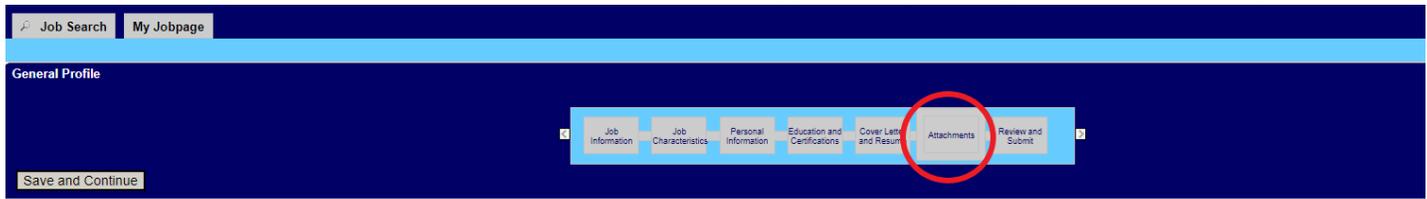


How to attach your CDL on Taleo

1. When you reach the attachments section of the application, this is your chance to add your CDL.



Attachments

Note: If you wish to replace an existing document, such as your resume or transcripts, the uploaded new document **MUST** have the same file name and the same file extension (.doc, .pdf, .xls) as the original document.

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

Comments about the file

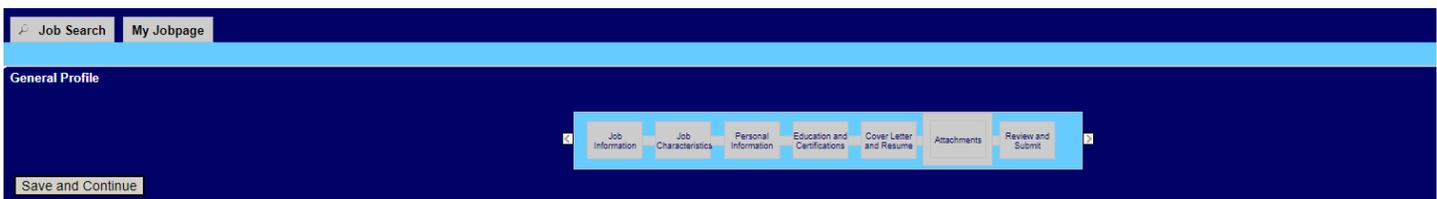
This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume.

Resume	File Name	Date	Comments	Actions
No files are attached.				

2. Click Choose File and select the file that contains your CDL, then click open

*Please note the file needs to be in a .doc or .pdf format.

** If you are unaware on how to convert you picture to PDF please see the section below.



Attachments

Note: If you wish to replace an existing document, such as your resume or transcripts, the uploaded new document **MUST** have the same file name and the same file extension (.doc, .pdf, .xls) as the original document.

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

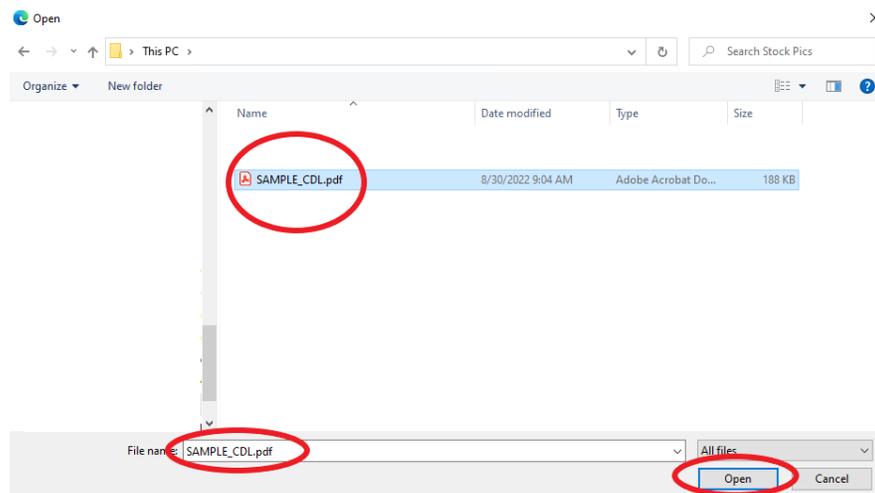
Select the file to attach

No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume.

Resume	File Name	Date	Comments	Actions
No files are attached.				



- Once you have selected your file and hit OPEN, your file is not yet attached. Please be sure to hit ATTACH.



Attachments

Note: If you wish to replace an existing document, such as your resume or transcripts, the uploaded new document **MUST** have the same file name and the same file extension (.doc, .pdf, .xls) as the original document.

