Applying for a job: For current UVic employees

If you are a current UVic employee applying for a new position through the UVic Careers system, you must sign in using your NetLink ID and password. If you do not provide your NetLink ID, the system will not identify you as an internal applicant (current UVic employee). You will also need to provide your UVic ID number on the application form.

NetLink ID

If you do not have a NetLink ID, visit https://netlink.uvic.ca/ to set it up. You will need your UVic ID number and date of birth in order to complete the process.

UVic ID number

To find your UVic ID number, log in to MyPage > Employee Services > Update Profile and Addresses. On the Personal Profile screen at the bottom, your UVic ID number is listed under the heading Identification Numbers.

You can also find your UVic ID number on your OneCard or pay stub.

Signing in to UVic Careers

Visit the Human Resources website at www.uvic.ca/hr/careers/index.php and click on the Current opportunities tab. Click the Login button in the top right corner of the screen.
Click the blue ‘Sign in to UVic’ button on the UVic Careers login page to sign in using your NetLink ID and password.

**Returning User**

**Sign in using your NetLink ID**

If you are already a UVic community member, sign in using your NetLink ID.

[Sign in to UVic]

Log in using your email address

If don’t have a NetLink ID, but you have already created a UVic Careers account, log in using your email address.

**User email**

[Input field]

**Password**

[Input field]

[Login]

**UVic Employees:**

Click this button to login using your Netlink ID and password.

Do not use the user email and password fields.
Choose the **User** tab > **Career Centre** > **Search Jobs**.

When applying for a job, make sure to enter your UVic ID number (V00XXXXXX) on the application form so that the system will identify you as an internal candidate.

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**Computer workstations**

A computer workstation is available at no charge in the Human Resources reception area in the *Sedgewick – Vanderkerkhove Wing*. 160+ public computer workstations are also available in the Mearns Centre for Learning (McPherson Library) – see [www.uvic.ca/library/use/computers/inthelibraries/index.php](http://www.uvic.ca/library/use/computers/inthelibraries/index.php)