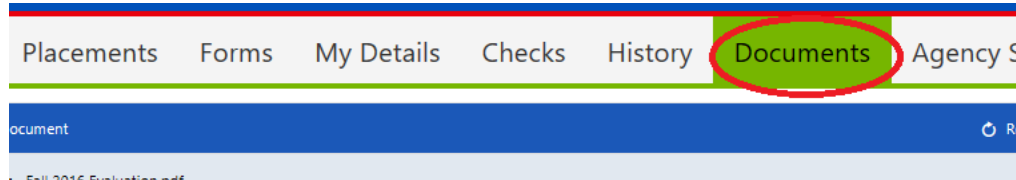
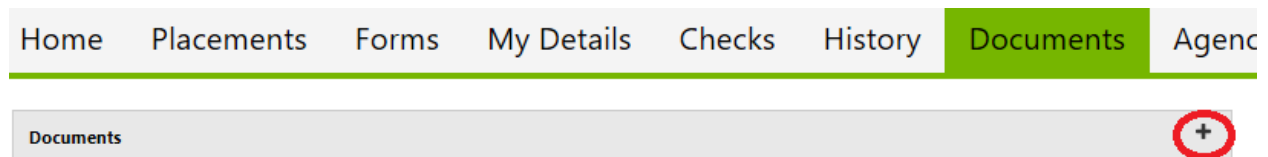


Sonia Tip Sheet: Uploading your Resume

Part of completing your practicum planning materials is to submit your resume, which is sent to the agency during the referral process. To do this, go to the “Documents” tab:



1. Click the “+” icon:



2. Click “Browse” and find your resume on your computer, then click “Open”:

New Document

Document:

Determine who can view and edit this document

Show to agency Show to field liaison


Description:

Category:

3. Your document will download and will be now be listed on the screen. If you download the wrong document, you can hit “Remove” and download the correct document:

New Document

Document:

 Resume.docx × Remove

Determine who can view and edit this document

Show to agency Show to field liaison

Description:

Category:


Add

Cancel

4. In order for your resume to be seen by the agency and your field liaison, you must click the “Show to Agency” and “Show to Field Liaison” boxes:

New Document

Document:

 Resume.docx × Remove

Determine who can view and edit this document

Show to agency Show to field liaison

Description:

Category:

Add

Cancel

5. Using the drop down box on Category, you must select the Resume category appropriate for your level (BSW, MSW Foundation, MSW Clinical, MSW Macro). If you do not select the correct document type, the system will not be able to find your resume to send to the agency:

Determine who can view and edit this document
Show to agency Show to field liaison

Description:

Category: ▼

- Affiliation Agreement
- Agency brochure
- Employment Based Practicum documentation
- Mid-year evaluation
- Other
- Professional Writing Sample
- Resume- BSW
- Resume- MSW Clinical
- Resume- MSW Foundation
- Resume- MSW Macro

File:

Category:

Updated:

File:

Description:

Updated:

6. Once you have selected the correct category, hit “Add” and your resume will be uploaded! You have the option to edit or delete it after it is uploaded to your file.

Document: ● Resume.docx

Determine who can view and edit this document
Show to agency Show to field liaison

Description:

Category: Resume- MSW Clinical ▼