Using York University's External Career Portal

YORK U

YU Hire is York University's new 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. You can also set job alerts so you would be notified of any jobs posted that match the criteria you set. The following lessons explain in detail how to use this system.

In this module, you will learn how to search and apply for jobs, update your profile, create job alerts, use the track my applications feature, complete employment questionnaires, submit supporting documents, review and accept offer letters, and view and complete onboarding tasks.

Click on **BEGIN** or **DETAILS** below the title to get started.

LAST UPDATED: April 28, 2021

GETTING STARTED

≡   How to use this Toolkit Module

INTRODUCTION

≡   Introduction

≡   Creating a Profile

≡   Reviewing the YU Hire Dashboard

WORKING WITH YU HIRE

≡   Updating Your Personal File

≡   Creating Job Alerts

SEARCHING AND APPLYING FOR JOBS

≡   Searching for a Job

≡   Applying for a Job

MANAGING THE APPLICATION PROCESS

≡   Track My Applications

≡   Viewing Messages

How to use this Toolkit Module

Toolkit Module Design and Navigation

This toolkit module is designed as a self-directed resource where you will navigate through various topics and learn the content for each by interacting with the content on the screen.

You will need a mouse or keyboard to navigate when using a laptop/desktop computer. Some topics will have audio/video content which will require speakers/headphones. The toolkit is also mobile device compatible.

The following steps will help guide you in navigating this toolkit:

1   Read and interact with the content on the screen by clicking on markers, buttons, links, etc.
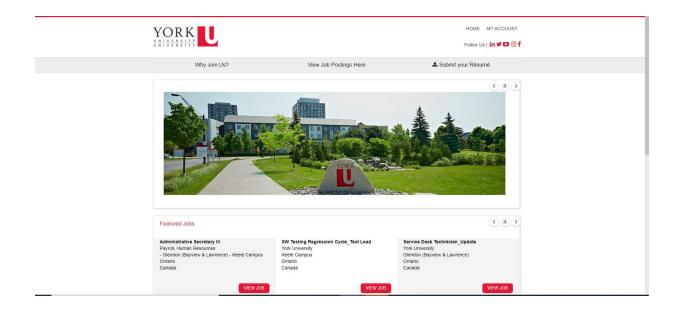
2   Complete each topic and scroll down to start the next one, or scroll up to go back to the previous topic if you would like to review the preceding topic.

3   Navigate directly to any topic within the toolkit using the left navigation menu.

4

Use the **Search** icon on the top right of the left navigation menu to filter for lessons containing the key words you specify.

Introduction

YU Hire is York University's new Career Portal for all staff jobs at the university. 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. You can also set job alerts so you would be notified of any jobs posted that match the criteria you set. The following lessons explain in detail how to use this system.

ⓘ   **We recommend using Chrome as your browser.**

Creating a Profile

To apply for jobs, or if you wish to to submit your résumé to join our Talent Community, you will need to create a profile.

To create a profile:

1 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.

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

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HOME   MY ACCOUNT

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| Why Join Us? | View Job Postings Here | ⬇ Submit your Résumé |

SUBMIT YOUR RÉSUMÉ

Already have an account?

Username

Password

CONTINUE

Forgot your username or password? Click here

Do you have a résumé?

Upload file here
📎 Add a File Attachment   (2.0 M)

CONTINUE

Manually enter your information to create your candidate profile now

f

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---

3 Click the **Browse** button upload your résumé.

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

5 Enter your *Basic Information* and answer the *Professional Information* questions.

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| Why Join Us? | View Job Postings Here | ⬇ Submit your Résumé |

SUBMIT YOUR RÉSUMÉ

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

UPLOAD RESUME

Résumé *   [Add a File]   **Browse...**

[Import data]

BASIC INFORMATION

Username *   [   ]   Rules to follow:
○ must not contain space;
○ must not contain apostrophes (' ').

Password *   [   ]   Rules to follow:

---

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

7   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.

| Preferred Communication Method | Phone ▽ |

PROFESSIONAL INFORMATION

| Highest Level of Education completed? | Master's Degree ▽ |

| On which of the campuses are you interested in working? | Keele Campus ▽ |

Do you wish to be contacted for other opportunities? *

🔘 Yes

⚪ No

☑ I have read and accepted Privacy Statement *

* Required Field(s)

SAVE   **BACK**

ⓘ 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.

