

APPLYING FOR A JOB FROM THE EXTERNAL CAREER PORTAL USING YOUR SMARTPHONE

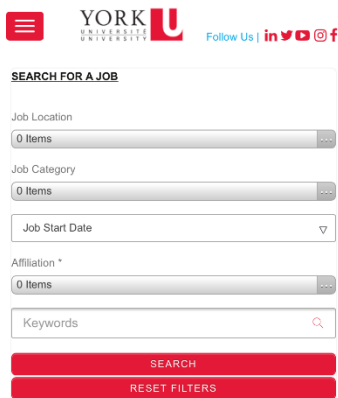
1. Create or update your résumé and cover letter

Before you apply for a job, you will need to have a résumé and a cover letter ready on your smartphone. You can save it to your smartphone using GoogleDrive, or take a picture of your documents to access them during the application process.

2. Visit the External Career Portal

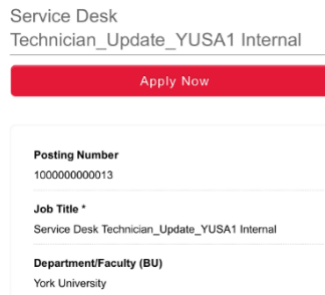
YU Hire is York University's External Career Portal. This system allows applicants to be more connected throughout the hiring process, and beyond. "Track my Applications" displays a listing of all jobs you have applied to in YU Hire, including the status and outcome. We recommend using Chrome as your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

3. Locate the Job Posting



Scroll to **Search for a job**. Within this section, you can 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.

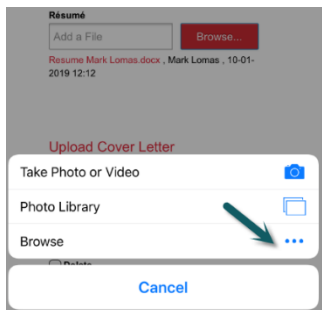
Click the **Apply Now** button.



4. Upload résumé and cover letter

If this is your first time applying to a job, you will need to complete your personal file: upload a résumé and a cover Letter and enter additional information.

To upload or update your résumé, upload the file by clicking on the **Browse** button. This will take you to your own files in your phone.



Find the folder where you saved your résumé, select it and then click **Open**. This will upload your resume to **YU Hire**. Now, repeat the same steps to add your cover letter in the next field. This will store both your resume and additional information for future job applications.

Apply for a Job

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Upload Resume



Upload Cover Letter



5. Enter the required information

Continue to complete the other required fields, enter or update your Basic Information.

Now, provide **Professional Information**. Fields marked with an asterisk(*) are required.

Next, answer the **Eligibility Questions** and the **Employee Equity Self-Identification Survey**. Finally, read and accept the **Privacy Statement**, and click the **Save** button.

Click **Continue** to go to the final page, where you will be able to validate the résumé and cover letter you wish to submit, and the information you provided. If everything is correct, click the **Submit** button. If you need to make changes, click on the **Back** button. Ensure you double check your attachments and responses, as once you submit, you cannot modify your electronic submission.

When you click **Submit**, YU Hire will inform you that we have received your application.

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

Applications Received

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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.

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.

You will also find a copy of your emails in the **Messages** section of the application record.

Why Join Us?
View Job Postings Here

My Account

- Password
- Personal File
- Job Postings
- Track my Applications
- Candidates Referred
- My Job Alerts
- Log Out

Your job recommendations
Facebook

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.