How to Apply to Careers at McMaster

This guide demonstrates how to apply for an employment opportunity at McMaster University. 🌐 workingatmcmaster.ca/careers

1. Open Postings

If you already have a MAC ID, click the "Sign in with your MAC ID" button to choose a job category.

Otherwise, select the "External Applicants" button and choose a job category from the dropdown menu.

Postings:

External Applicants	Sign in with your MAC ID
Staff Positions	
Sessional Faculty and Sessional Music Faculty	
Faculty Positions	
Teaching & Research Assistants (in lieu)	

2. Register for a User Account (External Applicants)   OR   Sign in with your MAC ID

You can search and review jobs from this page without creating an account. When you are ready to apply, registering only takes a minute. Your user account allows you to upload your resume and apply for jobs.

If you wish to create your user account, select "New User" in the top right-hand corner of your screen. Alternatively, you can sign in with your existing account.

After you have signed in with your MAC ID, you can choose a job category to browse postings.

McMaster Careers

Staff Positions	Includes both interim and continuing positions
Sessional Faculty Positions	Positions to teach specific classes
Faculty Positions	Academic appointments
Teaching & Research Assistants	Includes demonstrators, tutors and markers
Work/Study	McMaster employment opportunities for currently registered students who have demonstrated financial need

Job Search

Sign In | New User

You can search and review jobs from this page without creating an account with us. When you are ready to apply, registering only takes a minute. Your online account allows you to upload your resume, apply for jobs and access our online career tools. If you wish to apply for more than one job, save those jobs using the Save Job button below and then you may submit one application for multiple jobs.

Basic Search

Keywords [   ] Search Tips

Locations 🔍 All Locations

Jobs Posted Within [Last Month ▼]

[Search] [Clear Search] [Save Search] Advanced Search

3. Your Toolbar

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

Once you have registered or signed in, you will see a new menu on the screen. The next few steps will explain these functions.

4. Browse Postings

In the "Job Search" section, you can view, save, and apply for positions. Click the Job Title to view details about a position.

Latest Job Postings						
Job Title	Job ID	Location	Department	Posted Date	Save Job	Apply
1 GENERAL CAFETERIA HELP	1162	Central Campus	Hospitality Operations	05/11/2014	Save Job	Apply
2 ADMINISTRATIVE ASSISTANT	1029	Central Campus	Advancement Services	16/09/2014	Save Job	Apply

5. View a Position

You can apply to the position from the Job Description screen. Alternatively, you can "Save Job" or "Email to Friend".

To view the jobs saved to your User Account, click "My Saved Jobs" in your toolbar.

Job Description   Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

Previous in List   Next in List

Job Details

Job Title	GENERAL CAFETERIA HELP	Job ID	1162
Location	Central Campus	Open Date	05/11/2014
Job Type	GP-Continuing		
Employee Group	SEIU Hospitality		
Department	Hospitality Operations		
Salary Grade/Band	Classification 1 - General		
Salary Range	$15.50 - $15.50 (hourly)		
Hours per Week	35		

Posting Details

[Apply]   [Save Job]   [Email to Friend]

6. Apply to a Position

Start | Resume | Preferences | Referrals | Review/Submit

[Exit] [◄ Previous] [Next ►]

Step 1: Start

Read the information on the page, including the "Application Terms and Agreements". If you have read and agree to the terms and agreements, select the checkbox.

Click "Next" to continue.

Start - Step 1 of 5

Applying for: GENERAL CAFETERIA HELP

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

Agreements

Application Terms & Agreements

You are advised that your responses submitted in this application constitute a legal undertaking and any false or incorrect information will render your application void.

Applicants who are offered employment will be required to successfully complete a pre-employment drug test and an employment and education background check.

☐ I have read and agree to the above terms and agreements

Step 2: Resume

Here is where you can upload your Cover Letter and Resume or Curriculum Vitae (CV). Ensure that both your Cover Letter and Resume or CV are in <u>one document</u>. Click "Attach Cover Letter and Resume/CV" to browse for your document.

