

# Creating Your Candidate Profile and Uploading / Maintaining Your Resume

## Purpose

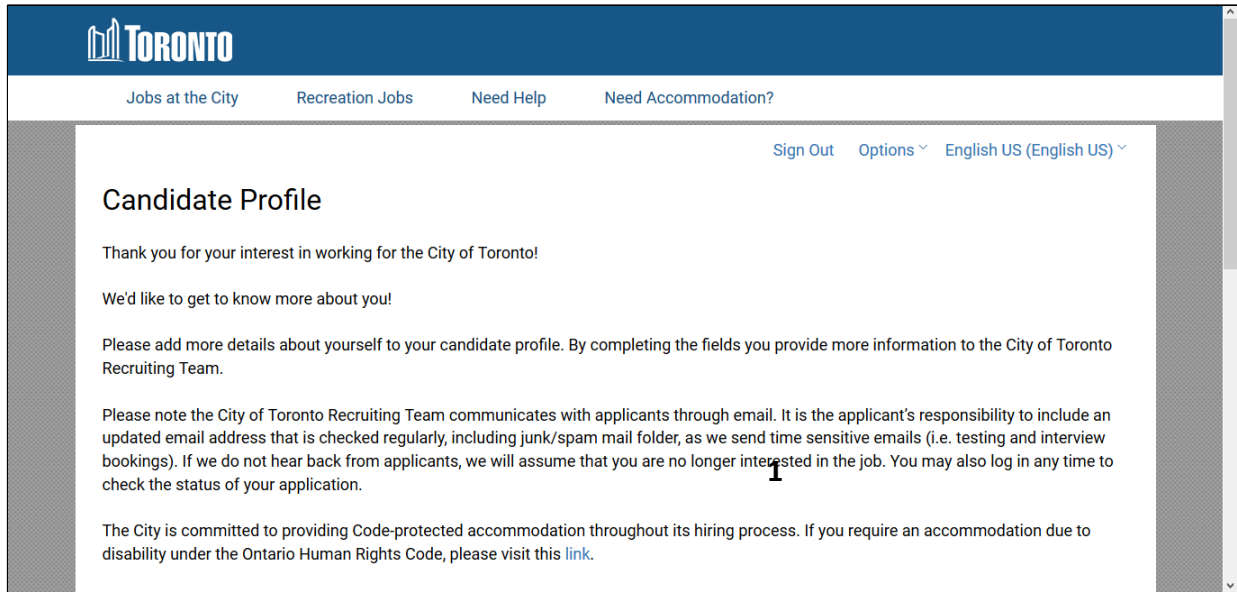
Use this task to upload and maintain your resume.

## Prerequisites

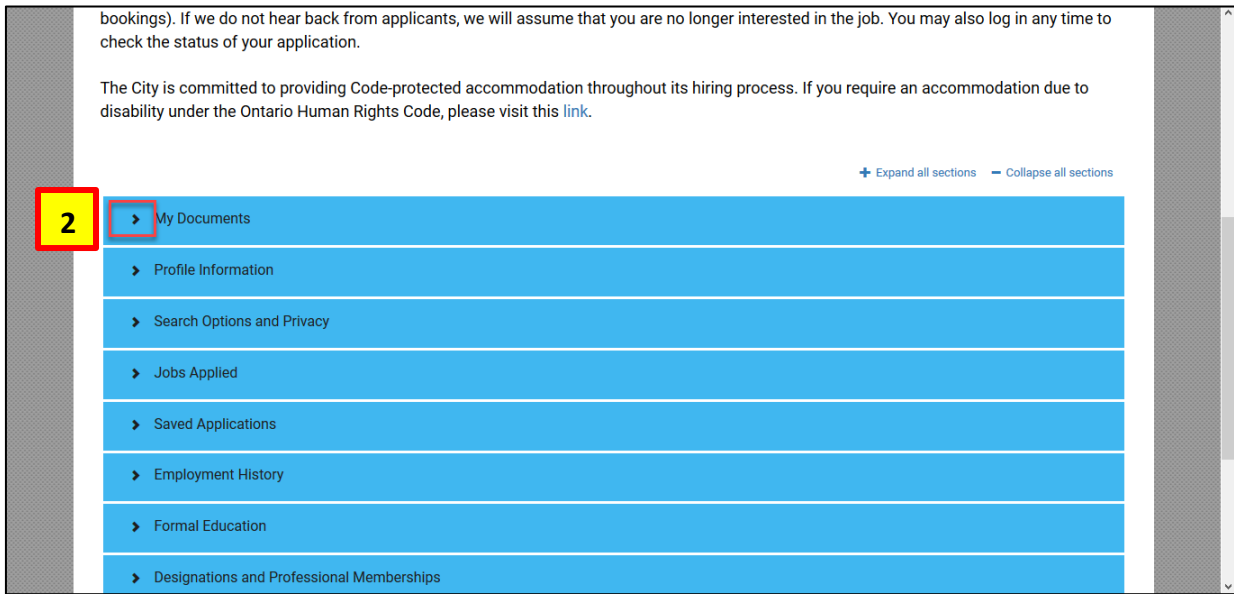
User must have access to the internet.


