

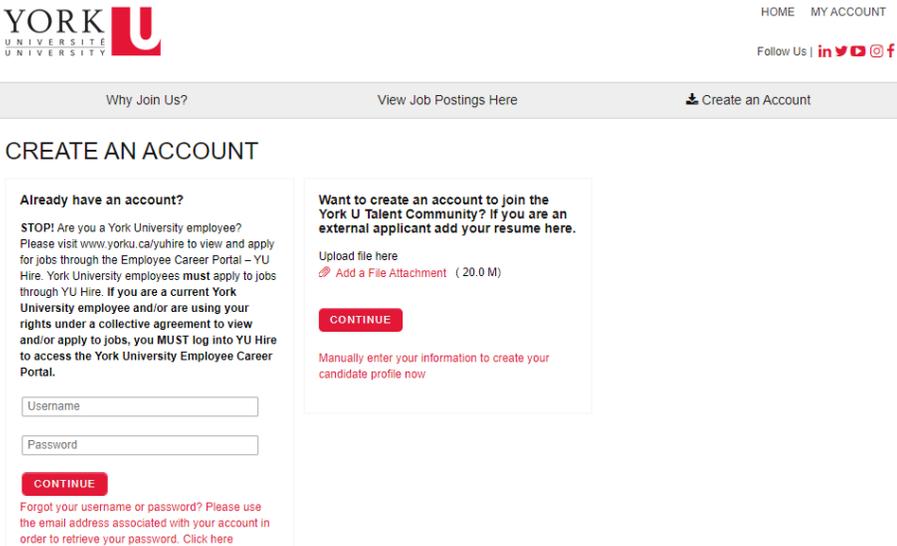
APPLYING FOR A JOB USING THE EXTERNAL CAREER PORTAL

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.



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

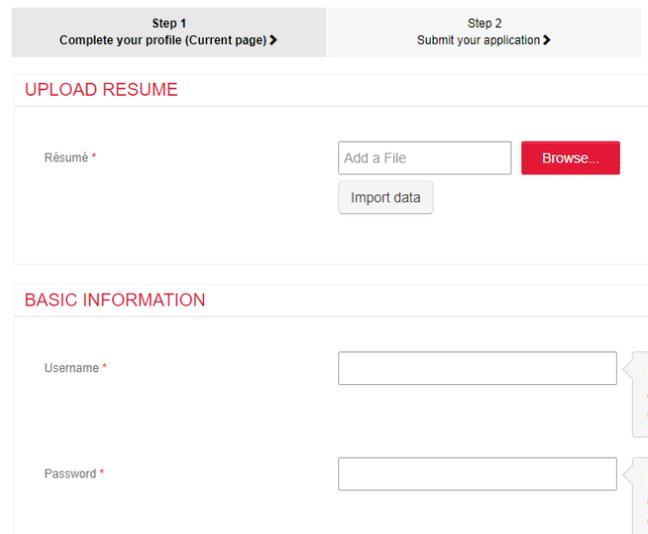
Upload a résumé and a cover Letter and enter additional information.

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**.

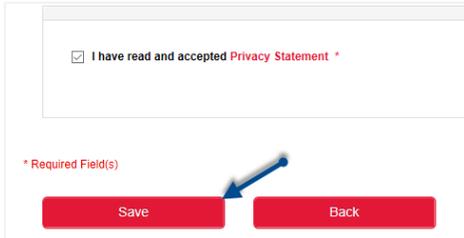
Create a **username** and **password**. Username does not have to be an email, but it can be should you choose to enter it.

SUBMIT YOUR RÉSUMÉ



4. Complete the required information

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



A screenshot of a form with a checkbox labeled "I have read and accepted Privacy Statement" which is checked. Below the checkbox is a red asterisk and the text "* Required Field(s)". At the bottom of the form are two red buttons: "Save" and "Back". A blue arrow points to the "Save" button.

