

Document Attachment Troubleshooting:

❖ Important Message:

If your document does not convert properly when being attached in UAKjobs, here are some options for ensuring that your document will attach properly:

- Convert your document to a PDF document before attaching it if you have access to a PDF converter. If you do not have access to a PDF converter you can go to a website such as <http://www.primopdf.com> or <http://www.cutepdf.com> for free conversion software.
- ❖ The maximum size allowable for document attachments is **5 MB**. If the document is larger than **5 MB** you can do one of the following options:
 - Separate the document into smaller documents and attach each document individually. To do this you may:
 - Attach the main document under the main document header and attach the additional documents in the “Supplemental Document 1” or “Supplemental Document 2” space provided.
 - We suggest you include a statement on each document so the reviewers know where to find the remainder of the document.
 - If you have a website where you maintain your documents, you can include the link to the website in your document attachments. Human Resources can then access the entire document from your website.
- ❖ Most documents will retain their formatting when uploaded. When uploading a document, the following are steps you can take to help ensure your document will convert to PDF format properly:
 - Use “standard” fonts, such as Times New Roman, Arial or other common fonts.
 - Documents should be black and white Word, PDF, Rich Text, or Text Files only.
 - Documents should not be password protected.
 - Avoid the use of complex tables and shading.
 - Avoid the use of several columns in one document.
 - Avoid embedded images, such as pictures or graphics.

Note: Click the “View” link to verify that the document uploaded correctly.

Once you click the “Finished Attaching Documents” button, you will not be able to attach any additional documents to your application for THIS position.

For additional help with attaching documents contact a campus Human Resources consultant. For campus Human Resources contact information please refer to http://www.alaska.edu/hr/procedures/PDF/contact_us.pdf.