APPLY FOR A JOB – UVIC EMPLOYEES

If you are a current employee applying for a position through the Uvic Careers, you must sign in using your Netlink ID and password. You will also need to provide your Uvic V number on the application form.
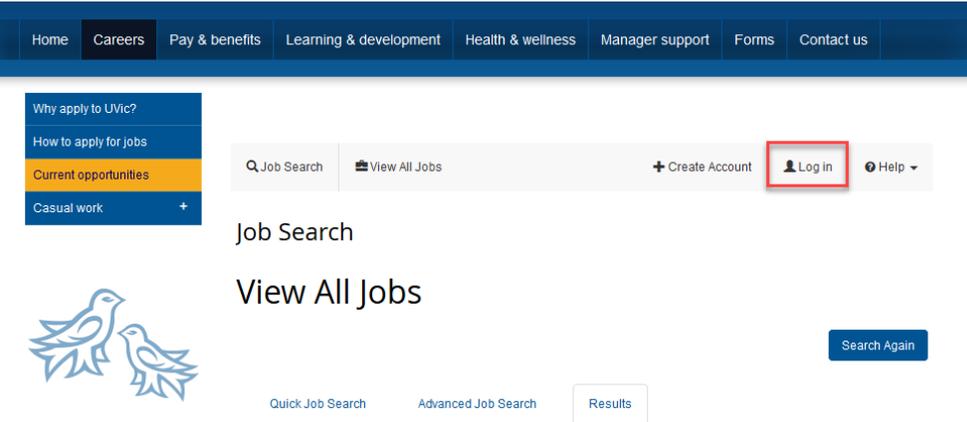
Netlink ID
If you do not have a Netlink id, visit https://www.uvic.ca/uvicid/ to set one up. You will need your Uvic V number and date of birth to complete the process.
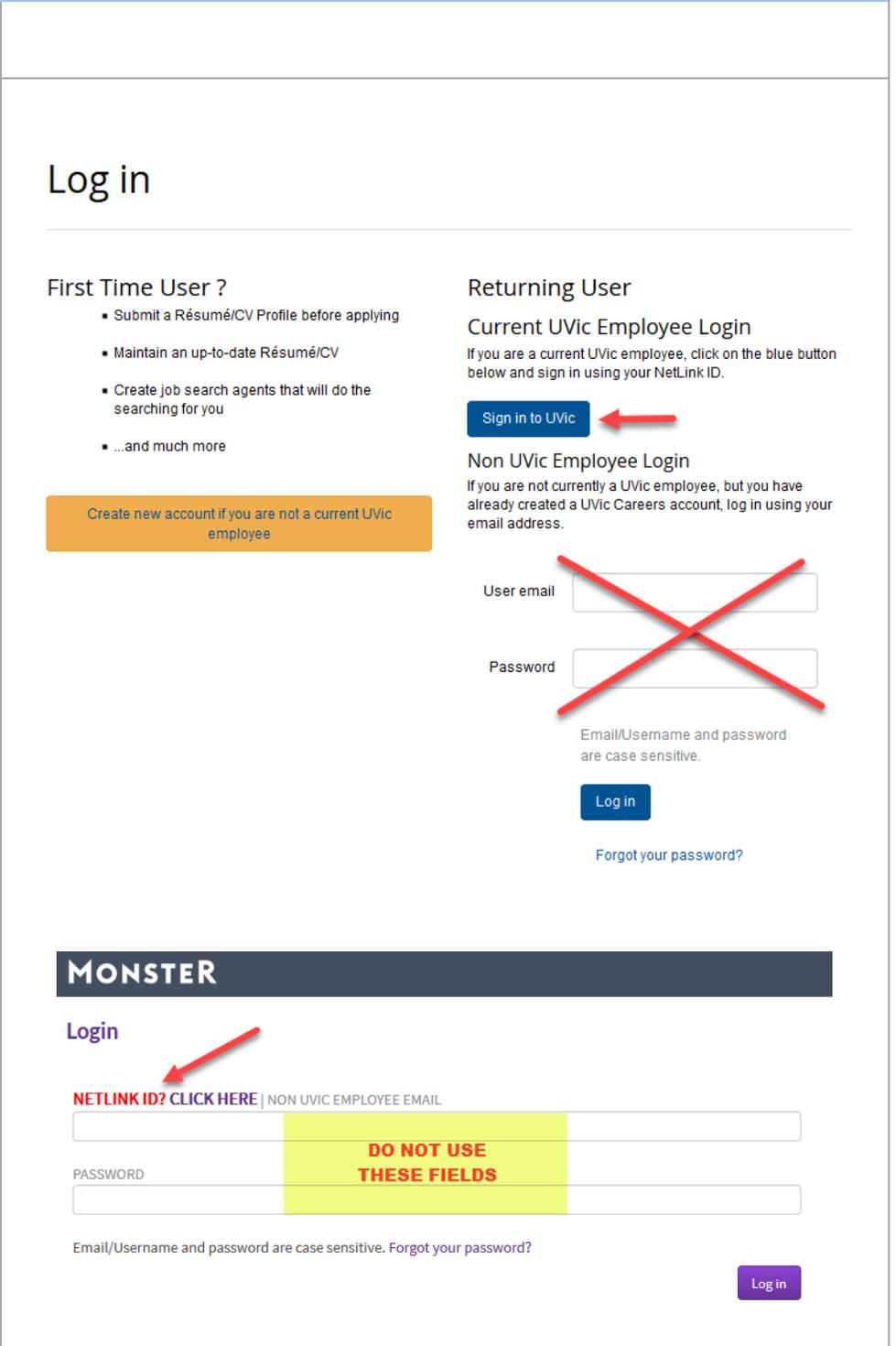
V Number
To find your Uvic V number, log into MyPage>Employee Services>Update Profile and Addresses.
On the Personal Profile screen at the bottom, your Uvic V number is listed under the heading Account Information