Your password cannot be changed the same day you created your personal file. If you need to reset your password, wait 24 hours, then use the **Password** link from the **My Account** menu.

Reviewing the YU Hire Dashboard

Upon login, you will be taken to the YU Hire Dashboard (home page).

Click the "i" icons below to learn more.

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Why Join Us?	View Job Postings Here	My Account

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

TRACK MY APPLICATIONS

No applications submitted.

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Why Join Us?	View Job Postings Here	My Account

Password

Personal File

Job Postings

Track my Applications

Candidates Referred

My Job Alerts

Log Out

TRACK MY APPLICATIONS

No applications submitted.

York Logo

Click on the York logo to return to the dashboard at any time and from any page in the system.

Why Join Us?	View Job Postings Here	My Account ⓘ
		Password
		Personal File
		Job Postings
		Track my Applications
		Candidates Referred
		My Job Alerts
		Log Out

TRACK MY APPLICATIONS

No applications submitted.

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My Account Menu

If you click on the My Account link, you you will have access to the following functionality:

- Password

- Personal File

- Job Postings

- Track my Applications

- My Job Alerts

- Log Out

Why Join Us?	View Job Postings Here	My Account

Password

Personal File   ⓘ

Job Postings

Track my Applications

Candidates Referred

My Job Alerts

Log Out

TRACK MY APPLICATIONS

No applications submitted.

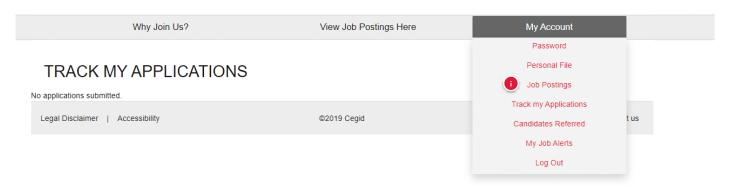| Legal Disclaimer	Accessibility	©2019 Cegid	t us

Personal File

Click the Personal File link to update your profile, including uploading your latest résumé.

Why Join Us?	View Job Postings Here	My Account

Password

Personal File

ⓘ Job Postings

Track my Applications

Candidates Referred

My Job Alerts

Log Out

TRACK MY APPLICATIONS

No applications submitted.

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Job Postings

Click the Job Postings link to access all current job postings.

Why Join Us?	View Job Postings Here	My Account

Password

Personal File

Job Postings

Track my Applications   ⓘ

Candidates Referred

My Job Alerts

Log Out

TRACK MY APPLICATIONS

No applications submitted.

Track my Applications

Click the Track my Applications link to access information and respond to requests for information for each job for which you apply.

Why Join Us?	View Job Postings Here	My Account

Password

Personal File

Job Postings

Track my Applications

Candidates Referred

ⓘ My Job Alerts

Log Out

TRACK MY APPLICATIONS

No applications submitted.

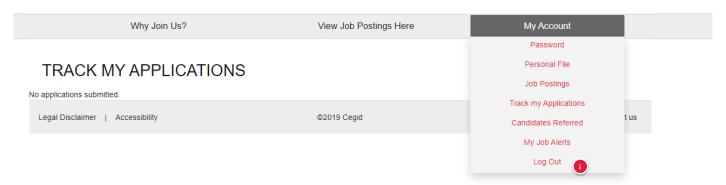**My Job Alerts**

Click the My Job Alerts to set up email notifications when jobs are posted that match your search criteria.

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Why Join Us?	View Job Postings Here	My Account

Password

Personal File

Job Postings

Track my Applications

Candidates Referred

My Job Alerts

Log Out

TRACK MY APPLICATIONS

No applications submitted.

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Log Out

Use the **Log Out** link to end the current session and exit YU Hire.

Updating Your Personal File

To update your personal file at any time:

1   Click on the **My Account link.** The menu items appear.

2   Select the **Personal File** link.

3   Upload a revised résumé by clicking the **Browse button** and/or revise any answer to questions, as required.
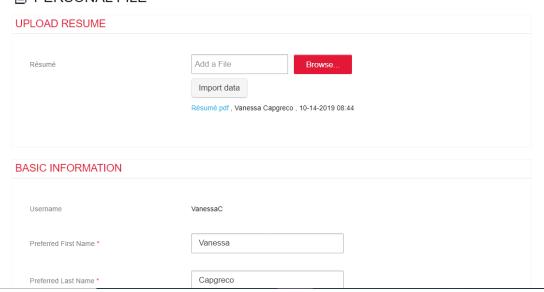
4   Click the **Save** button.