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

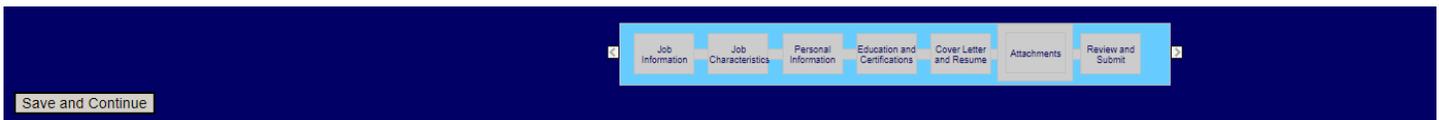
SAMPLE_CD.L.pdf

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume.

Resume	File Name	Date	Comments	Actions
	No files are attached.			

- Once you hit ATTACH and everything works correctly, your CDL should show up in the dialog box as illustrated below. Then once you see it below, please hit SAVE AND CONTINUE.



Attachments

Note: If you wish to replace an existing document, such as your resume or transcripts, the uploaded new document **MUST** have the same file name and the same file extension (.doc, .pdf, .xls) as the original document.

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

No file chosen

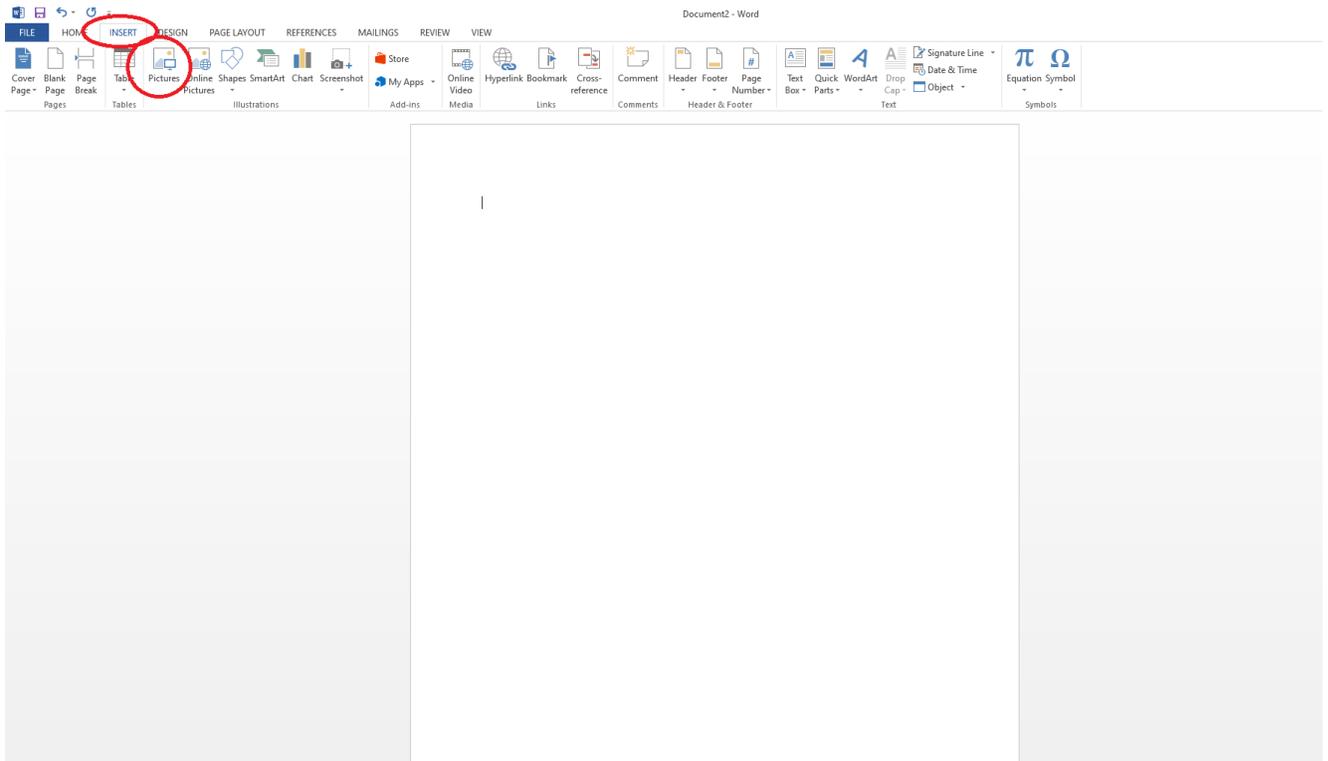
Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume.

