

This guide demonstrates how to apply for an employment opportunity at McMaster University.

OR

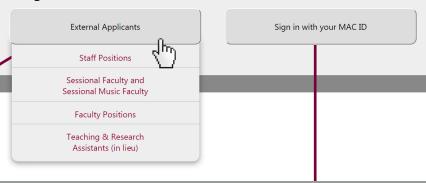


# 1. Open Postings

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:**



# 2. Register for a User Account (External Applicants)

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.

# Job Search 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 mort 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 Locations All Locations Jobs Posted Within Last Month Search Clear Search Save Search Advanced Search

# Sign in with your MAC ID

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

### McMaster Careers

Staff Positions
Sessional Faculty Polymons
Faculty Polymons
Faculty Polymons
Teaching & Research Assistants
Work/Study

Includes both interim and continuing positions
Positions to teach specific classes
Academic appointments
Includes demonstrators, tutors and markers
McMaster employment opportunities for currer

McMaster employment opportunities for currently registered students who have demonstrated financial need

### 3. Your Toolbar

Once you have registered or signed in, you will see a new menu on the screen. The next few steps will explain these functions. Job Search | My Notifications | My Activities | My Saved Jobs | My Saved Searches | My Account Information



# 4. Browse Postings

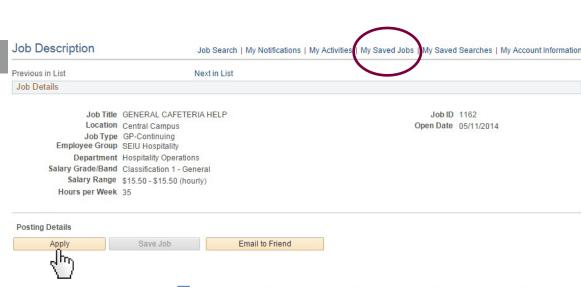
In the "Job Search" section, you can view, save, and apply for positions. Click the Job Title to view details about a position.

ĺ	Latest Job Postings	ob Postings								
ı	Job Title	Job ID	Location	Department	Posted Date	Save Job	Apply			
	1 GENERAL CAFETERIA HELP	1162	Central Campu	s Hospitality Operations	05/11/2014	Save Job	Apply			
	2 ADMINIIATIVE ASSISTANT	1029	Central Campu	s 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.

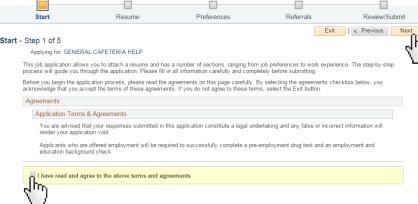


# 6. Apply to a Position

### 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.



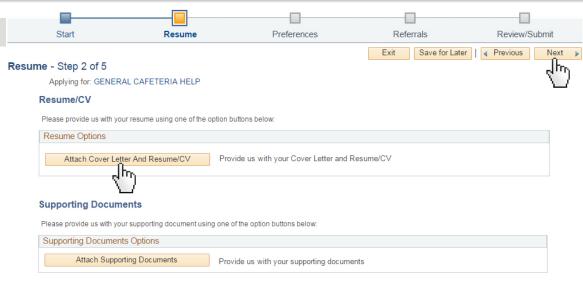
### Step 2: Resume

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 appropriate fields. Please note that this step is not manditory, but can provide additional information to your job application.

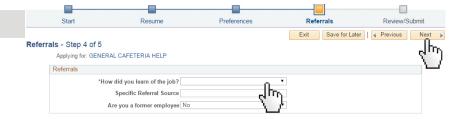
Click "Next" to continue.



### Step 4: Referrals

Enter any relevant referral information.

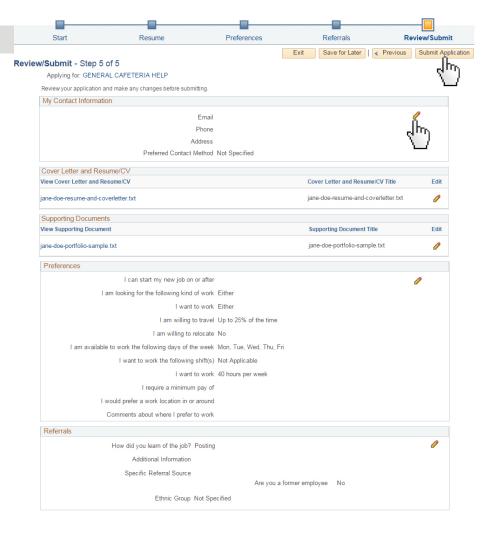
Click "Next" to continue.



### 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.



# 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		



View Submitted Application



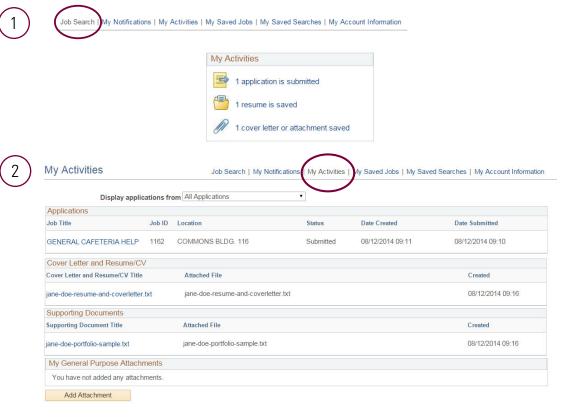
# 8. My Activities

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.



### 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.