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Why Join Us?	View Job Postings Here	My Account

👤 PERSONAL FILE

UPLOAD RESUME

Résumé

| Add a File | **Browse...** |

Import data

Résumé.pdf , Vanessa Capgreco , 10-14-2019 08:44

BASIC INFORMATION

Username   **VanessaC**

Preferred First Name *   Vanessa

Preferred Last Name *   Capgreco

Creating Job Alerts

One of the exciting features of YU Hire is the ability for applicants to set up job alerts for jobs they may be interested in that match criteria they are looking for.

To set up a job alert:

1   Click on the **My Account link.** The menu items appear.

2   Select the **My Job Alerts** link. The *My Job Alerts* page appears.

3   Click the checkbox to select "Click here if you agree you would like to automatically…"

4   Your email address is prepopulated with the email associated with your personal file. Should you wish to receive job alerts to an alternate email, enter that email in the **Email** text field.

5   Select the type of alerts you would like to receive by clicking on them. You can select more than one option per category. You may need to scroll through the section to see all list items. The notification will trigger based on any one of the selected criteria. E.g. the more you pick, the more you get. It is 'OR' not 'AND'. Example: if you select CPM, HR, and IT, you will get ANY job that has that criteria in its requisition, therefore, you would see *all* CPM jobs and *all* HR jobs and *all* IT jobs. That means anytime a job is posted with any of those, you will get an email.

6   Click the **Save** button.

> ⓘ Important: These messages could be viewed by your email as "spam", so don't forget to check your spam/junk folder if you suspect you are not receiving job alerts.

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| Why Join Us? | View Job Postings Here | My Account |

⚠ MY JOB ALERTS

Please specify your preferences in order to receive corresponding job postings via email alerts.

☐ Check here if you agree you would like to automatically receive job alerts via email. If you wish to opt out of receiving job alerts please ensure this box is unchecked.

[Email]

Job Category	Compensation *
Academic Administration	Hourly Rate:$20.34
Administrative / Clerical Support	Hourly Rate:$21.98
Advancement / Alumni Relations / Development	Hourly Rate:$24.95
Architecture / Planning	Hourly Rate:$26.74

Departments	Affiliation *
Aboriginal and Mature Student Services	CUPE 1356-1
Aboriginal Student Services	CPM

Searching for a Job

To search for a job:

1 Log in to YU Hire with your username and password.

2 You may search for jobs in several different ways:

- Use the drop-down fields to refine your search

- Use the **Keywords** search field. If you enter into a field your view will be limited to jobs with that criteria.

- To see all jobs, just hit **Search** without ANY of the fields populated. The complete list of jobs appears. You can further refine your view by clicking the column title to sort by that column e.g. Affiliation.

3 Click on the link in the **Posting Number** of **Job Title** column to view that job posting.

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SEARCH FOR A JOB

Job Location ▽

Job Category ▽

Job Start Date ▽

Department/Faculty ▽

Employment Type ▽

Affiliation * ▽

Full-time/Part-time ▽

Keywords 🔍

SEARCH

RESET FILTERS

Your job recommendations
f Facebook

JOB POSTINGS

Posting Number ▶	Job Title * ▶	Department/Faculty (BU) ▶	Affiliation * ▶	Band/Salary Grade * ▶	Posting Date ▶
263000000002	Client Solutions Manager	Client Solutions & Services, University Information Technology	CPM	G	10-03-2019
100000000099	Service Desk Technician_OL Config Testing	Office of Research Services (ORS)	CPM	E	11-06-2018
227000000001	Test Lead_SW Regression Testing 2	ORU-York Institute for Health Research(YIHR)	YUSA 1	13	03-28-2019
255000000001	Administrative Secretary III	Payroll, Human Resources	YUSA 1	05	06-06-2019
1000000000150	Business Analyst & Process Engineer	Project Management Office, University Information Technology	CPM	F	10-07-2019
216000000001	Business Analyst & Process Engineer	Project Management Office, University Information Technology	CPM	F	10-07-2019
463500000001	Business Analyst & Process Engineer	Project Management Office, University Information Technology	CPM	F	10-01-2019

Applying for a Job

The information on the left side of the screen provides information about the posting. **Posting Intent** applies to all postings and indicates where and how we are collecting applications for any given position/job. Also be sure to look at **Posted Date** and **Posting Range**, as this will display the application collection period and any deadlines.

