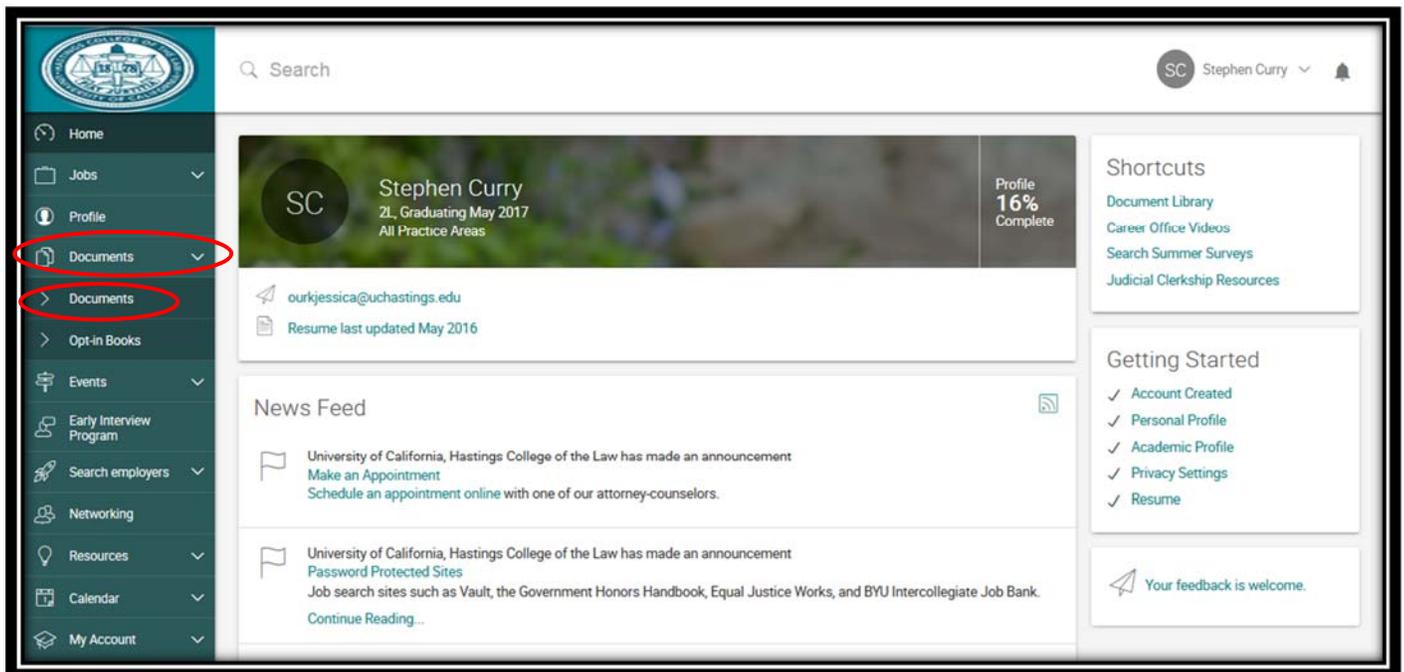


PREPARE: UPLOADING APPLICATION MATERIALS ON HCO

IMPORTANT REMINDERS ABOUT YOUR APPLICATION MATERIALS.