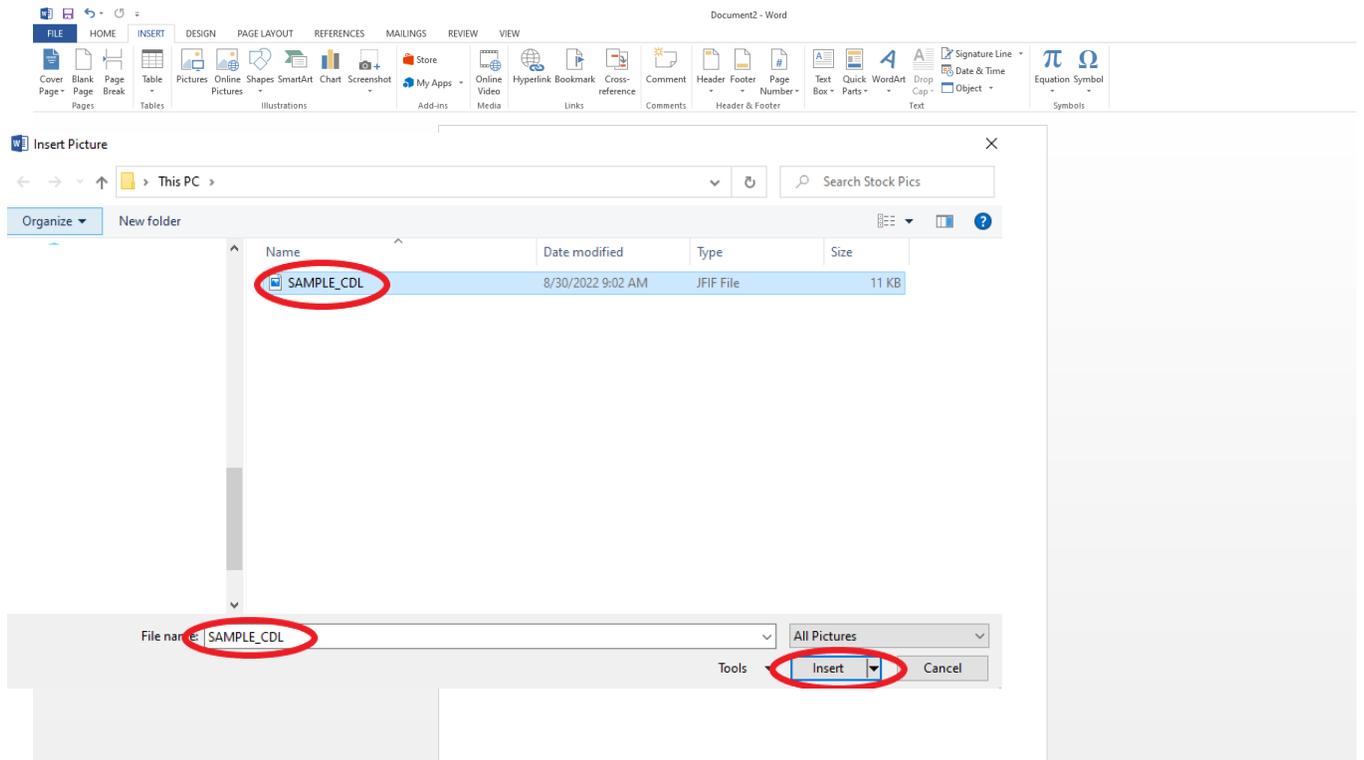
Resume	File Name	Date	Comments	Actions
<input type="checkbox"/>	SAMPLE_CD.L.pdf	8/30/22		Delete

