



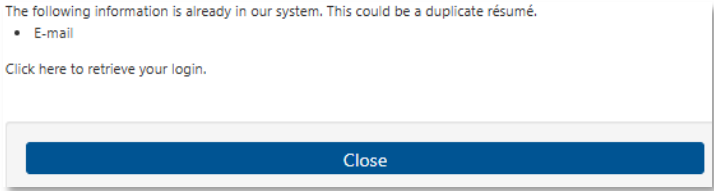
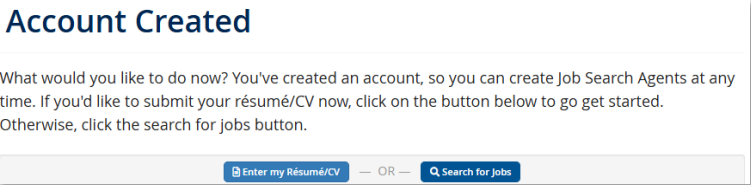
UVIC CAREERS EXTERNAL CANDIDATES GUIDE

Browse and apply for jobs

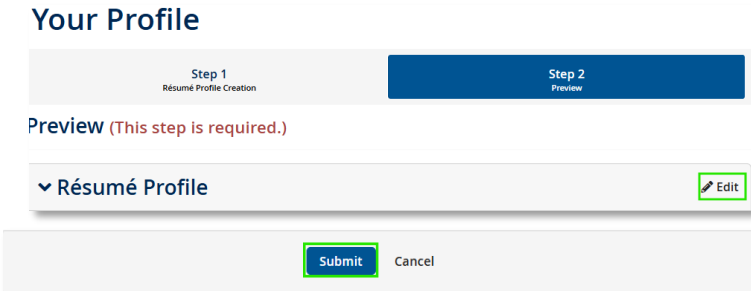
This guide outlines the process how to search and apply for a job at the University of Victoria using the UVic Careers system.

1. Create an account

Step	Instructions	Screenshot example
1.1	If you have an account already, log in to UVic Careers using your email and password(uvic.mua.hrdepartment.com) and proceed to step 3. Otherwise, click “Create a new account if you are not a current UVic employee”.	
1.2	Complete all fields marked with a red asterisk (*). These fields are mandatory. If left blank, the system will display an error message, and you will not be able to proceed. Read the Terms of Use carefully. Scroll to the bottom of the section to enable the ‘Continue’ button.	

Step	Instructions	Screenshot example
1.3	Ensure the email address you enter is not already registered in the system. If it is, an error message will appear.	 The following information is already in our system. This could be a duplicate résumé. E-mail Click here to retrieve your login. Close
1.4	At this stage, we recommend uploading your résumé (CV). This makes future applications easier, as the system will reuse your information. Otherwise, you may proceed to browsing posted jobs and upload your résumé later.	 Account Created What would you like to do now? You've created an account, so you can create Job Search Agents at any time. If you'd like to submit your résumé/CV now, click on the button below to go get started. Otherwise, click the search for jobs button. Enter my Résumé/CV — OR — Search for Jobs

2. Enter your Résumé/CV

Step	Instructions	Screenshot example
2.1	If you choose to enter your Résumé/CV immediately after creating your profile, the next page displays the information you entered. Review and make any quick edits if needed, then click “Submit” to finalize your profile.	 Your Profile Step 1 Résumé Profile Creation Step 2 Preview Preview (This step is required.) ▼ Résumé Profile Edit Submit Cancel

3. Search for jobs

These steps will help you navigate the available posting and will help you filter the options available.

View All Jobs

[Quick Job Search](#)[Advanced Job Search](#)[Results](#)[My Job Search Agents](#)

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 per page

Step	Instructions	Screenshot example
3.1	Quick job search allows you to search for a job by basic criteria such as job category and location. Enter a keyword and click search at the bottom of the screen to perform a quick search.	Quick Job Search Quick Job SearchAdvanced Job SearchMy Job Search Agents Keywords With at LEAST ONE of the following Category Location Search Reset
3.2	Advanced job search allows you to use flexible options such as organizational unit, requisition or posting #, professional level of applicant and specific Employee group to filter job postings.	Advanced Job Search Quick Job SearchAdvanced Job SearchMy Job Search Agents Keywords With at LEAST ONE of the following Organizational Unit Location Requisition # Category Career Level Employee Group: Search Reset