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BUSINESS ANALYST & PROCESS ENGINEER

APPLY NOW

Posting Number
463500000001

Job Title *
Business Analyst & Process Engineer

Department/Faculty (BU)
Project Management Office, University Information Technology

Affiliation *
CPM

Job Details *
Permanent Full Time

Posting Intent
CPM: This is an open posting. We are collecting applications from all interested persons

Band/Salary Grade *
F

Compensation *

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 licence, valid Ontario Security Guard licence, valid Ontario Class ?G? Driver?s licence in good standing, current valid First Aid and CPR Certificates required.
Experience:
A 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, Intermediate 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,

🖨️
Print

⭐
Add to my favorites

✉️
Send by Email

↗️
Share

To apply for a job:

1 Click the **Apply Now** button on the top right of the page. The *Apply for a Job* page appears.

2 If this is the first time applying for a job, you will need to upload a cover letter, and answer some questions. If you have a resume on file, it will appear. Click on the link to view. If you want to replace it, click the **Browse** button beside the Résumé field to upload and replace your résumé for this particular job. After you click the **Save** button, you will have an opportunity to double check your attachments and responses. You are not able to view your newly uploaded doc at this step.

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APPLY FOR A JOB

4635000000010 - Business Analyst & Process Engineer

| Step 1 **Complete your profile (Current page) ❯** | Step 2 Complete the employment questionnaire ❯ | Step 3 Submit your application ❯ |

UPLOAD RESUME

Résumé

| Add a File | **Browse...** |

Import data

Résumé.pdf , Vanessa Capgreco , 10-14-2019 08:44

UPLOAD COVER LETTER

Cover Letter

| Add a File | **Browse...** |

---

3   Read and select the checkbox to acknowledge that you have read and accept the *Privacy Statement*.

4   When you have finished answering all the required questions, click the **Save** button. A review page appears.

5   Review the details of your application/personal file, and if all information is correct, click the **Submit** button. A confirmation message appears.

6   Click the **Back** button to exit.

ⓘ   Ensure you double check your attachments and responses, as once you submit, you cannot modify your electronic submission.

APPLY FOR A JOB

4635000000035 - Business Analyst & Process Engineer

| Step 1
Complete your profile ❯ | Step 2
Complete the employment questionnaire (Current page)
❯ | Step 3
Submit your application ❯ |

JOB POSTINGS

⊙ EMPLOYMENT QUESTIONNAIRE

How many years of experience you have in Excel? *

○ Less than 1 year
○ 1-2 years
○ 3-5 years
○ 5 or more years

The hourly rate for Administrative positions is $17.41/hour. Is this within your salary expectations? *

○ Yes
○ No

* Required Field(s)

[SAVE] [CONTINUE] [BACK]

Note: If the hiring manager has attached an employment questionnaire to the application package, you will have additional questions to complete before submitting your application. If an *Employment Questionnaire* page appears, answer the questions, and click the **Continue** button.

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APPLICATIONS RECEIVED

463500000001 - Business Analyst & Process Engineer

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 career alert emails that meet your requirements. To return to the Job Postings page select the back button.

[BACK]

Track My Applications

Track my applications is the "one-stop-shop" for everything to do with the job(s) you have applied for.

To access the *Track my Applications* page:

1   Click on the **My Account link.** The menu items appear.

2   Select the **Track my Applications** link.

The page is organized by job application widgets. The most recent job you've applied for will be at the top. Each job will have the associated Candidate file – the application package you've submitted for that job. All activities associated with the job are done on this page, including:

- Completing employment questionnaires
- Submitting supporting documents
- Reviewing and accepting offers
- Viewing messages

The following lessons explain how to do complete each of these activities.

Click on the "i" icons below to learn more.