## Helpful Hints

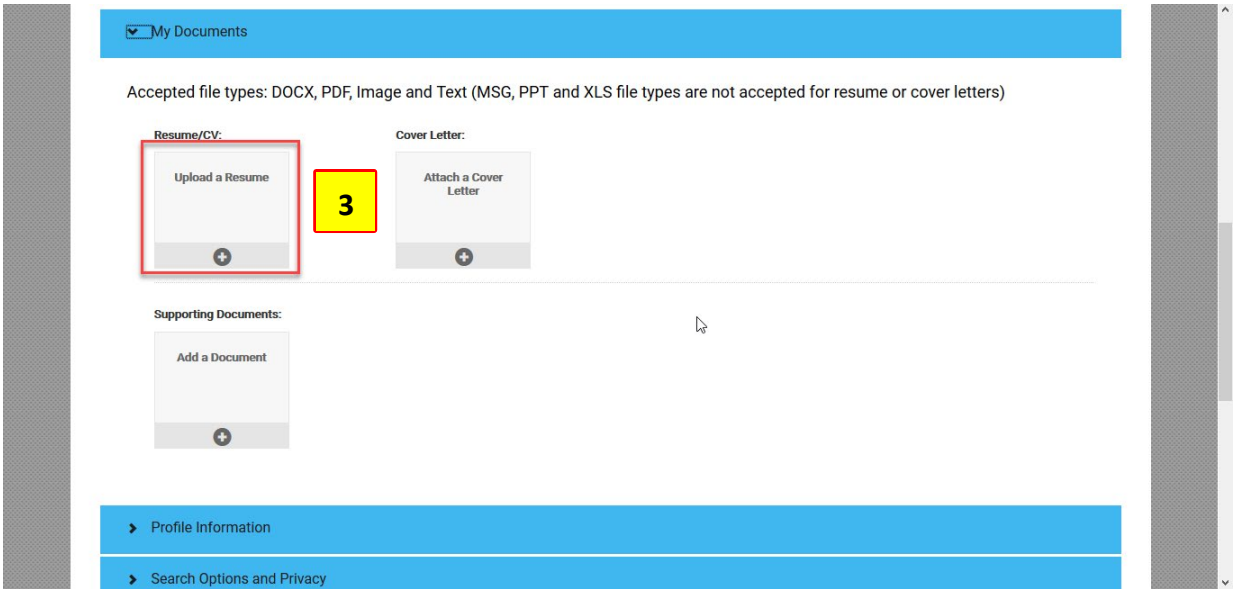
- When completing any date fields please use the "calendar" button to select dates, do not type dates into the field