Acceptable file formats are: .doc, .docx, .rtf, .odt, .pdf, and .txt

You can also attach up to five (5) supporting documents to your application, if necessary.

Click "Next" to continue.

Step 3: Preferences

Fill out your Employment Preferences by selecting or entering information in the appopriate fields. Please note that this step is not manditory, but can provide additional information to your job application.

Click "Next" to continue.

Step 4: Referrals

Enter any relevant referral information.

Click "Next" to continue.

Step 5: Review / Submit

In this step you can review your application prior to submission. If you wish to change your information or re-upload any documents, click the Pencil icon to edit. This will take you one of the previous steps where you can change your application information.

Click "Submit Application" to continue.

Start   Resume   Preferences   Referrals   Review/Submit

Exit | Save for Later | ◀ Previous | Submit Application

Review/Submit - Step 5 of 5

Applying for: GENERAL CAFETERIA HELP

Review your application and make any changes before submitting.

My Contact Information

Email
Phone
Address
Preferred Contact Method   Not Specified

Cover Letter and Resume/CV

View Cover Letter and Resume/CV	Cover Letter and Resume/CV Title	Edit
jane-doe-resume-and-coverletter.txt	jane-doe-resume-and-coverletter.txt	✎

Supporting Documents

View Supporting Document	Supporting Document Title	Edit
jane-doe-portfolio-sample.txt	jane-doe-portfolio-sample.txt	✎

Preferences

I can start my new job on or after
I am looking for the following kind of work   Either
I want to work   Either
I am willing to travel   Up to 25% of the time
I am willing to relocate   No
I am available to work the following days of the week   Mon, Tue, Wed, Thu, Fri
I want to work the following shift(s)   Not Applicable
I want to work   40 hours per week
I require a minimum pay of
I would prefer a work location in or around
Comments about where I prefer to work

Referrals

How did you learn of the job?   Posting
Additional Information
Specific Referral Source
Are you a former employee   No
Ethnic Group   Not Specified

7. Application Confirmation

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of your job application, select the "Return to Job Search" link at the bottom of your screen.

Application Confirmation

✔ **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For

Job Title	Job ID	Location	Job Posting Date	Application Date
GENERAL CAFETERIA HELP	1162	Central Campus	05/11/2014	08/12/2014

Return to Job Search   View Submitted Application

8. My Activities

To view the status of your application, go to (1) the "My Activities" area in the "Job Search" section.

Any job offers and scheduled interviews can be viewed and accepted in the "My Activities" section. You can access this screen next time you sign in to the your account.

Alternatively, go to (2) the "My Activities" section of your toolbar.

In the "My General Purpose Attachments" area, you can upload documents which can be viewed by hiring managers for <u>every job to which you submit an application</u>. You can only upload these documents in the "My Activities" section. For example, you can attach a first aid certification or University transcript.

(1)

Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

My Activities

- 1 application is submitted
- 1 resume is saved
- 1 cover letter or attachment saved

(2)

My Activities   Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information

Display applications from [All Applications ▾]

Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted
GENERAL CAFETERIA HELP	1162	COMMONS BLDG. 116	Submitted	08/12/2014 09:11	08/12/2014 09:10

Cover Letter and Resume/CV

Cover Letter and Resume/CV Title	Attached File	Created
jane-doe-resume-and-coverletter.txt	jane-doe-resume-and-coverletter.txt	08/12/2014 09:16

Supporting Documents

Supporting Document Title	Attached File	Created
jane-doe-portfolio-sample.txt	jane-doe-portfolio-sample.txt	08/12/2014 09:16

My General Purpose Attachments

You have not added any attachments.

[Add Attachment]

9. Email Confirmation

Once your submitted application has been sent, you will receive an email confirmation when it has been received by McMaster. Please allow at least 24 hours for this notification to be sent.

Dear Jane Doe,

Thank you for expressing an interest for the following position(s):

1162-GENERAL CAFETERIA HELP

We will carefully review your application to determine if you are a qualified candidate. If your application passes our initial evaluation, we will contact you.

To visit our careers site use the following link to sign in to your account:

https://

Thank you

This email was automatically generated. Please do not respond.