

Quick Tips:

Everything You Need to Know About Attaching Files in UTORecruit

About Attachments

Applicants

Applicants are permitted 5 attachments with a 10Mb file size limit in their candidate profile (not per application).

If a candidate is applying to more than one position and needs more than the 5 attachment slots they must either:

- a) Combine each set of application materials into one or two attachments or
- b) Create a new candidate profile with a unique email address

Also, they must not delete attachments for any positions for which they are still under consideration or these attachments will not be seen by the hiring department (even if the job has already closed).

Academic Search Administrators

ASAs can also attach files to a candidate's application. Normally, you should only attach letters of reference to a candidate's application. Please review the section on [Reference Letters](#) before proceeding.

Instructions for attaching reference letters are here: <http://www.aapm.utoronto.ca/candidate-management#Attach a file>

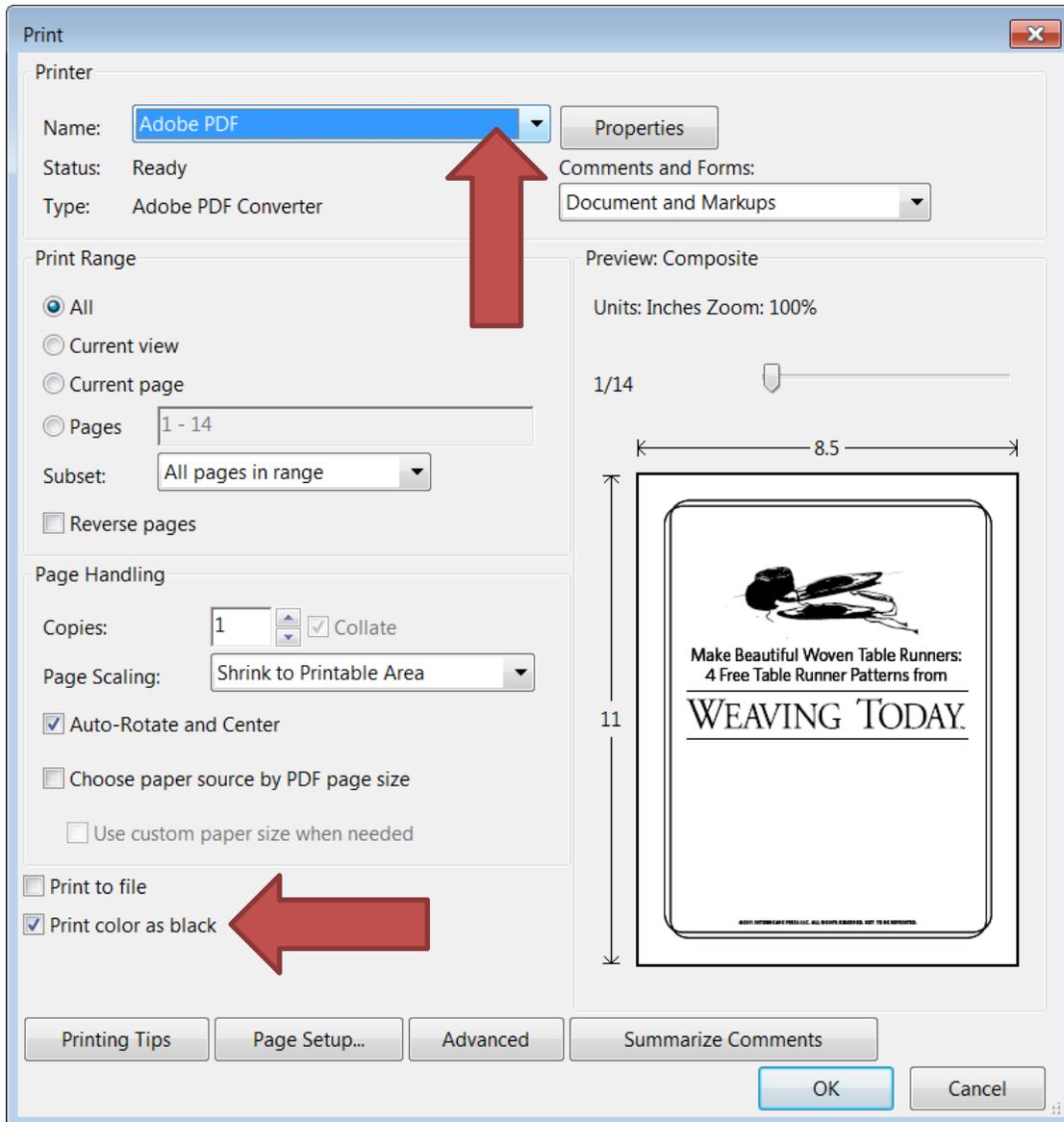
Tips for reducing the size of a PDF

There is a TOTAL file size limit of 5Mb for attachments added by the ASA to a candidate's application. If you plan to upload all reference letters, which may also involve the scanning of paper letters, **we highly recommend** purchasing a licensed copy of Adobe Acrobat Pro. It has a range of functions not available in the free Adobe Reader and is \$40 for university employees if purchased here:

<http://www.utoronto.ca/ic/software/detail/adobepro.html>

Scans of signed reference letters saved as PDFs are often large files. For reference letters sent directly by referees as PDFs, the easiest way to shrink a PDF file is to print the PDF document to a PDF file. I know that sounds strange...it is. Basically, you open the PDF file in Adobe Acrobat Pro and print it to the Adobe PDF printer.

- Click File, Print to open the Print dialogue box
- Select Adobe PDF as the printer
- Click the Print color as black box
- Click OK and when prompted save the file under a new name (e.g. Letter X reduced)



This file was a 14 page colour PDF, file size 3.97Mb. The black and white “printed” version was 0.467Mb (or 478kb).

If you only have Adobe Reader, printing to PDF will reduce the size of the file, but you will not have the option to print color as black which creates the biggest reduction in file size.

If you wish to scan paper letters for uploading, set your scanner to the lowest resolution and scan in black and white to keep file sizes small. Contact your IT support for the scanner instructions. If the file is still too large, print your PDF as directed above to further reduce the size.

Candidate Requests for ASAs to Upload Application Materials

