

Attach or Delete a Supporting Document for a Job Requisition


Overview

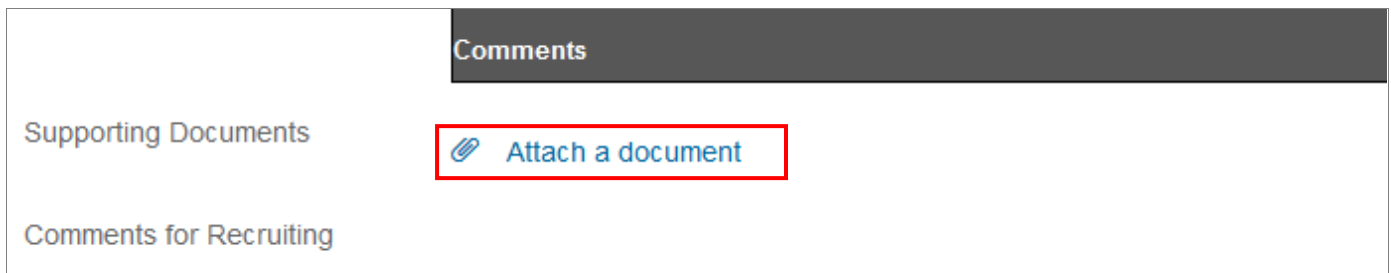
Users who are attached to a job requisition (e.g. Org Chief, HR Shared Services) can upload and attach (or delete) electronic documents that are relevant to a job requisition for future reference.

Note: Certain documents may be required for the approval, such as approved hiring restriction appeal documentation.

Attach a Supporting Document for a Job Requisition

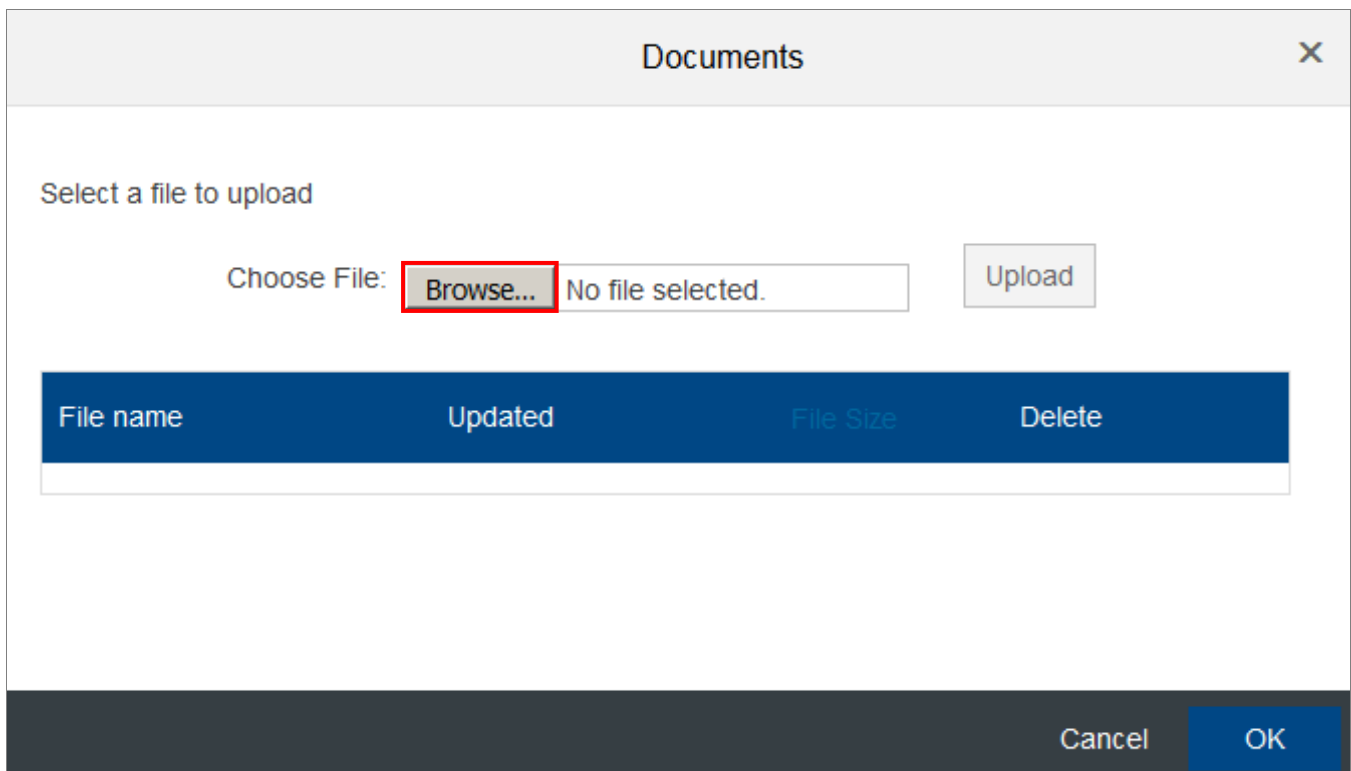
In the *Comments* section within the applicable job requisition,

