

SHARE Recruiting

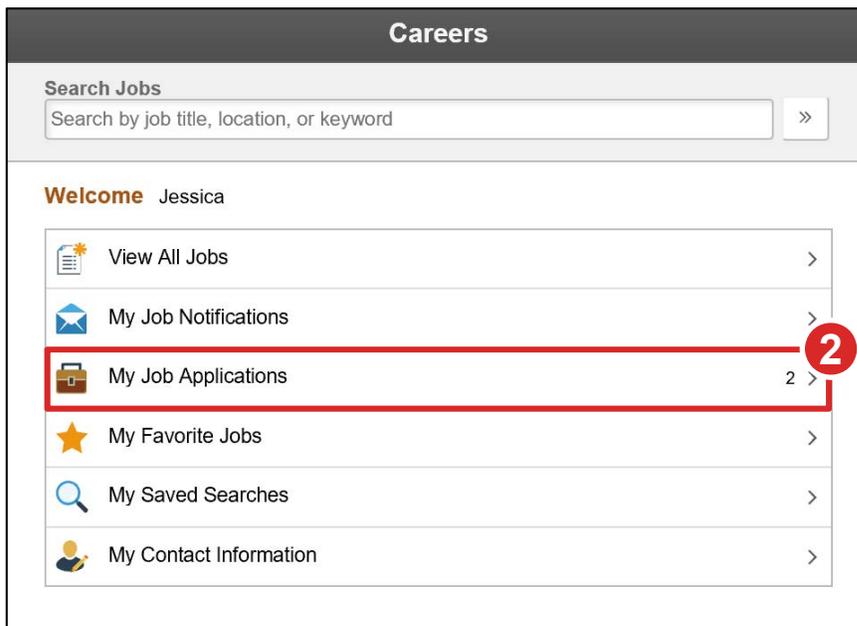
Upload Documents to Your Careers Profile (1 of 5)

SHARE HCM users have a dedicated page to apply to State of New Mexico jobs directly from SHARE. This job aid shows you how to upload documents to your profile.

1. Click > **Careers** tile from the **Employee Self Service** page



2. Click > **My Job Applications**



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Upload Documents to Your Careers Profile (2 of 5)

3. Click > **Add Attachment**

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Administra... Assistant III	10031	SF-Willie Ortiz Building	Submitted	06/04/2018 4:47PM	06/04/2018 4:47PM	Withdraw >
EXEC. SEC. & ADMIN ASST. SUPV.	10009	SF-1920 Fifth St	Not Submitted	06/05/2018 12:21AM		Withdraw >

My Resumes
You have not provided any resumes

My Cover Letters and Attachments
You have not provided **3** Cover Letter or Attachment

Add Attachment

4. Select > **Attachment Type**

5. Enter > **Attachment Title**

6. Click > **Continue**

Add Attachment

Cancel **Continue**

*Attachment Type Transcripts

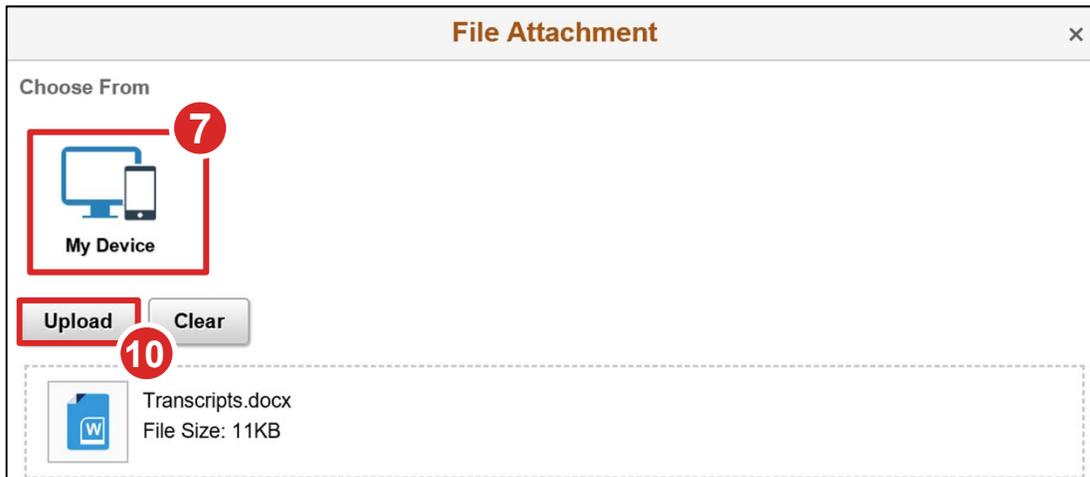
*Attachment Title My Transcripts

TIP: You can also upload attachments such as transcripts and veteran documents to your profile. Any document you attach here will automatically attach to every job opening you apply to moving forward. We recommend uploading all cover letters unique to a job directly to the job application. All other documents not specific to a job application should be uploaded here.