We **strongly recommend against** uploading any application materials which should be submitted by the candidate (this does not include reference letters which must be sent directly by referees). When you upload these materials you are acting on behalf of the applicant and are modifying their profile in UTORecruit. While you may have their permission to act in this manner, you are both doing the candidate's work for them (which takes YOUR time) and are taking some responsibility for their job application which you may not wish to assume.

If a candidate is having trouble uploading materials, please have them refer to the information at: <http://uoft.me/how-to-apply>. Remember that applicants cannot modify their submission after the job closing date.

Once a job is closed (which means it is no longer on the career site) do not continue to accept applications or candidate requests to modify their application. If there is a compelling reason to accept new/modified materials AND the chair of the search committee authorizes the change, then you can upload the materials following the attachment instructions. Older materials will not be deleted and you will need to add a note to the application informing the search committee which materials are relevant/current.

Deleting Files from a Candidate's Profile

Our current practice regarding the deletion of files complies with best HR practices and is designed to protect staff who administer academic searches.

Deleting files attached by ASAs

If you attach a file in error (e.g. a reference letter is attached to the wrong candidate), use the comment function to indicate which file should be disregarded by the search committee. We will not delete files unless there is a legal reason and we receive appropriate written authorization.

Remember, when attaching reference letters, they must not be visible to the candidate. Ensure that the "visible by candidate" box remains **UNCHECKED**.

The screenshot shows the 'Add a File' dialog box. It includes a 'Select a file' field with a 'Browse...' button, a 'Comments about the file' text area, an 'Attach to' dropdown menu set to 'Job Submission', and a 'Visible by candidates' checkbox. Red annotations highlight the 'Browse...' button, the 'Comments about the file' area, the 'Visible by candidates' checkbox (with the instruction 'Do not check this box'), and the 'Done' button.

If you do attach a file that is visible to the candidate when it should not be, please contact us immediately at academic.jobs@utoronto.ca

Candidate Requests to Delete their Profile or Application Materials

All candidate requests to delete materials and/or their profile (which would remove their application from all positions) should be directed to academic.jobs@utoronto.ca. Please ensure you include their email address and candidate ID number. If a candidate merely wishes to decline being considered for a position, you can change their status in your requisition and they will be rejected in the system.