



### Purpose

When applying for jobs, it is often necessary to attach documents to your application. This guide explains how to add documents supporting your application for both [current CBE employees](#) and [external applicants](#).

### Access Your Applicant Profile – Current Employees

1. To begin, navigate to the careers home page: staff insite → manage your career → career opportunities → click the [search jobs | PeopleSoft](#) button
2. The **PeopleSoft Sign In** page displays. Enter your **User ID** and **Password**
3. The **Careers Home** page displays
4. Proceed to [adding attachments to your application](#)

### Access Your Applicant Profile – External Applicants

1. From the CBE home page ([www.cbe.ab.ca](http://www.cbe.ab.ca)), click the **Careers** link at the top of the page (Figure 1)



Figure 1

2. The career opportunities page displays. Click the appropriate **Learn More** button from the options in Figure 2

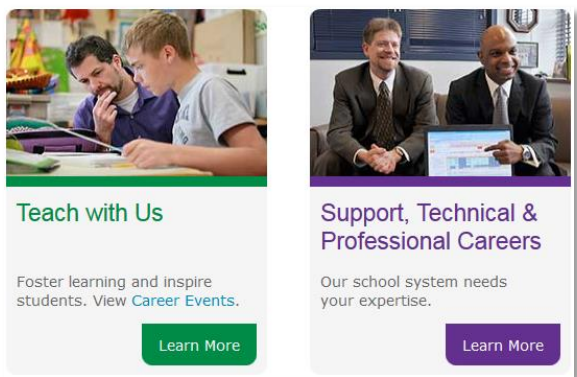


Figure 2

3. Depending on the option you selected, either the **Teach with Us** or the **Support, Technical & Professional Careers** page displays. Click the button below the **Apply Now** header
4. The **apply | be part of our success** page displays
5. **Note:** if you haven't registered yet, in the **New Job Seekers – Start Here** section of the page (Figure 3), click the **Register Now** link and follow the steps

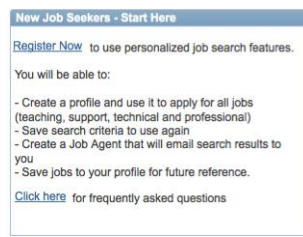


Figure 3

### Adding Attachments to Your Application

1. You may add supporting documents to your profile on the **My Career Tools** page. On your **Careers Home** page, click the [My Career Tools](#) link
2. Click the [Add Attachment](#) link in the **Cover Letters and Attachments** section to upload additional documents
3. On the **Add Attachments** page, click the **Attachment Type** dropdown and select the option you want to attach (Figure 4)

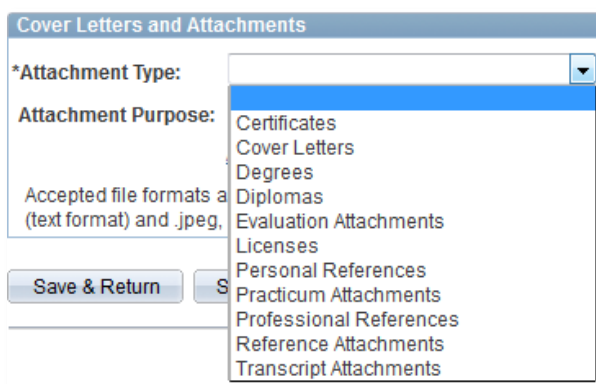


Figure 4

4. It is recommended that you type the reason for the **Attachment Purpose** field
5. Click the [Add Attachment](#) link
6. From the **File Attachment** window, click the **Browse** button
7. Locate the document you want to attach and click the **Upload** button. The attachment will appear on the page
8. To attach additional documents, click the **Save & Add More** button
9. When you are finished with all attachments, click the **Save & Return** button

**Important Considerations**

- There are system limits to the number of documents that you may attach to your career tools. There are eleven different attachment document types (Table 1). You are limited to five attachments of any one document type (e.g., you can only have five cover letters saved on your career tools)


Document Type
Certificates
Cover Letters
Degrees
Diplomas
Evaluation Attachments
Licenses
Personal References
Practicum References
Professional References
Reference Attachments
Transcript Attachments

*Table 1*

- If you attempt to upload more than the maximum number of attachments, you will receive the message in Figure 5



*Figure 5*

- Resumes are not attached here. They must be attached as part of your application and cannot be deleted once uploaded
- **Note:** If you have new documents to add, previous documents may be deleted using the trash can icon  (except resumes as outlined above)

**Where to go for Help**

For questions about adding attachments, contact the Employee Contact Centre at 403-817-7333 or email [ecc@cbe.ab.ca](mailto:ecc@cbe.ab.ca).