Why Join Us?   View Job Postings Here   My Account

TRACK MY APPLICATIONS

BUSINESS ANALYST & PROCESS ENGINEER 4635000000035 (POSTED)
Application Date : 10-14-2019 09:36   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
☑ Test Questionnaire **(submitted)**   Thank you for applying for the position of: Business Analyst &
▣ **Supporting Documents (to submit)**   Process Engineer, Canada, Ontario, Keele Campus,
                                           4635000000035

BUSINESS ANALYST & PROCESS ENGINEER 463500000001 (POSTED)
Application Date : 10-14-2019 09:27   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
                                           Thank you for applying for the position of: Business Analyst &
                                           Process Engineer, Canada, Ontario, Keele Campus,
                                           463500000001

See more

Job Application Widget

Each job you applied for will be contained within its own widget.

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TRACK MY APPLICATIONS

BUSINESS ANALYST & PROCESS ENGINEER 4635000000035 (POSTED)
Application Date : 10-14-2019 09:36   ⓘ   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
☑ Test Questionnaire **(submitted)**   Thank you for applying for the position of: Business Analyst &
▣ Supporting Documents **(to submit)**   Process Engineer, Canada, Ontario, Keele Campus,
4635000000035

BUSINESS ANALYST & PROCESS ENGINEER 463500000001 (POSTED)
Application Date : 10-14-2019 09:27   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
Thank you for applying for the position of: Business Analyst &
Process Engineer, Canada, Ontario, Keele Campus,
463500000001

See more

Status

View the current status of your application

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| Why Join Us? | View Job Postings Here | My Account |

TRACK MY APPLICATIONS

BUSINESS ANALYST & PROCESS ENGINEER 4635000000035 (POSTED)
Application Date : 10-14-2019 09:36   Status : Application Received

Candidate   **Messages**   ⓘ

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
☑ Test Questionnaire **(submitted)**   Thank you for applying for the position of: Business Analyst &
▣ Supporting Documents **(to submit)**   Process Engineer, Canada, Ontario, Keele Campus,
     4635000000035

BUSINESS ANALYST & PROCESS ENGINEER 463500000001 (POSTED)
Application Date : 10-14-2019 09:27   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
     Thank you for applying for the position of: Business Analyst &
     Process Engineer, Canada, Ontario, Keele Campus,
     463500000001

See more

Messages

View any system generated messages that would have already been sent via email to you.

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| Why Join Us? | View Job Postings Here | My Account |

TRACK MY APPLICATIONS

BUSINESS ANALYST & PROCESS ENGINEER 4635000000035 (POSTED)
Application Date : 10-14-2019 09:36
                                                                  Status : Application Received

Candidate

   ☑   Candidate File **(submitted)**   ⓘ
   ☑   Test Questionnaire **(submitted)**
   ▣   **Supporting Documents (to submit)**

Messages

          System Administrator 10-14-2019 **Unread**
          Thank you for applying for the position of: Business Analyst &
          Process Engineer, Canada, Ontario, Keele Campus,
          4635000000035

BUSINESS ANALYST & PROCESS ENGINEER 463500000001 (POSTED)
Application Date : 10-14-2019 09:27
                                                                  Status : Application Received

Candidate

   ☑   Candidate File **(submitted)**

Messages

          System Administrator 10-14-2019 **Unread**
          Thank you for applying for the position of: Business Analyst &
          Process Engineer, Canada, Ontario, Keele Campus,
          463500000001

See more

Candidate File

View the application package including the cover letter and resume you used to apply to this job.

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TRACK MY APPLICATIONS

BUSINESS ANALYST & PROCESS ENGINEER 4635000000035 (POSTED)
Application Date : 10-14-2019 09:36   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
☑ Test Questionnaire **(submitted)**   Thank you for applying for the position of: Business Analyst &
■ **Supporting Documents (to submit)** ⓘ   Process Engineer, Canada, Ontario, Keele Campus,
                                                        4635000000035

BUSINESS ANALYST & PROCESS ENGINEER 463500000001 (POSTED)
Application Date : 10-14-2019 09:27   Status : Application Received

Candidate   **Messages**

☑ Candidate File **(submitted)**   System Administrator 10-14-2019 **Unread**
                                                        Thank you for applying for the position of: Business Analyst &
                                                        Process Engineer, Canada, Ontario, Keele Campus,
                                                        463500000001

See more

Additional Info to Submit

The following actions may display under the Candidate File. The status in brackets will either be (to submit) or (submitted)

1. Completing employment questionnaires

2. Submitting supporting documents

3. Reviewing and accepting offers

Viewing Messages

You will receive all notifications via email to the email address in your personal file. Messages sent to your email are also viewable by the job application widget under the **Messages** heading.