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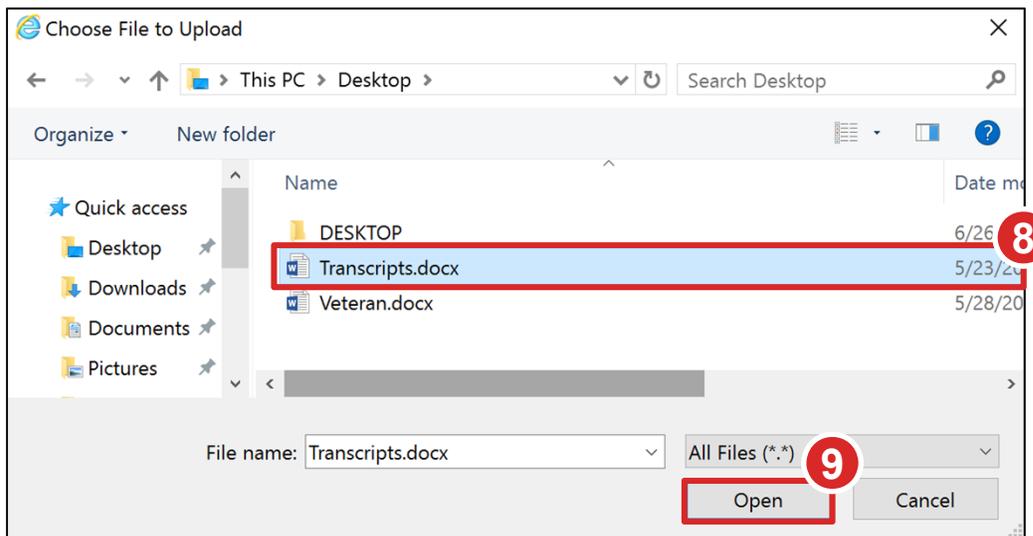
Upload Documents to Your Careers Profile (3 of 5)