You can also find your V number on the back of your OneCard or pay stub

#	INSTRUCTIONS	SCREENSHOT
1	**Signing into Uvic Careers** Visit the Human Resources website at: https://www.uvic.ca/hr/careers/index.php and click on Current Opportunities	

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2	Log in is done through single sign on, click 'Sign in to UVic' **If you have difficulties logging into your account, please email** uviccareers@uvic.ca **for assistance.**	## Log in **First Time User ?** • Submit a Résumé/CV Profile before applying • Maintain an up-to-date Résumé/CV • Create job search agents that will do the searching for you • ...and much more Create new account if you are not a current UVic employee **Returning User** **Current UVic Employee Login** If you are a current UVic employee, click on the blue button below and sign in using your NetLink ID. Sign in to UVic **Non UVic Employee Login** If you are not currently a UVic employee, but you have already created a UVic Careers account, log in using your email address. User email Password Email/Username and password are case sensitive. Log in Forgot your password? **MONSTER** **Login** **NETLINK ID? CLICK HERE** | NON UVIC EMPLOYEE EMAIL **DO NOT USE THESE FIELDS** PASSWORD Email/Username and password are case sensitive. Forgot your password? Log in
	If you see a position that interests you, select the job title to view the job details.	

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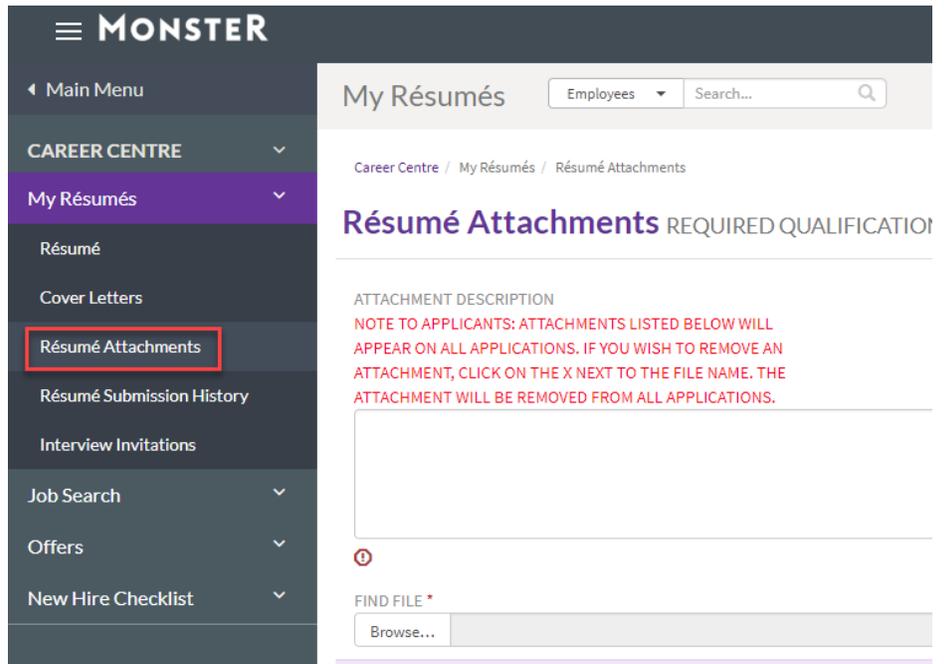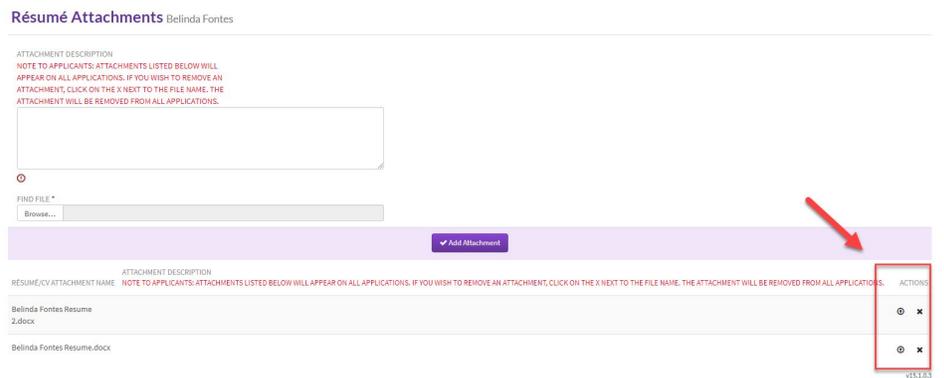| #	INSTRUCTIONS	SCREENSHOT
3		## Job Details **< Back to Search Results** ### Community Engagement and Projects Coordinator - (992085) **Tweet** **Share** Share this job as a link in your status update to LinkedIn. Organizational Unit — University of Victoria -> VP Finance and Operations -> Budget & Capital Planning Posting Close