1. Click  [Attach a document](#) beside the **Supporting Documents** heading.



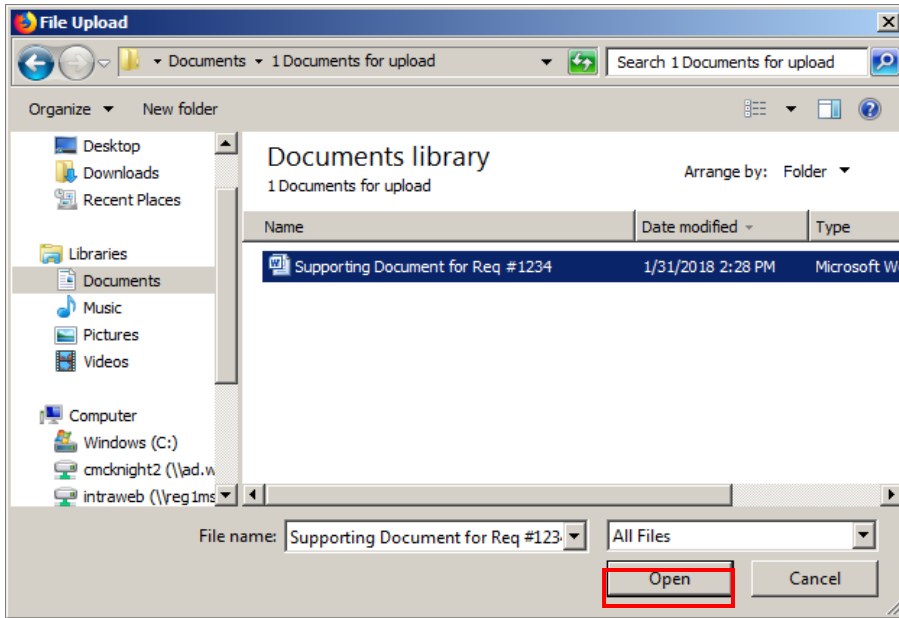
The *Documents* pop-up window opens.