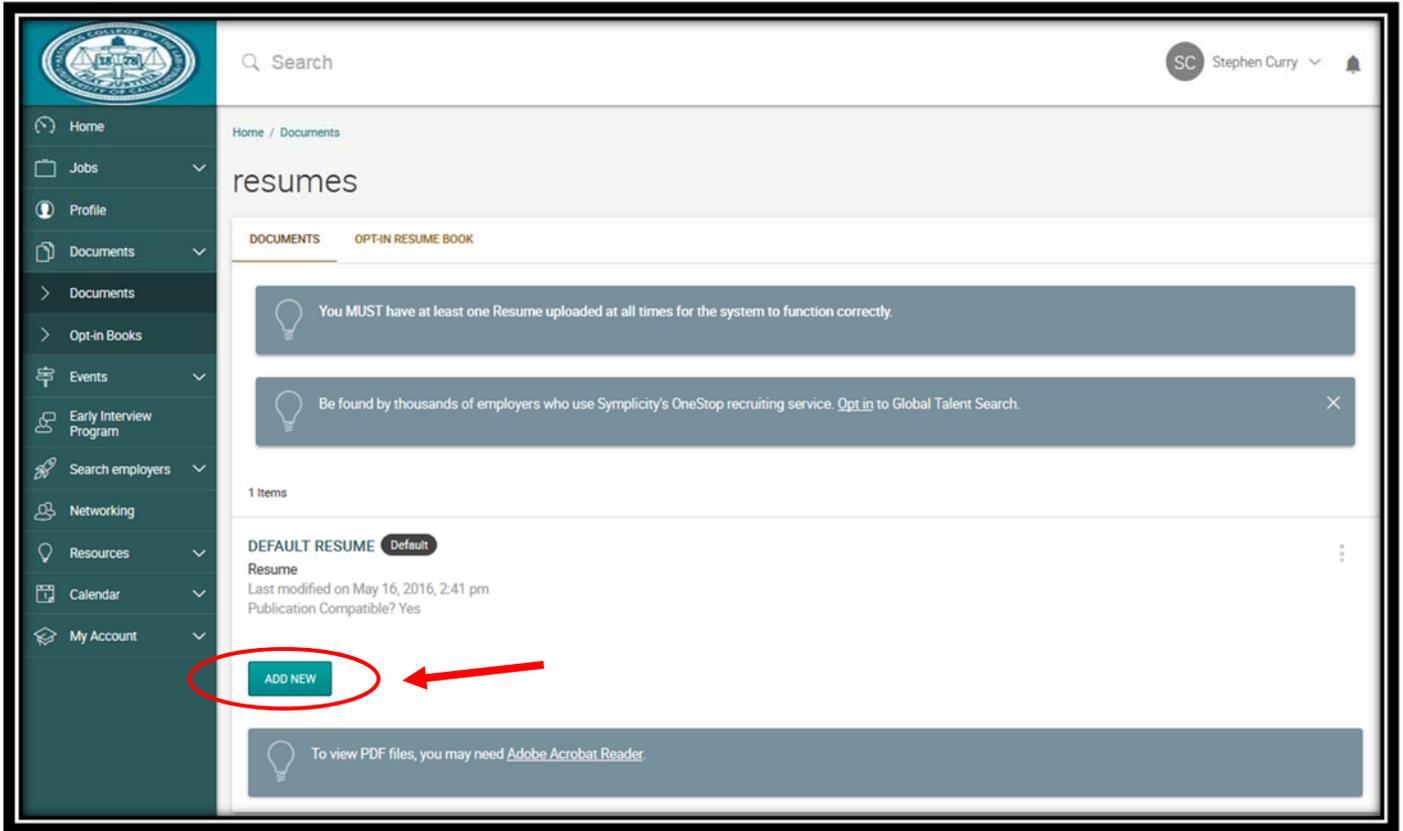
1. Before you begin uploading your documents, make sure you've drafted **targeted** resumes, cover letters, and other application materials required by EIP employers. Use your research about the employers and prepare compelling and thoughtful materials. Employers want to know that you want them too!
 - Please see the [Career Office handouts](#) and/or make an [appointment](#) with a counselor!
 - Check out our video, [EIP Success Strategies: Crafting Application Materials](#), for more help.
 - **HCO will not allow you to bid unless you've uploaded a default resume, so get started on it now!**
2. You may upload a **maximum 15 documents on HCO at one time** (e.g., resumes, cover letters, grade sheets, etc.). This is why we recommend bidding in stages. After you make your first set of bids, you will need to delete some documents. The documents you delete from HCO **will not be deleted from any bids or resume collections you previously submitted.**

1. After logging on to HCO, click on the "Documents" drop down menu on the left of your screen. Then, click on "Documents" under the drop down menu.