Date — 29 June 2018 Please note that positions will close at 4 p.m. on the closing date. FTE — 1.0 Salary Grade — $45,994.00 - $51,766.00 Salary posted reflects full FTE (will be prorated for part time) Classification — SG5 Start Date — 9/10/2018 End Date — 9/10/2019 Employee Group: — PEA - Term # of Hires Needed — 1 Additional Posting Information — N/A Category — Communications/Public Relations About this Opportunity — The University of Victoria is one of Victoria's largest employers and one of Canada's best diversity employers. Together we are more than 5,000 dedicated faculty, librarians and staff supporting the University of Victoria's diverse academic programs, world-class research and commitment to civic engagement.
4	Click the Apply to this Job button at the bottom of the screen.	reward our employees click here. The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the university. Persons with disabilities who anticipate needing accommodations for any part of the application and hiring process may contact Kam Cheema, HR Programs and Project Manager, at uviccareers@uvic.ca. Any personal information provided will be maintained in confidence. Additional Information — ▪ 992085-VPFO-2018-FOR JD-Community Engagement and Projects Coordinator-SG5 **➲ Apply to this Job**
	From the Resumé Profile Creation screen, select Upload Resumé if you have an electronic copy of your resumé. Acceptable resumé formats include MS Word, RTF, plain text, HTML and text-based PDF.	**Your Profile** Cashier - (H9985.59) | Step 1 Résumé Profile Creation	Step 2 Cover Letters	Step 3 Attachments	Step 4 Diversity Information	Step 5 Preview | Résumé Profile Creation (This step is required.) **✎ Upload Résumé** UVic Application Form * **Indicates required field** PLEASE NOTE: THE FORMATTED VERSION OF YOUR RÉSUMÉ/CV WILL BE ACCESSIBLE AND VIEWABLE BY THE RECRUITMENT TEAM. * **B** *I* <u>U</u>

