

APPLYING FOR A JOB USING THE EXTERNAL CAREER PORTAL

1. Create or update your résumé and cover letter

Before you apply for a job, you will need to have a résumé and a cover letter ready on your computer.

2. Visit the External Career Portal and create your account

YU Hire is York University's External Career Portal. This system allows applicants to be more connected throughout the hiring process, and beyond. "Track my Applications" displays a listing of all jobs you have applied to in YU Hire, including the status and outcome. We recommend using Chrome as your browser.



Why Join Us? View Job Postings Here [Create an Account](#)

CREATE AN ACCOUNT

Already have an account?

STOP! Are you a York University employee?
Please visit www.yorku.ca/yuhire to view and apply for jobs through the Employee Career Portal - YU Hire. York University employees must apply to jobs through YU Hire. If you are a current York University employee and/or are using your rights under a collective agreement to view and/or apply to jobs, you **MUST** log into YU Hire to access the York University Employee Career Portal.

Username

Password

[CONTINUE](#)

Forgot your username or password? Please use the email address associated with your account in order to retrieve your password. [Click here](#)

Want to create an account to join the York U Talent Community? If you are an external applicant add your resume here.

Upload file here
[Add a File Attachment](#) (20.0 M)

[CONTINUE](#)

Manually enter your information to create your candidate profile now

Click the **My Account** link at the top right of the page, or the **Submit your Résumé** link. A page appears where you can log in to your account or create a profile.

Click the **Manually enter your information to create your candidate profile now** link. Step 1 of Creating a Profile page appears.

Note: When logging in after you have created your profile, your username is the one you set, not your email address unless you chose that as your username. If you use the "forgot your username or password" you must enter the email address associated with your account, the one that was used when you created it. Otherwise, you will not receive an email.

3. Upload résumé and cover letter

Upload a résumé and a cover Letter and enter additional information.

You can replace your existing résumé or cover letter by uploading new ones. To upload your résumé, upload the file by clicking on the **Browse** button.

Find the folder where you have saved your résumé, select the right file and then click **Open**. This will upload your résumé to **YU Hire**.

Create a **username** and **password**. Username does not have to be an email, but it can be should you choose to enter it.

SUBMIT YOUR RÉSUMÉ

Step 1 Complete your profile (Current page) ➤ Step 2 Submit your application ➤

UPLOAD RESUME

Résumé * Add a File [Browse...](#)

BASIC INFORMATION

Username *

Password *

4. Complete the required information

Continue to complete the other required fields, enter your Basic Information and answer the Professional Information questions.

* Required Field(s)

I have read and accepted Privacy Statement *

Save **Back**

Click the **Privacy Statement** checkbox and click the **Save** button.

The Step 2 page appears. Confirm the information you entered is correct. Click the Back button to go back and revise your answers or click the Submit button to complete your profile set up.

Professional Information

Highest Level of Education completed?

None

Which location(s) are you interested in working?

Keele Campus
 Glendon (Bayview & Lawrence)
 Osgoode Professional Development (1 Dundas St. West)
 The Miles S. Nadal Management Centre (222 Bay St.)

Are you a graduate student at York University? *

Yes
 No

Are you an international student? *

Yes
 No

5. Locate and apply to the posting

Click on **View Job Postings Here** to view the Job Postings list. You can use the **Search For a Job** section on the left-hand side to filter for a specific job posting. If you **enter** a field your view will be limited to jobs with that criteria. You can further refine your view by clicking the column title to sort by that column e.g. Posting Date. Click on the link in the Posting Number of Job Title column to view that job posting. Click the **Apply Now** button on the top right of the page.

Employee Record / My File / Overview

Service Desk Technician_Update

Posting Number
100000000003

Job Title *
Service Desk Technician_Update

Department/Faculty (BU)
York University

Affiliation *
YUSA 1

Band/Salary Grade *
10

Compensation *
FTE Annual Salary of \$60,516.00

Employment Type
Permanent

Posting Summary

Purpose:
To use an intervention capable security model to provide security services to the York University Community. This includes, but is not limited to active patrols, monitoring all systems housed in the Security Control Centre (SCC), dispatching of Security Officials, initiating Emergency Procedures. Squad Leaders also coach and mentor Security staff in lower classifications (e.g. Property Watch Officials, Security Officials).

Knowledge:
Familiarization with federal, provincial, and municipal laws applicable in a university environment.

Education:
Community College diploma in a related field (Law and Security, Police Foundations, etc.) or equivalent training, experience and education in a security or related field. Valid Ontario Private Investigator license, valid Ontario Security Guard licence, valid Ontario Class 707 Driver's licence in good standing, current valid First Aid and CPR Certificates required.

Experience:
Minimum of 3 years' experience in York University Security Services preferred or equivalent experience in a campus or similar environment. Supervisory experience an asset. The incumbent must have no criminal convictions for which a pardon has not been granted.

Skills:

Essential:
Must possess a sensitivity and commitment to the needs and concerns of a diverse community.
Must demonstrate word-processing and spreadsheet skills.
Demonstrated excellent communication skills, including oral, written and listening, skill/ability in the following areas: conflict resolution and mediation skills, pro-active crime prevention methods.
Excellent interpersonal skills with the ability to deal calmly and effectively with people including tact and diplomacy and using good judgment.
Demonstrated ability to work effectively under stressful and demanding situations (e.g. bomb threats, disturbances, demonstrations, etc.).
Ability to multi-task.
Ability to work under pressure with conflicting and constantly changing priorities.

Apply Now

The **Apply for a Job** page appears. Review the details of your application/personal file, and if all information is correct, click the **Submit** button. A confirmation message appears. Click the **Back** button to exit.

Applications Received

100000000003 - Service Desk Technician_Update

Thank You! We successfully received your application. An e-mail confirmation will be sent to you shortly.
If you haven't already set up your job search agent visit 'My Job Alerts' in the 'My Account' tab to register for job postings page select the back button.

Back

6. Track your applications

You can see the status of your applications by going to **My Account** and then clicking on **Track My Applications**. Each job for which you have applied, will have its own "widget" or box. If you are sent an offer for a position, it will be located here for you to review and complete.

Why Join Us?

View Job Postings Here

My Account

Password

Personal File

Job Postings

Track my Applications

Candidates Referred

My Job Alerts

Log Out

Want to Learn More?

This is a Quick Reference Guide only. For a complete description of the information contained here, and how to use the new exciting features of YU Hire, please visit the Using [York University's External Career Portal](#) toolkit.

If you have questions regarding the External Career Portal, including technical questions/issues, contact jobadmin@yorku.ca.