2. Click **Browse**.



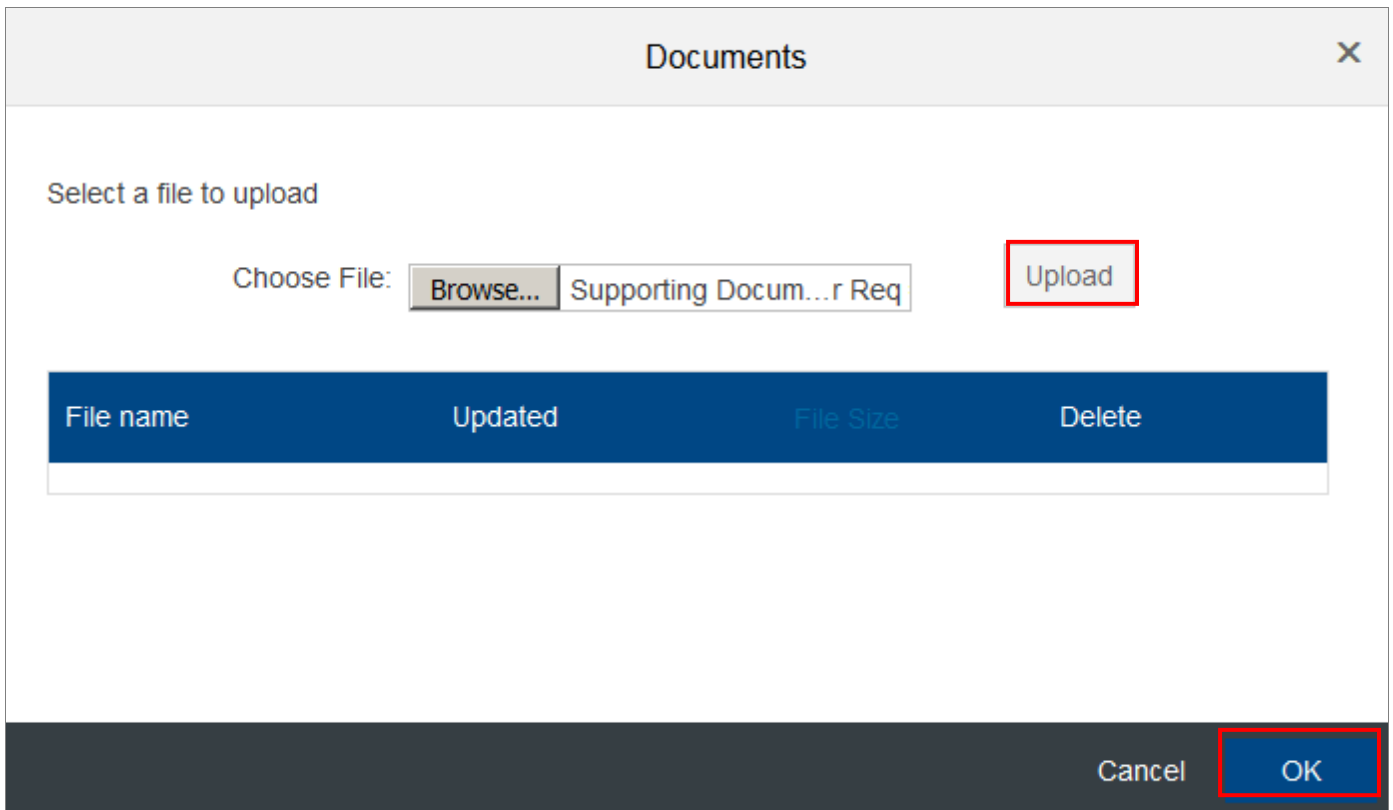
The *File Upload* pop-up window opens.

