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eRecruiting How to Guide

Tips for uploading documents to eRecruiting

The success of uploading your document in the eRecruiting system begins with the document you create in Microsoft Word. We require uploading a Microsoft Word document, so the document can convert properly into both PDF and HTML versions to allow for viewing by all employers.

Here are just a few guidelines to make that process go smoothly.

- Use Microsoft Word Version 5.0 (or higher) or save to Rich Text Format for best results.
- Use only original Microsoft Word files. If your document has been cut and pasted into MS Word from Claris or WordPerfect, you will have a problem uploading. Use Microsoft Word Version 5.0 or higher for best results.
- Documents typically uploaded are resume, cover letter, and writing sample.
- We do not encourage uploading transcripts because they are more complex documents that can cause problems when uploading. If it is necessary to upload a transcript, you may need to copy and paste into Notepad and then copy back into a new Word document to strip the document of any troublesome coding. Save the document under a new name and try to upload again. Also, remove any web links that may be listed on your transcript. Make sure you are uploading your transcript as type "Other Documents", rather than "Resume" or "Cover Letters".
- Your resume should be one page unless you are a graduate student with a CV or an alumnus with accumulated work experience.
- Create a document of maximum file size 500KB (512,000 bytes). As a benchmark, a 500KB document is approximately 20-22 pages long, using 12-point font and double-spacing. To check the file size of your document, open your document in Microsoft Word, click File Properties to display the Properties box, and then click the General tab. Check the size of the document to ensure that it is under 500KB.
- Use a common font, not one with an unusual typeface. Some examples of common fonts are Times New Roman or Arial.
- A minimum of 12 point font is preferred. Anything below 12 point is difficult to read. Sometimes font size can create problems. If you get an error when uploading, you might want to try to change your whole document to 10, 11, or 12 point to see what looks best and works successfully.
- The upload process will process bullets, bold face, underscore and italics. If you get dollar signs in place of bullets, copy and paste your document into Notepad and then back into a new Word document and save again. This will strip the document of any coding that may be causing uploading errors.
- Indents should be preset. Do not use the spacebar or multiple tabs for spacing.
- Do not use password protected files, macros, frames, or tables. Also, be sure your document isn't set to track changes under the Tools menu. This will cause an error when uploading.
- Do not use headers or footers.
- Do not use pagination (adding page numbers).
- Do not set excessive page breaks. Do USE your "enter" key to create a more natural break for formatting and to avoid a page break leaving a hanging word or sentence on the next page.
- Do not force your margins. A minimum margin of one-half or three-quarters of an inch is recommended.
- If you continue to receive an error or have trouble uploading successfully, copy your document and paste into a new Word document. Save the document with a new name and try uploading again. This strips the document of any unnecessary coding or text that may cause problems when uploading.