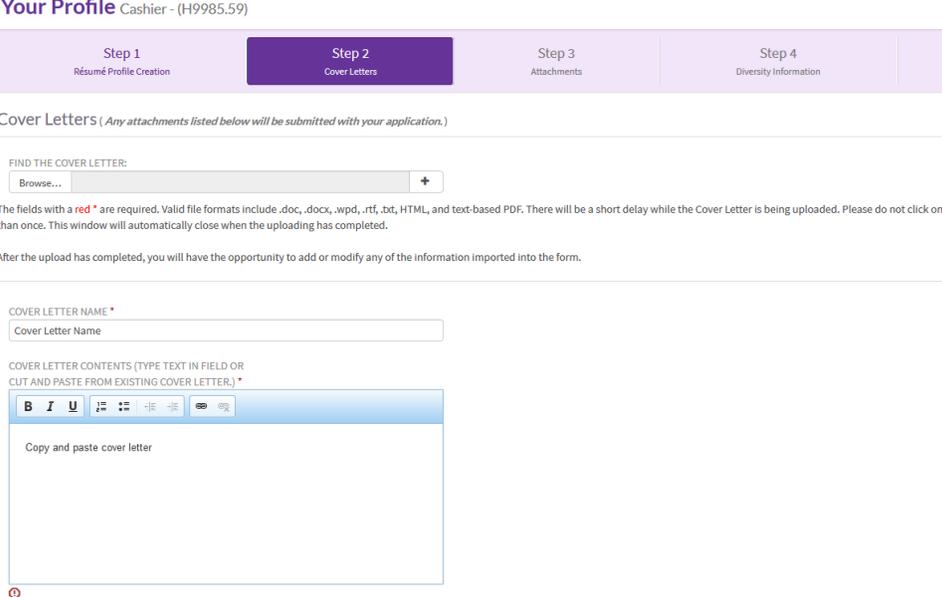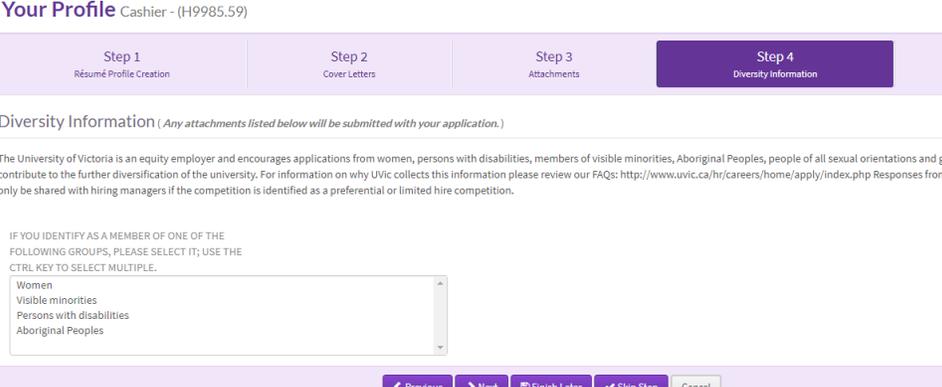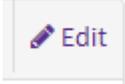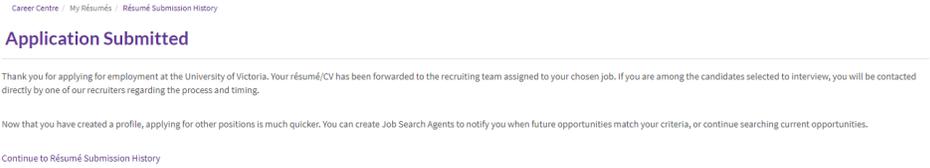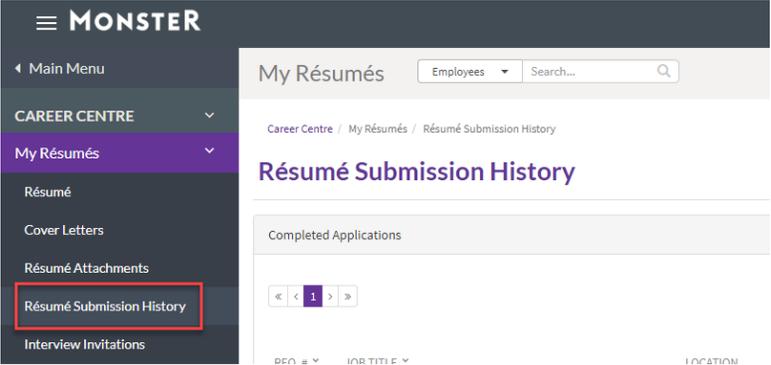| #	INSTRUCTIONS	SCREENSHOT
5	NOTE: The platform used to manage UVic Careers collects all of your attachments and application submissions to a single applicant workbench for each user. If you are applying to multiple positions, your application and attached documents may be viewed by members for Hiring Committees for any of the applied to positions	
6	You may manage your attachments from the Career Centre – My Resumé – Resumé Attachments	