7. Click > **My Device**



8. Select > the file to upload from your computer folder

9. Click > **Open**

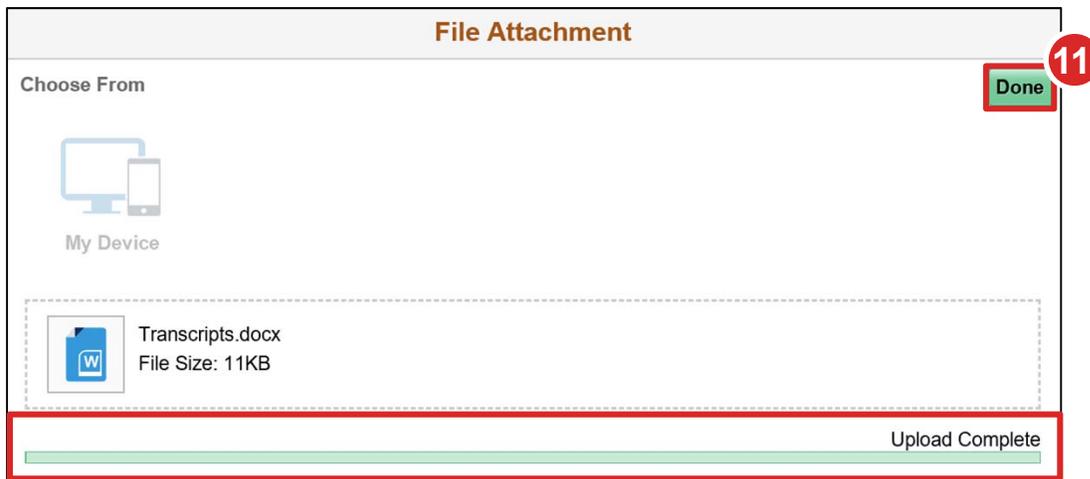


10. Click > **Upload**

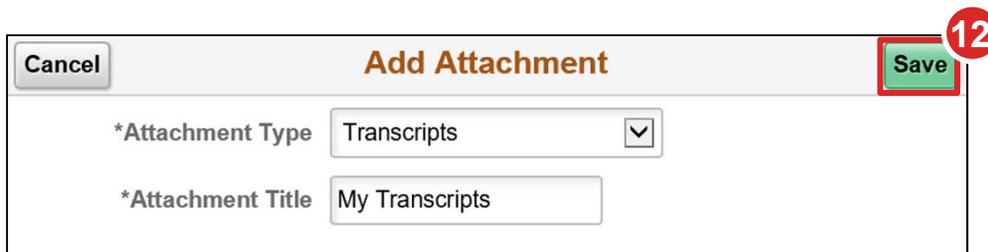
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Upload Documents to Your Careers Profile (4 of 5)

11. Click > **Done** when the upload is complete



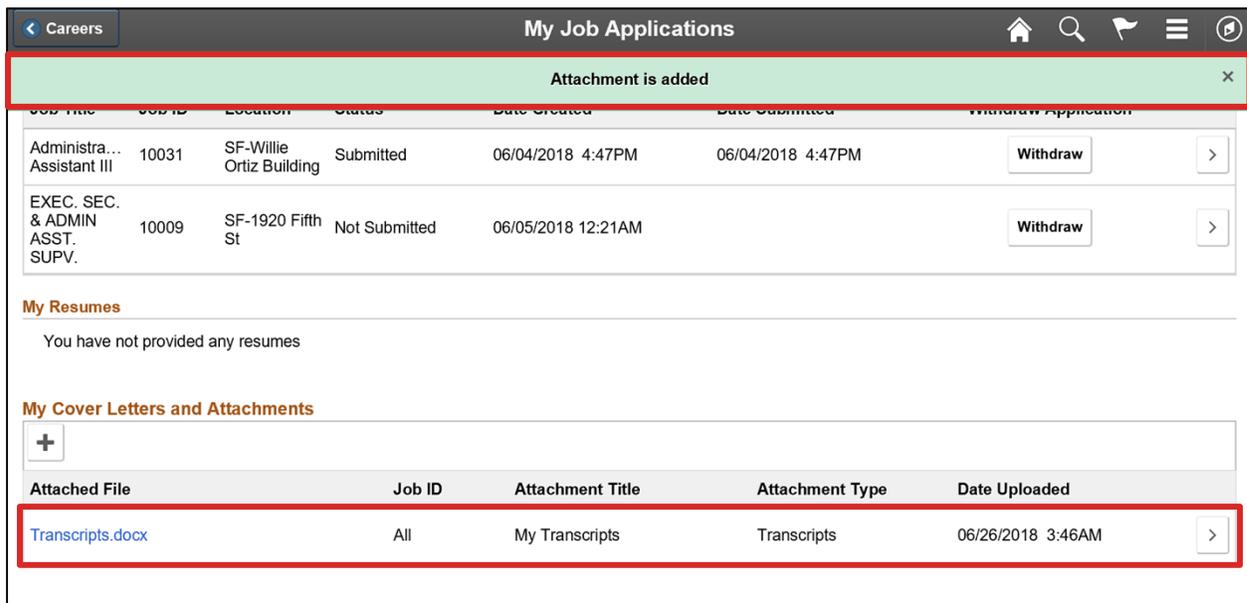
12. Click > **Save**



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Upload Documents to Your Careers Profile (5 of 5)

At this point, you receive a message saying the attachment has been added. The attachment is now uploaded to your profile in **the My Cover Letters and Attachments** section.



The screenshot displays the 'My Job Applications' interface. At the top, there is a navigation bar with 'Careers' and 'My Job Applications' tabs, along with icons for home, search, and settings. A green notification banner at the top states 'Attachment is added'. Below this, a table lists job applications:

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application
Administra... Assistant III	10031	SF-Willie Ortiz Building	Submitted	06/04/2018 4:47PM	06/04/2018 4:47PM	Withdraw >
EXEC. SEC. & ADMIN ASST. SUPV.	10009	SF-1920 Fifth St	Not Submitted	06/05/2018 12:21AM		Withdraw >

Below the table, there are sections for 'My Resumes' (stating 'You have not provided any resumes') and 'My Cover Letters and Attachments'. The latter section contains a table of uploaded files:

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Transcripts.docx	All	My Transcripts	Transcripts	06/26/2018 3:46AM

TIP: Look at the "Apply to a Job with a SHARE HCM ID" job aid for step-by-step instructions on how to apply to jobs.