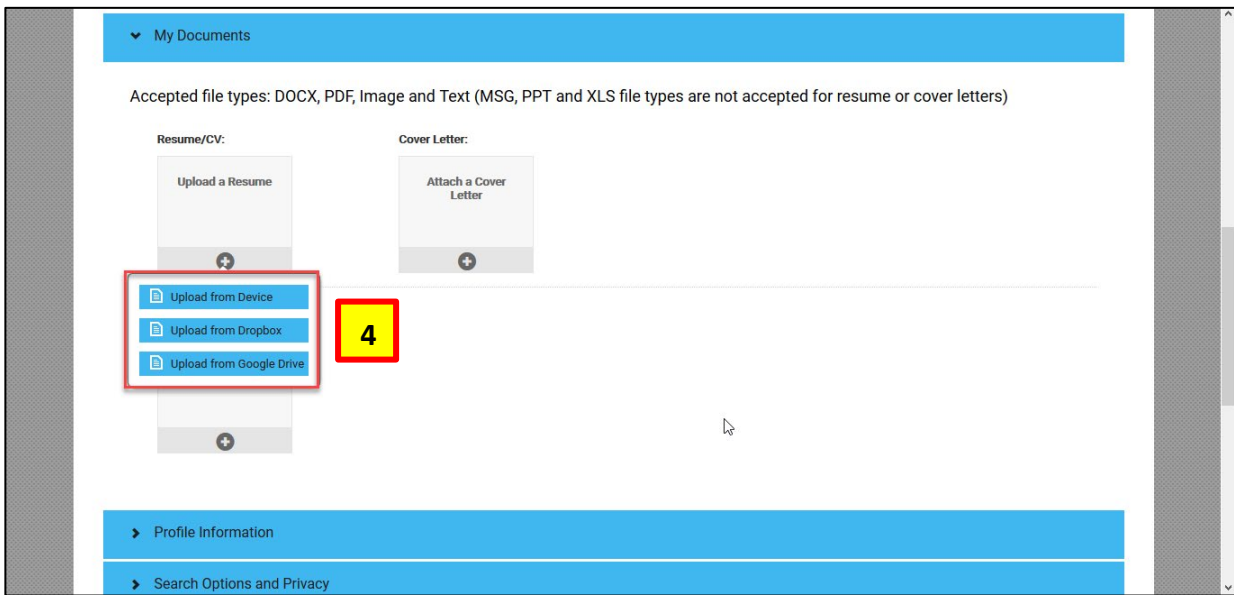
| Step | Action  |
|------|---|
| 1    | After you create your SuccessFactors profile and login you will be directed to the Candidate Profile page. Scroll down to My Documents. |



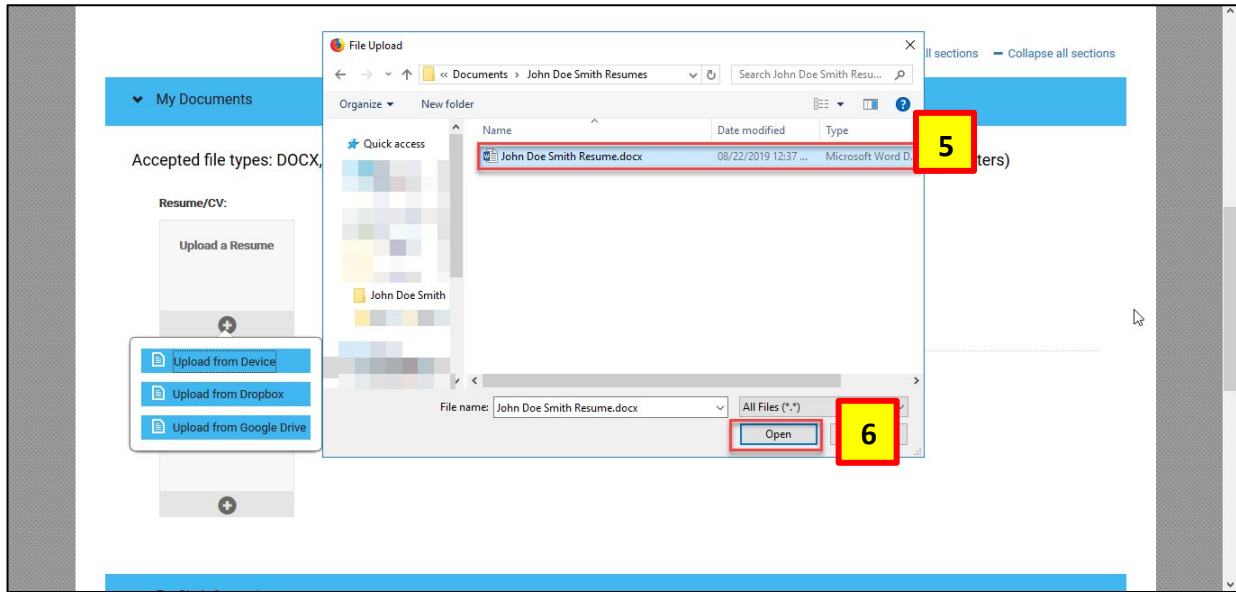
| Step | Action  |
|------|---|
| 2    | Click on  to expand My Documents |