3. Locate the **applicable supporting document** on your computer drive, and then click **Open**.



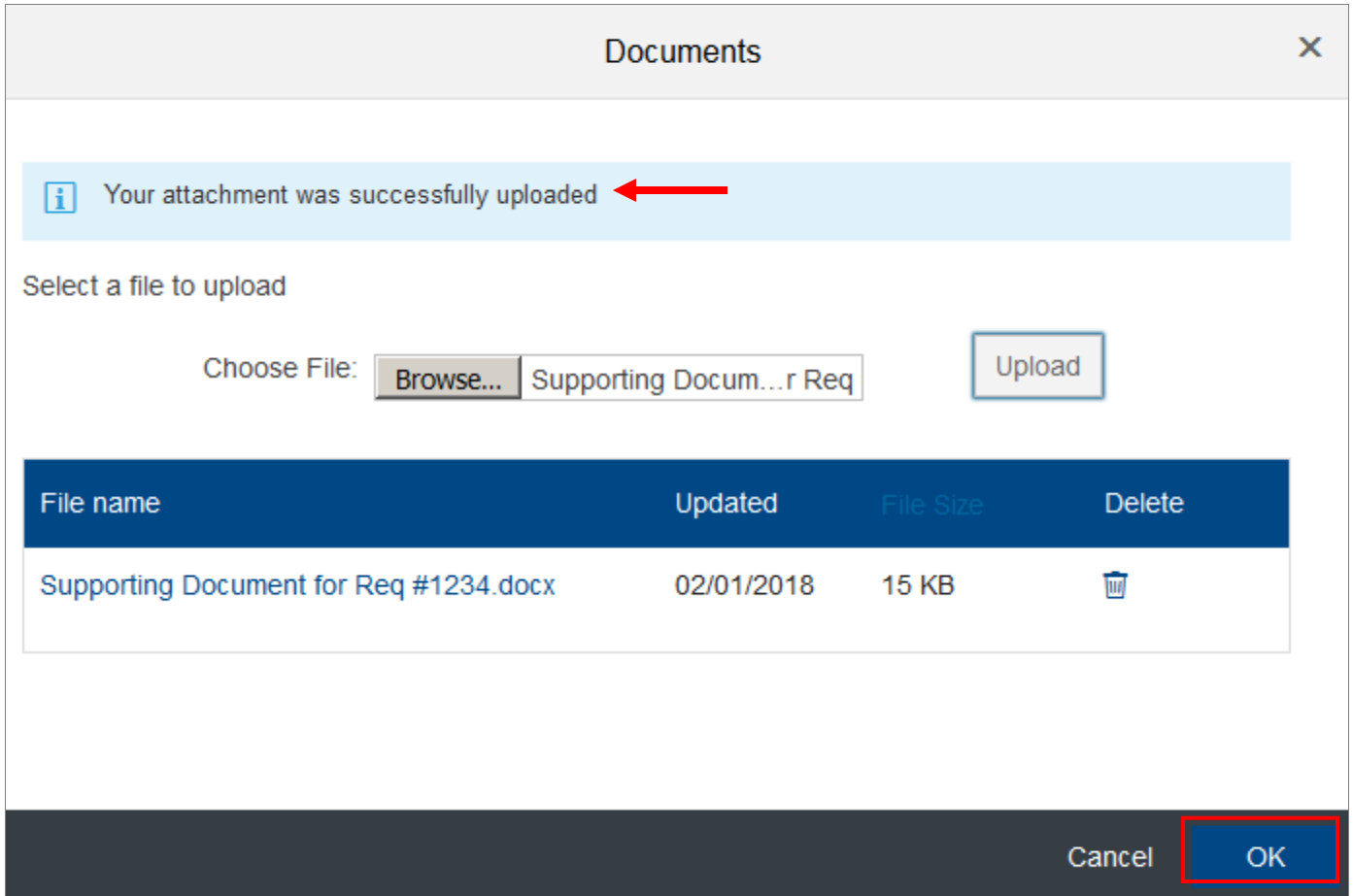
The file name now appears in the field beside the *Browse* button.

4. Click **Upload**.




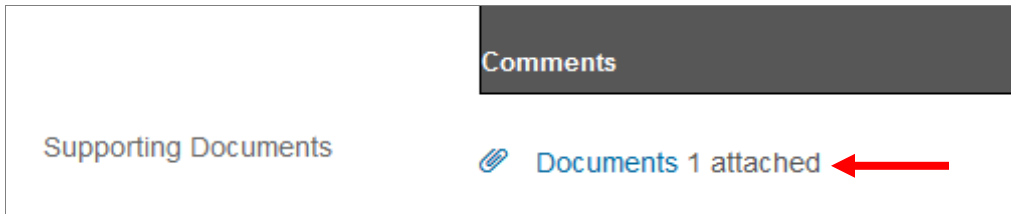
The message “Your attachment was successfully uploaded” displays.

5. Click OK.



“Documents 1 attached” now displays beside the *Supporting Documents* heading.

Note: Other users who have access to the job requisition can click the  [Documents](#) link to display the supporting document.

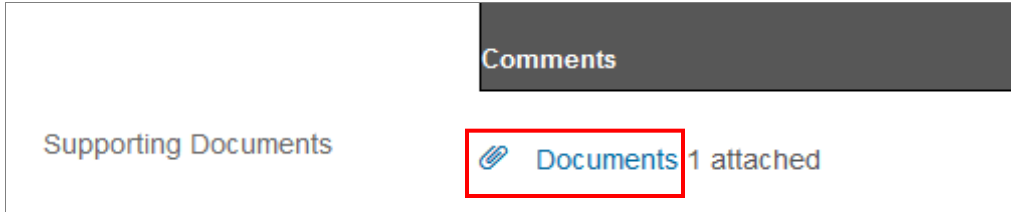


Attachments can also be deleted if necessary (e.g. attached in error). Refer to the [Delete a Supporting Document from a Job Requisition](#) section of this document.

