



## Candidate Document Upload Process

1. On Candidate Dashboard, click on “Update your profile”

UChicago Medicine

HOME BENEFITS CAREERS

Welcome to your Dashboard

Check the status of your application or manage your profile below.

**General Options**

[Update your profile](#) [View Current Job Opportunities](#)

[Update your person screening questions](#) [Manage your email subscriptions](#)

2. Navigate to “Candidate Document Uploads” at bottom of profile

- a. Upload document and add Title
- b. To upload more than one document, click “Add More”

**Candidate Document Uploads**

Candidate Uploads- Please attach any documents relevant to the positions you are applying to (professional licenses, certifications, education) (1)

Title Document (ex .doc, .html, .pdf, .zip)

[My Computer](#) [Google Drive](#) [Dropbox](#)

Document Image (bmp, gif, jpeg, jpg, png)

[My Computer](#) [Google Drive](#) [Dropbox](#)

[Add More \(Candidate Uploads- Please attach any documents relevant to the positions you are applying to \(professional licenses, certifications, education\)\)](#)

[Update Profile](#)