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.

🖉 Job Search 🛛 My Jobpage
General Profile
Job Job Personal Education and Cover Lett Attachments Review and Submit
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 Choose File No file chosen
Comments about the file
Attach
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.

 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.

General Profile		
	Job Job Hersonal Information Characteristics Information	Education and Cover Letter Attachments Review and Submit
Save and Continue		
Attachments		
Note: If you wish to replace an existing document, such as You can attach files to the candidate record (e.g.: cover letter, re	your resume or transcripts, the uploaded new document MUST have esume, references, transcripts, etc.). Once a file is attached, you can over	؛ the same file name and the same file extension (.doc, .pdf, .xls) as the original document. rwrite it by attaching a file with exactly the same name and extension.
Select the file to a ach Choose File N file chosen	C Open	×
Comments about the file	$\leftarrow \rightarrow \checkmark \uparrow$. This PC >	✓ Ď
Attach	Organize New folder	III ✓ III 2
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.	ASAMPLE_CDL.pdf	8/30/2022 9:04 AM Adobe Acrobat Do 188 KB
	File nan SAMPLE_CDL.pdf	All files V Open Cancel

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

Job Job Information Characteristics Personal Information Cestifications and Review and Submit
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 Choose File SAMPLE_CDL.pdf.pdf Comments about the file
Attach
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.
Save and Continue

4. 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.

						Job Information	Job Characteristics In	Personal formation	Education and Certifications	Cover Letter and Resume	Attachments	Review and Submit	≥		
Save and	Continue														
Attachn	nents														
Note: If yo	u wish to replace an ex	isting doo	cument, such	as your resur	ne or transcripts,	the uploaded ne	w document MU	ST have th	he same fil	e name and	the same fi	le extension	(.doc, .pdf, .xl	s) as the origi	nal document.
You can att	ach files to the candidate	e record (e	.g.: cover lette	r, resume, refe	rences, transcripts,	etc.). Once a file	is attached, you o	an overwr	rite it by atta	ching a file v	vith exactly t	he same nam	e and extensio	n.	
Select Choo Comm	the file to attach ose File No file chosen nents about the file	n													
Attac	h n displays basic informati	ion regard	ing the files at	ached to											
the candida indicate wh	ate record. You can delete ich of the attached docu	e some or ments is v	all the files. Al our Resume.	so, please											
Resume	File Name	Date	Comments	Actions											
	SAMPLE_CDL.pdf.pdf	8/30/22		Delete											
Save and	Continue														

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.

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

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	File nan e: SAMP	LE CDL			→ All Pi	ictures	\sim		
					Tools In	nsert 💌	Cancel		

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.

Document2 - Word



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

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Info	Save As								
New Open	OneDrive	Computer							
Save Save As	Computer	Recent Folders							
Print	Add a Place								
Export		🕎 Save As							×
Close		← → ~ ↑ 📙	$\rightarrow~$ This PC $\rightarrow~$ OSDisk (C:) $\rightarrow~$	Users > Default > I	Desktop	~	, <mark>℃</mark> ,≎ si	earch Desktop	
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