 To view a message, click on the message link.

The Messages page appears with the text of the email sent to you.

Date 2019-10-14 9:36

Subject Thank you for applying for the position of: Business Analyst & Process Engineer, Canada, Ontario, Keele Campus, 4635000000035

Message

Dear Vanessa,

Thank you for your application to the Business Analyst & Process Engineer position at York University.

Please accept this reply as confirmation that your submission has been received. Please do not respond to this message as this is an automated reply.

As Canada's third largest University, York is home to an impressive community of scholars, teachers, staff and students. We take pride in our competitive compensation and benefits program that meets the diverse needs of our employees. We are proud of our innovative academic programs and research, our interdisciplinary approach to learning, our diversity, and our overall commitment to excellence. York offers a stimulating, exciting workplace that recruits 'the best and brightest' minds.

York University is committed to employment equity and diversity and a positive and supportive environment. The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities and aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

PRINT   CLOSE

Completing Employment Questionnaires

If an employment questionnaire is assigned to you, it will appear in the job application widget with a checkbox and link to the title of the questionnaire.
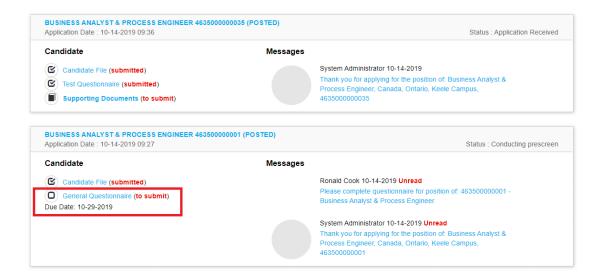
To respond to a questionnaire:

1 Click on the name of the questionnaire under the **Candidate** heading. Note: The due date to complete the questionnaire is found directly below it.

2 Answer all questions and click the **Submit** button.

3 You can save your progress by clicking the **Save** button and continue later. Note: Once complete, you must click the **Submit** button to send your answers to the hiring manager. The status beside the name of the questionnaire will update to "submitted."

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⊙ QUESTIONNAIRE

1. Does the hiring range for this position fall within your salary expectations?*

○ Yes
○ No

2. Are you aware of the campus (location) on which this position is primarily located and is it acceptable to you?*

○ Yes
○ No

3. Please provide any information which might be helpful for the hiring committee to be aware of with respect to your availability (either for interviews or start date). E.g. You require a minimum of 4 weeks notice, you have an upcoming vacation, etc.*

2000 character(s) left

4. Please tell us about your decision to apply to this position. Why are you interested in this role? Why York University?*

2000 character(s) left
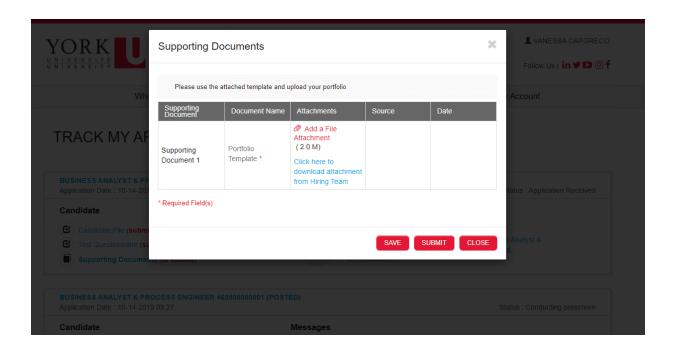
Submitting Supporting Documents

If the hiring manager has requested you to attach any additional documents, a **Supporting Documents (to submit)** link will appear in the job application widget on the *Track my Applications* page.

1. Click on the **Supporting Documents** link under the *Candidate* heading. A *Supporting Documents* window appears.

2. In the **Attachments** column, click the **Add a File Attachment** link. Note: The file size limit is 20 MB.

3. If the hiring manager provided a template for you to use, or a document for you to review, click the blue hyperlink "Click here to download attachment from Hiring Team" in the **Attachments** column.
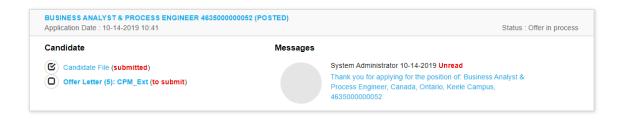
4. Click the **Submit** button.