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? *

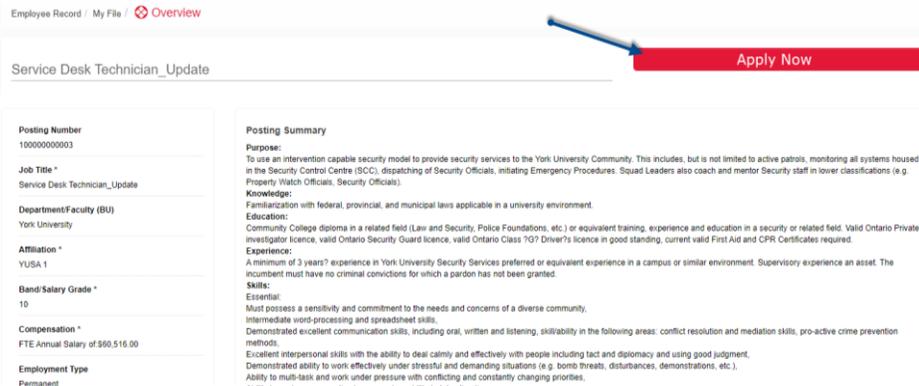
- Yes
- No

Are you an international student? *

- Yes
- No

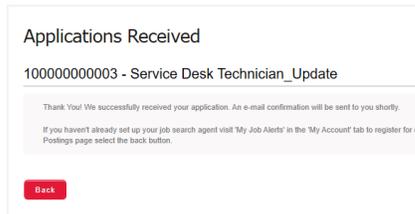
5. Locate and apply to the posting

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.



A screenshot of a job posting page for "Service Desk Technician_Update". At the top right, there is a red "Apply Now" button highlighted by a blue arrow. The page contains details about the job, including the posting number (10000000003), job title, department (York University), and a detailed description of the role and requirements.

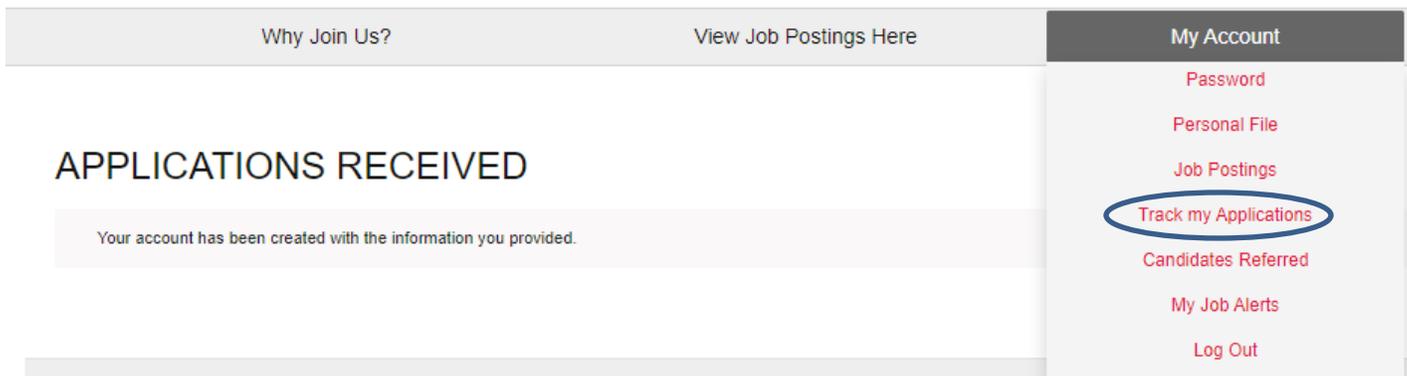
The **Apply for a Job** page appears. Review the details of your application/personal file, and if all information is correct, click the **Submit** button. A confirmation message appears. Click the **Back** button to exit.



A screenshot of an "Applications Received" confirmation page. It shows the job title "100000000003 - Service Desk Technician_Update" and a message: "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 Postings page select the back button." At the bottom, there is a red "Back" button.

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.



A screenshot of a navigation menu with three main sections: "Why Join Us?", "View Job Postings Here", and "My Account". The "My Account" section is expanded, showing a list of options: "Password", "Personal File", "Job Postings", "Track my Applications" (circled in blue), "Candidates Referred", "My Job Alerts", and "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.