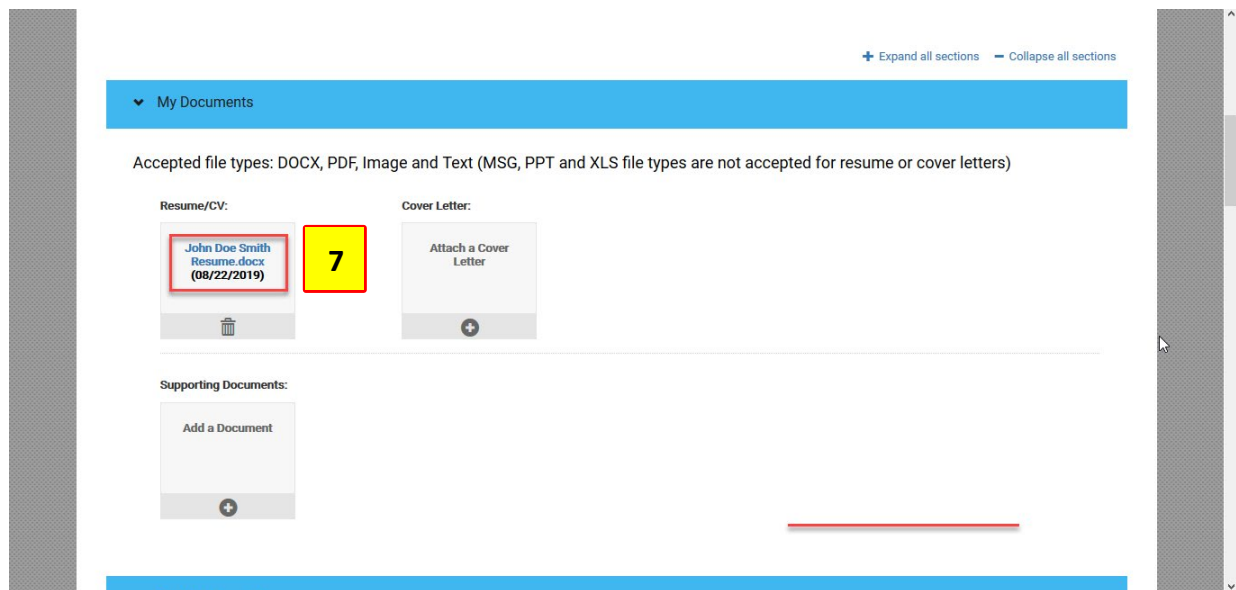
| Step | Action   |
|------|--|
| 3    | <p>Click on <b>Upload a Resume</b></p> <p><b>NOTE:</b> You must upload a Resume, there is no Build a Resume option in your Candidate Profile</p> |



| Step | Action  |
|------|---|
| 4    | <p>Click on your upload option, you can upload a resume from your device (PC or other), your Dropbox account or from your Google Drive account.</p> |



| Step | Action  |
|------|---|
| 5    | Select the Resume you would like to upload<br><b>NOTE:</b> DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters) |
| 6    | Click on the <b>Open</b> Button   |



| Step | Action   |
|------|--|
| 7    | If successful, you will see your file attached. You can view your uploaded file by clicking on the file and downloading it to your device.<br><b>NOTE:</b> If you would like to update your resume, you can upload a new version using the previous steps. |

8
> My Documents

▼ Profile Information

**\* Legal First Name**

Do you identify as having a Single Name? ?