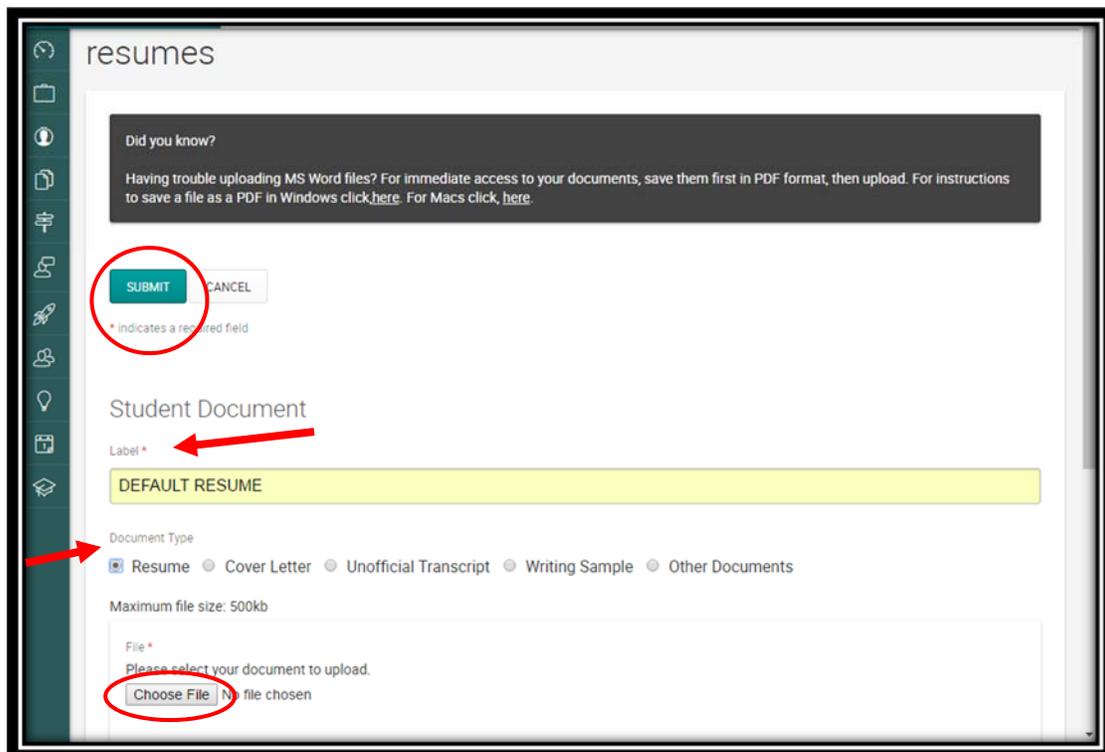


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2. From the “Documents” screen, click on “Add New” to upload your application materials.



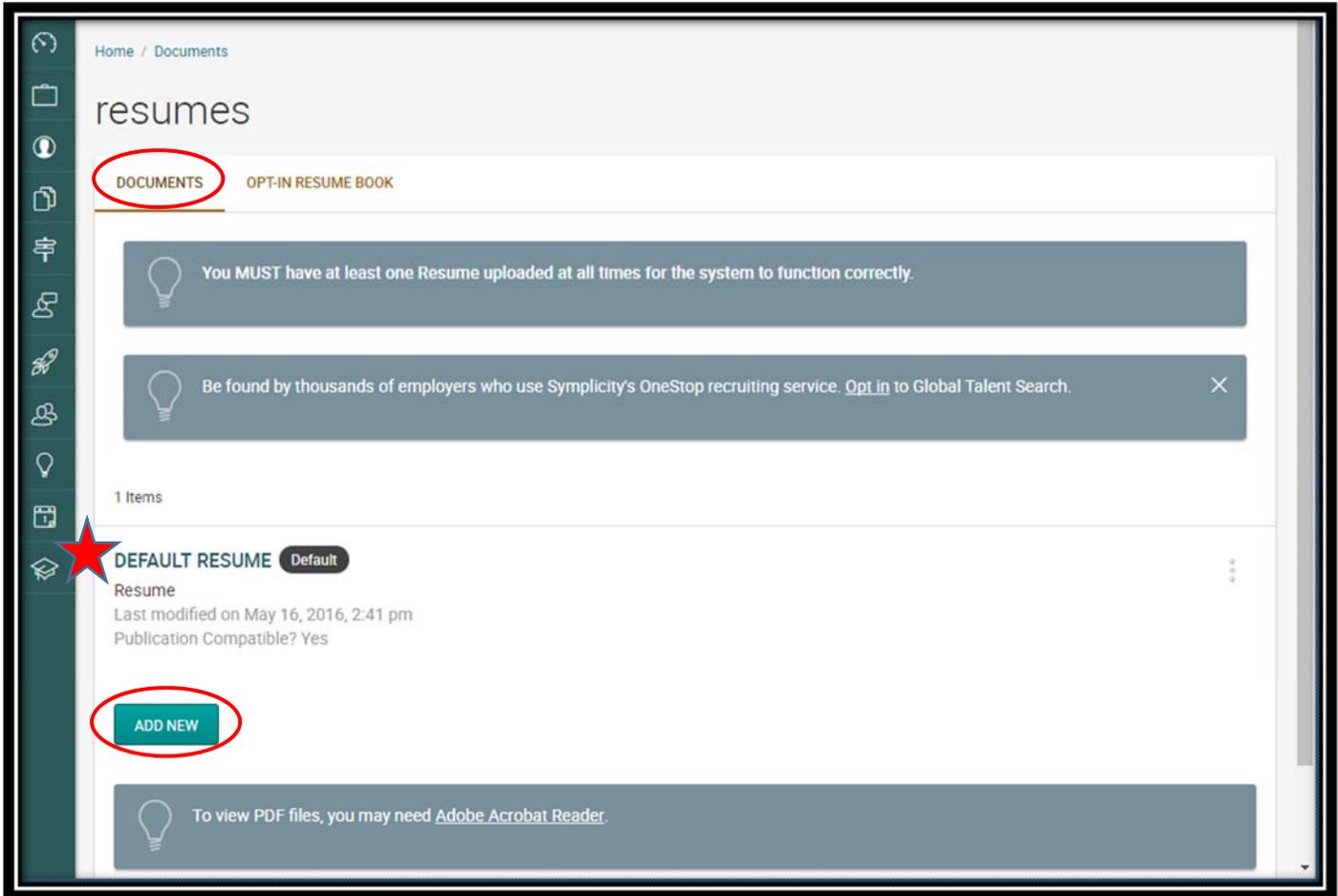
3. Include a “Label” (i.e., name) for the document you are uploading, choose the appropriate document as the “Document Type,” and upload your document by clicking on “Choose File.” Click “Submit.”