Delete a Supporting Document from a Job Requisition

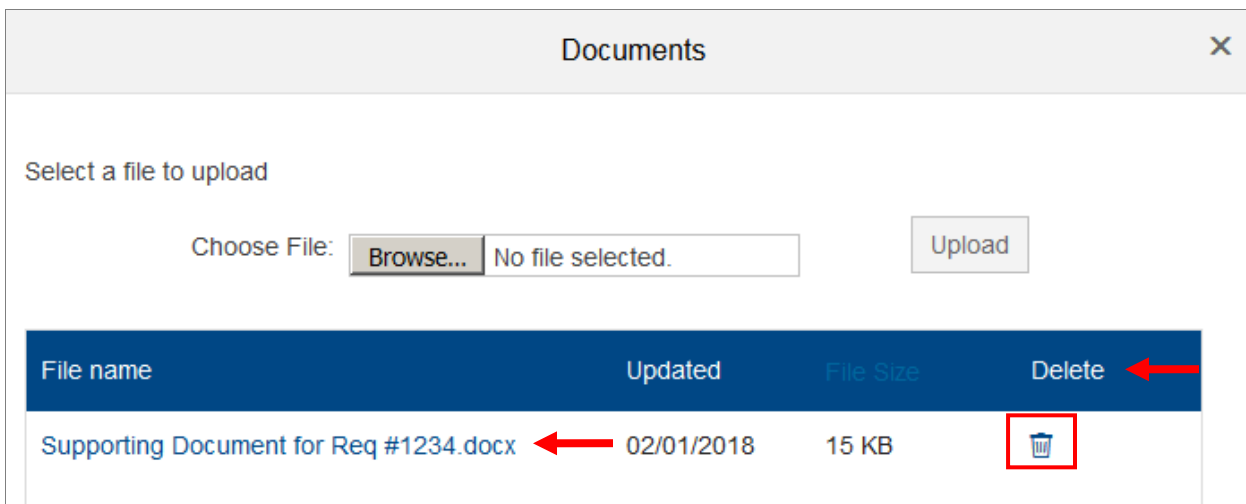
If an electronic document was uploaded and attached to a job requisition in error (e.g. the wrong file was selected to upload) it can be deleted to remove it.

1. Click **Documents** beside the **Supporting Documents** heading.

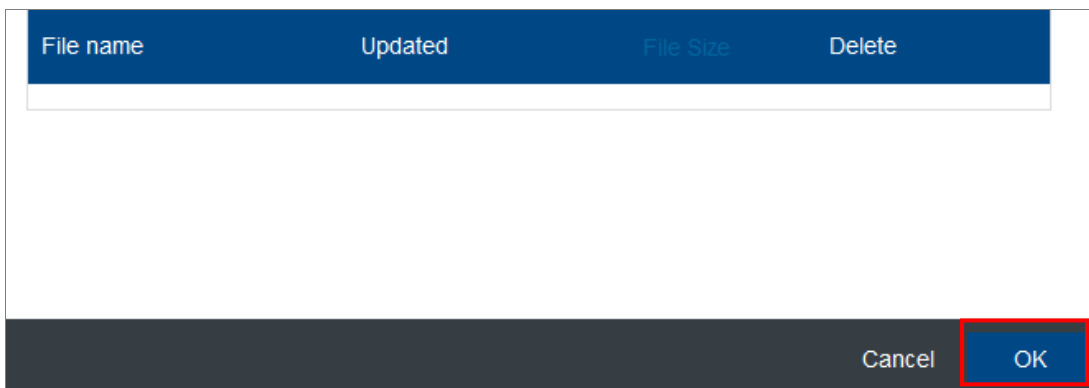


The *Documents* pop-up window opens.

2. Click  under the **Delete** column beside the file name.



3. Click **OK**.



The attachment has been deleted and *Attach a Document* displays beside the *Supporting Documents* heading in the *Comments* section of the job requisition.