Contact Email

**\* Country**

**\* Address Line 1**

Middle Name

Single Name

**\* Primary Phone**

**\* Province**

Address Line 2

**\* Legal Last Name**

**\* Known As** ?

Secondary Phone

**\* City**

**\* Postal Code** ?

> Search Options and Privacy

▼ Employment History

Company Name

From Date

Present Employer?

End Date

Job Title

Remove

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Company Name

From Date

Present Employer?

End Date

Job Title

Remove

⊕ Add

javascript:void(0);

| Step | Action  |
|------|---|
| 8    | <p>Your resume will auto populate your Profile Information, Employment History and Formal Education. Verify that the details populated are accurate. If the information that is auto-populated is incorrect, you can edit the text field to the correct information.</p> <p style="text-align: right;"></p> <p><b>Please Note:</b> when completing any date fields please use the "calendar" button  to select dates, do not type dates into the field.</p> |

▼ Formal Education

School

Status

Major

Date Completed

Type

Remove

⊕ Add

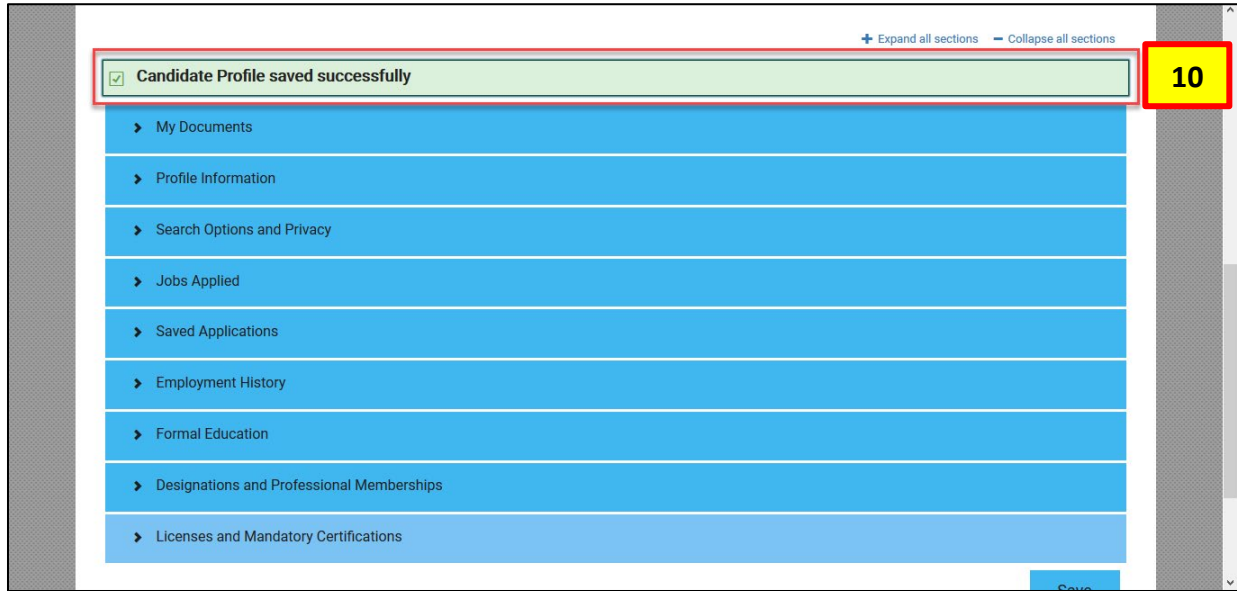
> Designations and Professional Memberships

> Licenses and Mandatory Certifications

Save

For

|   | Action  |
|---|---|
| 9 | After validating all information is correct, click on <b>Save</b> |



| Step | Action   |
|------|--|
| 10   | If successful, you will see a Candidate Profile Saved Successfully message at the top. |

## Outcome

You have successfully created your Candidate Profile and uploaded your resume.