YORK U
UNIVERSITE
UNIVERSITY

TRACK MY A[P]

Supporting Documents   ✕

Please use the attached template and upload your portfolio

Supporting Document	Document Name	Attachments	Source	Date
Supporting Document 1	Portfolio Template *	📎 Add a File Attachment (2.0 M) Click here to download attachment from Hiring Team		

* Required Field(s)

SAVE **SUBMIT** **CLOSE**

BUSINESS ANALYST & P[R]
Application Date : 10-14-20[ ]   [S]tatus : Application Received

Candidate

☑ Candidate File **(subm**
☑ Test Questionnaire **(s**
📄 Supporting Document**s (to submit)**

Analyst &

BUSINESS ANALYST & PROCESS ENGINEER 463500000001 (POSTED)
Application Date : 10-14-2019 09:27   Status : Conducting prescreen

Candidate   **Messages**

Reviewing and Accepting Offers

If you are offered a job, you will receive a notification and there will be an **Offer Letter link (to submit)** in corresponding posting widget and under the Candidate section of *Track My Applications*.

---

1   Select the bolded (to submit) offer letter.

2   Select the links to review the offer letter and job summary.

Why Join Us?	View Job Postings Here	My Account

OFFER LETTER (5): CPM_EXT / VANESSA CAPGRECO

ADDITIONAL DOCUMENTS

Job Description and/or Supporting Documents   Job_Summary.docx

CPM - PERMANENT FULL TIME - EXTERNAL

Final Offer

Offer Letter (5) - CPM - P - FT - E_9472560C-6D62-4029-BABF-
5ECC1EFA2E7A_Vanessa_Capgreco_20191014.pdf

ⓘ **Important Note:** If you have any questions pertaining to the offer, please contact the hiring manager via the email in the offer letter to discuss. Also contact the hiring manager to advise if you will be bringing a signed letter in person and approving back without attaching a letter.

If you are not signing back a signed offer, or if you want to "reject" it for any reason, please contact the manager via the email in the offer letter to discuss. The use of the "Reject" button should occur only in instances when:

- any changes to the offer have been discussed with the Hiring Manager so they can make the adjustments e.g. start date and resend it to you, or

- you are declining the offer.

---

3 Download, print, sign, scan and attach a signed letter. If you don't have access to a scanner, you can use the Tiny Scanner app to easily turn your smartphone into a scanner and convert documents to pdf. YU Hire accepts the following file formats: doc, docx, gif, htm, html, jpeg, jpg, mp3, mp4, and pdf and the file size limit is 20 MB.

4 Click the **Approve** button. The offer letter on the Track my Applications page will update to "(Accepted)".

CPM - PERMANENT FULL TIME - EXTERNAL

Final Offer

Offer Letter (5) - CPM - P - FT - E_9472560C-6D62-4029-BABF-
5ECC1EFA2E7A_Vanessa_Capgreco_20191014.pdf

SIGNED OFFER LETTER

Please return a signed copy of the offer letter by uploading your document here. We accept PDF, Word or .JPG versions of the letter. Click on Browse button to attach the signed copy of the offer letter and click the Approve button.
If you are not able to attach one of the above formats, or you have questions about your offer, please contact the hiring manager at the email address provided on the offer letter.

Signed Final Offer

| Add a File | Browse... |

* Required Field(s)

| DRAFT SAVE | APPROVE | REJECT |

| BACK |

In some circumstances, you may be notified of the following steps required after signing back your final offer in order to complete the process:

1. From the **Track My Applications** page, scroll to the corresponding job posting widget and under the *Candidate* section, select the bolded (to submit) offer letter.

2. Enter your **Legal Name**, **SIN** and **Date of Birth** information, and review and adjust (if necessary) the **Employment Equity Self-Identification Survey**.

3. Click the **Final Save** button.

> (i) There is a transition period, after you enter your information, while your external profile is converted into an employee profile. During this time, you are unable to access your profile. You will subsequently receive an email to set up your Passport York account. Once created, you will be able to access the Employee Career Portal. Your external profile will no longer be accessible, and your application history will be automatically transferred to your employee profile.
>
> Note: Should you have a preferred name you would like to continue to use, please visit HR Self Serve using your Passport York login, and update the "Primary Name" in Personal Details using Employee Self Service.