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#	INSTRUCTIONS	SCREENSHOT
7	Complete all the fields on the application form and fill in your UVic ID Number (V Number) so that the system will identify you as an internal applicant	
8	Internal Employees - Please clearly indicate on your application/resume which union group you belong to. If you have more than one position, please specify both unions on your application/resume.	
9	If you wish to provide a cover letter you can create it here. Type your cover letter in the Cover Letter field, or copy and paste from your files. You must give your letter a name. This step is optional, though submitting a cover letter is recommended. Choose Next or Skip Step.	
10	Provide diversity information if you wish. This step is optional. Diversity information is used for university reporting purposes only. Choose Next or Skip Step.	

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#	INSTRUCTIONS	SCREENSHOT
11	Review your application on the Preview screen. It will appear in plain text. However, your formatted resumé will be viewable by the selection committee. When you are satisfied with your application, choose the Finish button to submit your application.	Use the *Edit* icon to make changes. ✏ Edit
12	You will receive a message that you have successfully completed the application process. Congratulations!	Career Centre / My Résumés / Résumé Submission History **Application Submitted** Thank you for applying for employment at the University of Victoria. Your résumé/CV has been forwarded to the recruiting team assigned to your chosen job. If you are among the candidates selected to interview, you will be contacted directly by one of our recruiters regarding the process and timing. Now that you have created a profile, applying for other positions is much quicker. You can create Job Search Agents to notify you when future opportunities match your criteria, or continue searching current opportunities. Continue to Résumé Submission History
13	You can log into the Career Centre to check your Resumé/CV Submission History at any time. If you are under consideration for the position, you will receive an email from the hiring administrator outlining the process and next steps.	**≡ MONSTER** ◀ Main Menu **CAREER CENTRE** ⌄ **My Résumés** ⌄ Résumé Cover Letters Résumé Attachments Résumé Submission History Interview Invitations My Résumés Employees ▾ Search... 🔍 Career Centre / My Résumés / Résumé Submission History **Résumé Submission History** Completed Applications « ‹ 1 › » REQ # ▾ JOB TITLE ▾ LOCATION

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