

A STUDENTS GUIDE TO APPLYING FOR A JOB AT YORK UNIVERSITY

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 our Employee OR External Career Portal

Are you currently employed at York U or have been within the last 30 days?

Please visit the [Employee Career Portal](#), log in with your **EMPLOYEE** Passport York (PY) credentials. Every active employee has a personal file (profile) in YU Hire created for them.

If you cannot recall your username/password please visit: <https://www.yorku.ca/uit/faculty-staff-services/passwords-passport-york-access/reset-passport-york-password/>

Note: Your student PY credentials will not provide access

Are an applicant who has never been employed by York U or you have not been actively employed in the last 30 days?

Please visit the [External Career Portal](#) to either create a new account or access your existing external profile by entering your YU Hire username and password.

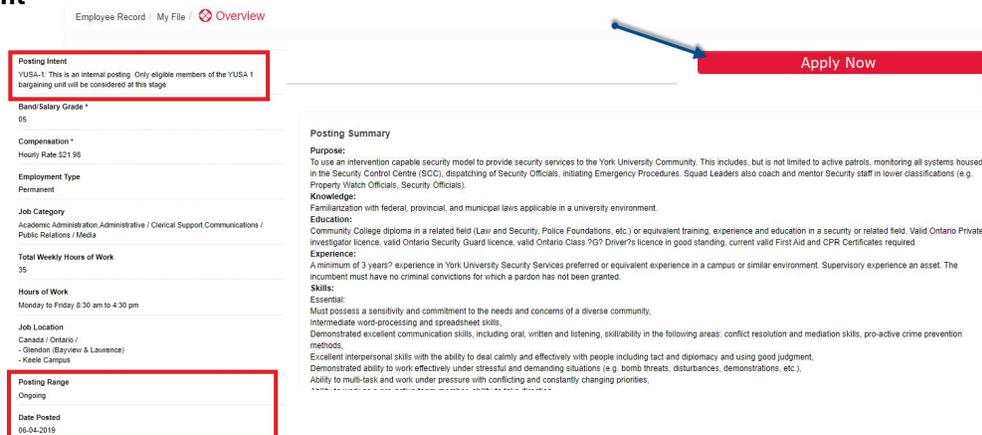
If you cannot recall your Career Portal username/password please click **“Forgot your username or password?”** Enter the email address associated with your account in order to retrieve your password.

Once logged in, click the **Hamburger** menu > **Career** tab > **Job Postings** link. You will see all the jobs available to employees. You can sort this list by clicking the column title, for example, by *Affiliation*. Note: If you refine your search using the filters on the left, you will only see filtered jobs. You must “Reset Filters” if you wish to see the full list.

3. Read the job posting details

Always ensure you look at the **Posting Intent**

field on the left side of the screen to determine if you are eligible to apply. 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.



Employee Record / My File / Overview

Posting Intent
YUSA-1: This is an internal posting. Only eligible members of the YUSA 1 bargaining unit will be considered at this stage.

Band/Salary Grade*	05
Compensation*	Hourly Rate \$21.98
Employment Type	Permanent
Job Category	Academic Administration / Administrative / Clerical Support / Communications / Public Relations / Media
Total Weekly Hours of Work	35
Hours of Work	Monday to Friday 8:30 am to 4:30 pm
Job Location	Canada / Ontario / - Glendon (Bayview & Lawrence) / - Keele Campus

Posting Range
Ongoing

Date Posted
06-04-2019

[Apply Now](#)

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 Officers, initiating Emergency Procedures. Squad Leaders also coach and mentor Security staff in lower classifications (e.g. Property Watch Officers, Security Officials).

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

Knowledge:
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 7G? Driver's licence in good standing, current valid First Aid and CPR Certificates required.

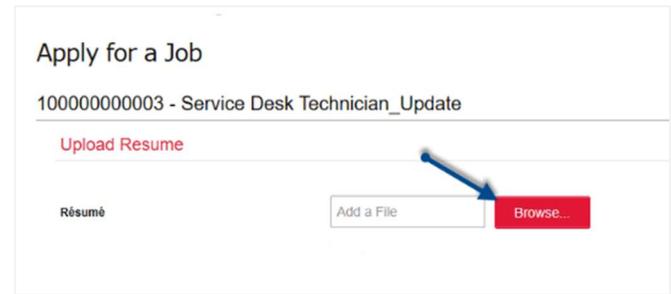
Experience:
A minimum of 3 years? experience in York University Security Services preferred or equivalent experience in a campus or similar environment. Supervisory experience an asset. The incumbent must have no criminal convictions for which a pardon has not been granted.

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, skillability 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 and work under pressure with conflicting and constantly changing priorities.

All job postings with a deadline will now expire at 11:55 pm EST on the last posted date! Click on **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. You can replace your existing résumé or cover letter by uploading new ones. To upload or update 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**.

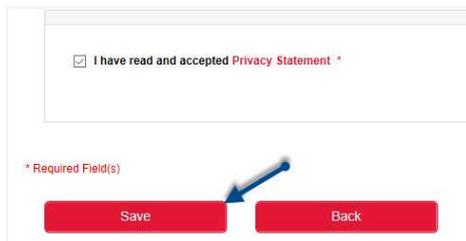
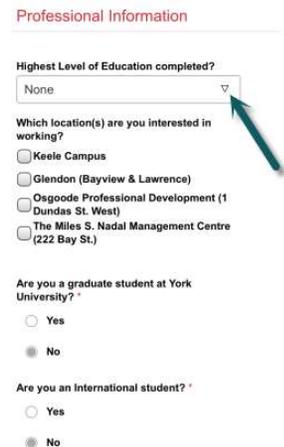
Now, repeat the same steps to add your **Cover Letter** in the next field. This will store both your resume and additional information for future job applications. At any time, you can update your profile and your résumé on the *Personal File* page in the **Employee Record** tab.

5. Enter the required information

When we created a profile for you, we obtained basic contact information from our HR System. If that information is no longer accurate, you will have to update it in **HR SelfServe**.

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

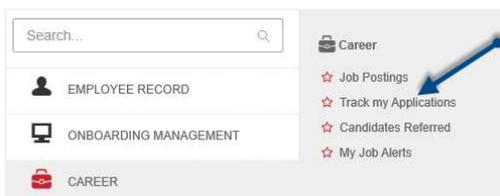
Next, answer the **Eligibility Questions** and the **Employee Equity Self-Identification Survey**. Finally, read and accept the **Privacy Statement**, and click the **Save** button.



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6. Track your applications

You can see the status of your applications by going to the main menu, selecting **Career** and then clicking on **Track My Applications**. Each job for which you have applied, will have its own “widget” or box. If the manager requires any supporting documents, you will see it in this section. You will also find a copy of your emails in the **Messages** section of the application record.



Want to Learn More?

This is a Quick Reference Guide only. For a complete description of how to apply for a job, and use the new exciting features of YU Hire, please visit the [Using YU Hire: York University's Employee Career Portal](#) learning module on yu link OR [YU Hire Resources for External](#)