How to convert your CDL from a picture to a PDF

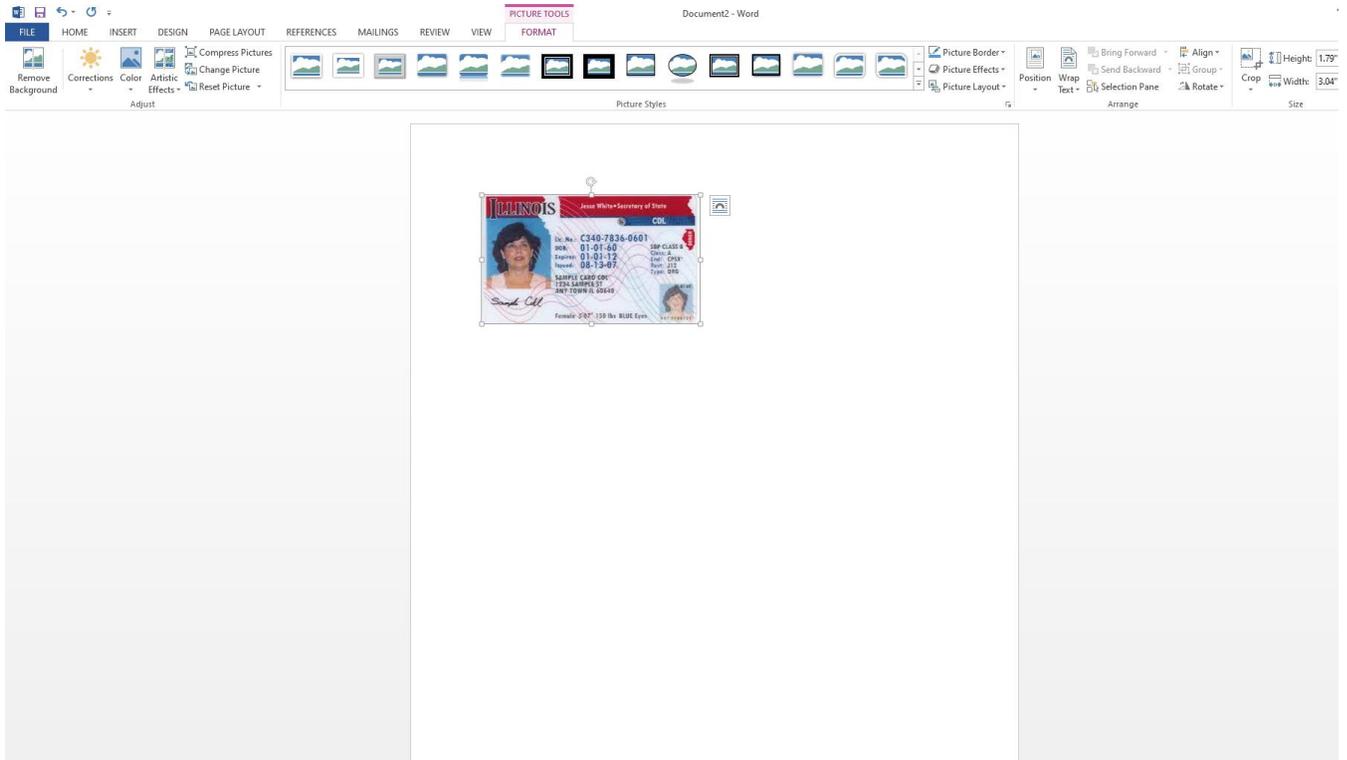
1. Open a Word Document and in the top ribbon click INSERT. Then click Pictures as illustrated below.



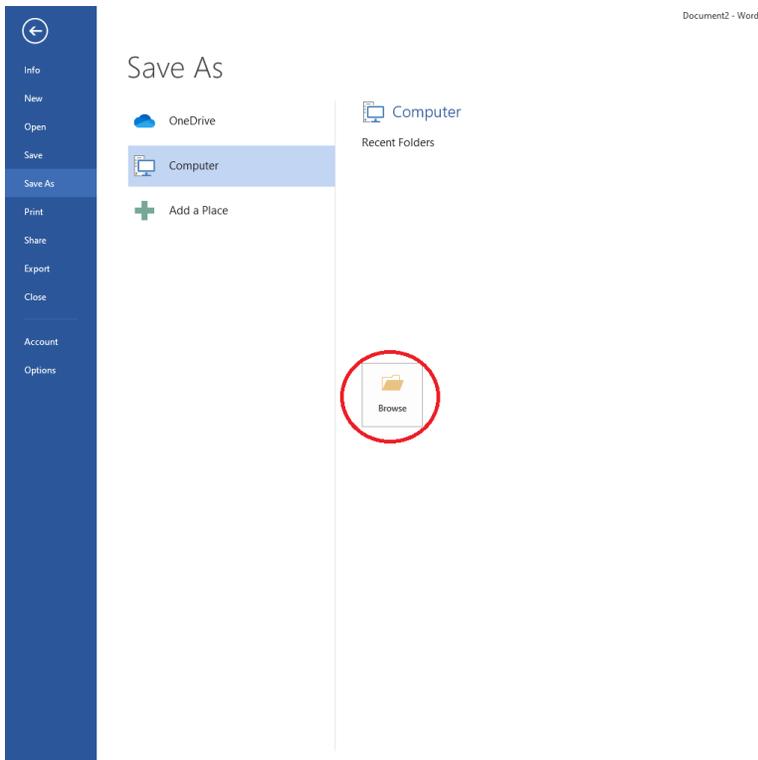
2. Find your picture file in the once the window pops up and click INSERT.



3. Once you click INSERT, your picture will now be inserted onto the current document.



4. Once the picture has been inserted, you will now need to Save the document by clicking FILE, then SAVE AS, then BROWSE to save your file in a location.



5. Please be sure to set the SAVE AS TYPE as PDF. Then click SAVE.
*Please note the location where you saved your file.