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When uploading documents on HCO, it's best to save your files as PDFs. This allows you to preserve the formatting and margins on your documents.

4. After you uploaded your document, you should see them under your “Documents” tab. To upload a cover letter or any other documents, click on “Add New” and repeat Step 3.



5. Reminders about specific Application Materials.
- a. **Resumes:** Your “Default OCI Resume” will automatically be used for all bids. You can always select a different resume for individual bids. Select a different resume from the dropdown menu.
 - i. **GPA:** If you choose to list your GPA on your resume, display it exactly as it appears on your transcript (not the Hastings website) or rounded down to the nearest one-hundredth. Ex: A GPA of 2.967 may be listed as 2.967 or 2.96, but **not** 2.97.
 - ii. **Class Ranking:** While listing your class standing or class rank percentile on your resume is optional, you must not misrepresent that information if you choose to disclose it (i.e., by estimating your class rank). If you have questions about how you can best disclose this information on your resume without misrepresenting your status, please contact the Career Office.

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- iii. **Scholarly Publications:** If you are selected for a journal, you may want to bring an updated resume with you to any interview. When indicating participation in a scholarly publication, list the journal title, position held, and applicable class year. Ex: UC Hastings Law Journal, Articles Editor, 2012-2013.
 - iv. **Transfer Students:** If you transferred to UC Hastings, indicate that your GPA or class standing was earned at your previous school
 - b. **Cover Letters:** Because you are submitting *tailored* cover letters, include a salutation to the specific hiring contact.
 - c. **Writing Samples:** *Please do not upload a writing sample onto HCO.* The files are too large for HCO. If a writing sample was requested, please bring it to your interview.
 - d. **Grade Sheets:** Create your own Word document Grade Sheet using the same header on your resume and cover letter.
 - i. *Please do not scan and upload your actual transcript.* HCO cannot handle these files.
 - ii. Accurately include all class, unit, grade, and GPA information from your transcript or WebAdvisor.
 - iii. You can also copy and paste your WebAdvisor transcript into a Word document.
 - e. **Other Documents.**
 - i. **Undergraduate Transcripts:** Some employers request your undergraduate transcript. If you don't have a copy, contact your undergraduate institution. Please allow yourself ample time for this; many schools still mail transcripts. You will need to create and upload a Grade Sheet – HCO cannot accept scans of actual transcripts. Select “Other Documents” when uploading undergraduate grade sheets.
 - ii. **References:** A request for “References” means a list of individuals whom the employer can contact.
 - Provide the employer with the reference's name and contact information and briefly explain your relationship (i.e., “Prof. X was my Contracts professor for my first semester at UC Hastings”).
 - A list of 2-5 academic or professional references is appropriate. No personal references.
 - Use the “Other Documents” button to upload a reference sheet. For further information, see the Career Office's handout on reference sheets.
6. Delete a Document on HCO.
- a. From the “Documents” tab, select the document you want to delete.

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b. Once directed to the document, click on the “Delete” button.