BASIC INFORMATION

Legal First Name *

Legal Middle Name

Legal Last Name *

Gender *

I Don't Wish To Answer ▽

ADDITIONAL INFORMATION

If you accept the offer of Employment from York University you will be asked at that time to complete the information in this section.

SIN (Social Insurance No.) *

SIN Expiry Date (if applicable)

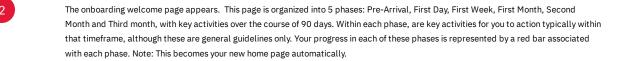mm-dd-yyyy 📅

DOB (Date of Birth) *

mm-dd-yyyy 📅

EMPLOYMENT EQUITY SELF-IDENTIFICATION SURVEY - CONFIDENTIAL WHEN COMPLETED
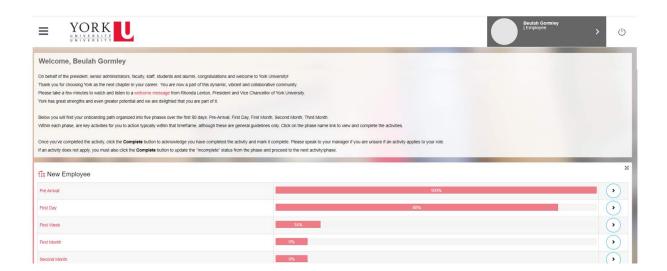
Viewing and Completing Onboarding Activities

In order to successfully transition to your new role, you will receive an email indicating that you have been assigned to a unique onboarding path.
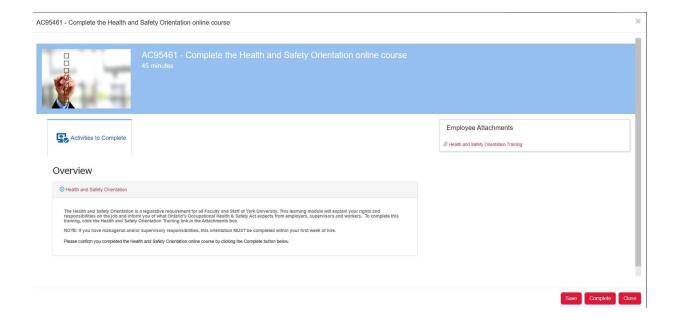
To view and action your onboarding path:

1 Click on the message link. Sign in with your *employee Passport York (PY)* account.

2 The onboarding welcome page appears. This page is organized into 5 phases: Pre-Arrival, First Day, First Week, First Month, Second Month and Third month, with key activities over the course of 90 days. Within each phase, are key activities for you to action typically within that timeframe, although these are general guidelines only. Your progress in each of these phases is represented by a red bar associated with each phase. Note: This becomes your new home page automatically.

3 Click on phase name link in the row you wish to complete. A list of activities associated with the phase appears.

4 Click on the activity name link. A detailed description of the activity, including the approximate time to complete, and the attachments and/or URL's to complete it are displayed.

5 Once you've completed the activity, click the **Complete** button to acknowledge you have completed it and mark it complete. A confirmation message appears.

6 Click the **OK** button, the **Save** button, then the **Close** button.

7 Speak with your manager if you are unsure if an activity applies to your role. If an activity does not apply, you must also click the **Compete** button to update the "incomplete" status from the phase and proceed to the next activity/phase.

AC95461 - Complete the Health and Safety Orientation online course
45 minutes

🖥️✓ Activities to Complete

Employee Attachments

🔗 Health and Safety Orientation Training

Overview

⊕ Health and Safety Orientation

The Health and Safety Orientation is a legislative requirement for all Faculty and Staff of York University. This learning module will explain your rights and responsibilities on the job and inform you of what Ontario's Occupational Health & Safety Act expects from employers, supervisors and workers. To complete this training, click the Health and Safety Orientation Training link in the Attachments box.

NOTE: If you have managerial and/or supervisory responsibilities, this orientation MUST be completed within your first week of hire.

Please confirm you completed the Health and Safety Orientation online course by clicking the Complete button below.

Save   Complete   Close

ⓘ Important: Once you click the **Complete** button, the description will disappear for the activity, so only click the **Complete** button when you have truly finished the activity.

At any time, you can return to the Onboarding path to continue completing your activities:

1. Click on the **Hamburger** menu.

2. Click on **Employee Record** tab.

3. Select the **Overview** link.

Need Help?

If you have questions related to a particular job posting, please contact the hiring manager.

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