3.3 Results displays all jobs currently posted on the UVic job board.

Search Jobs View All Jobs Notifications Career Centre Logout Help

View All Jobs

Quick Job Search Advanced Job Search Results My Job Search Agents

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Jobs

JOB TITLE	ORGANIZATIONAL UNIT	LOCATION	DATE OPENED	POSTING CLOSE DATE	REQ. #	EMPLOYEE GROUP
Coordinator, Indigenous and Human Rights, Institutional Capacity Building	Equity and Human Rights	University of Victoria, BC, CA V8W 2Y2	9/22/2025	6 October 2025	990451.3	Management Excluded - Term
Account Executive, Executive Programs	Faculty of Business	University of Victoria, BC, CA V8W 2Y2	9/19/2025	6 October 2025	993131.4	PEA - Regular
Manager, New Student Engagement	Office of Student Life	University of Victoria, BC, CA V8W 2Y2	9/18/2025	1 October 2025	992447.3	PEA - Term

3.4 My Job Search Agent: allows you to set parameters for specific jobs. The system will notify you by email when matching postings are available.

4. Apply for a job

Step	Instructions	Screenshot example
4.1	After clicking the job posting, you will be able to view all the details. Click Additional Information to view further details about the posting. Click “Apply to this job” to proceed.	Account Executive, Executive Programs - (993131.4) Organizational Unit: University of Victoria -> Faculty of Business Location: University of Victoria - Victoria, BC V8W 2Y2 CA (Primary) Posting Close Date: 6 October 2025 Please note that positions will close at 4 p.m. on the closing date. FTE: 1.0 Salary Grade: \$79,376.00 - \$103,243.00 Additional Posting Information: Please note that while the university encourages and accepts external applications, a strong pool of internal candidates has been identified for this opportunity. Salary posted will be pro-rated based on FTE and achieved as per the collective agreement, if applicable. Classification: SG12 Employee Group: PEA - Regular # of Hires Needed: 1 Category: Advertising/Marketing, Customer Service, Education, Training, and Library, General Management, Sales/Retail About this Opportunity: The University of Victoria is one of Victoria's largest employers and one of Canada's best Additional Information: 993131-BUSI-2025-JD-Account Executive-SG12 Apply to this job

4.2

Review the Terms of Use, select the checkbox to confirm, and enter your full name.

If you see an error message, check your profile to ensure you are entering your full name (including middle name) exactly as it appears. This box is case-sensitive.

Click “**Next**” to proceed.

The screenshot shows the 'Terms of Use' step in a multi-step process. At the top, a progress bar indicates steps: Step 1 (Terms of Use), Step 2 (Resume Profile Creation), Step 3 (Cover Letters), Step 4 (Attachments), Step 5 (Diversity Information), and Step 6 (Preview). Below the progress bar, the title 'Terms of Use' is displayed. A note states: '(This step is required.)'. The main content area contains the 'Terms of Use' text, which includes information about privacy, data collection, and the university's policies. At the bottom, there is a checkbox labeled 'By checking this box I hereby agree to the Terms of Use.' with a green checkmark icon next to it. Below the checkbox, there is a text input field for 'Your Full Name (Enter your name exactly as it appears on your user profile, including your middle name/initial if it exists on your profile.) *'. At the very bottom, there are four buttons: '< Previous', '> Next' (highlighted with a green border), 'Finish Later', and 'Cancel'.

4.3

You will then be asked to edit your profile details. *(considered as step 2 on your initial application).* When you are satisfied, click “Next”



4.4

On the next page, you can upload your cover letter. You may upload a Word or PDF file.

You may upload, modify, and use different cover letters tailored to each job application.

Tip: ensure the document name that you upload has the job title in it to distinguish each of your uploads.

Click “**Next**” to proceed.

The screenshot shows the 'Cover Letters' step in a multi-step process. At the top, a progress bar indicates steps: Step 1 (Terms of Use), Step 2 (Resume Profile Creation), Step 3 (Cover Letters), Step 4 (Attachments), Step 5 (Diversity Information), and Step 6 (Preview). Below the progress bar, the title 'Cover Letters' is displayed, followed by a note: '(Any attachments listed below will be submitted with your application.)'. The main content area contains a section for uploading the cover letter. It includes a label 'Find the cover letter:' and a 'Browse...' button. Below this, there is a text input field for 'Cover Letter Name *'. Below the name field, there is a text area for 'Cover Letter Contents (Type text in field or cut and paste from existing cover letter.) *'. At the bottom, there are four buttons: '< Previous', '> Next' (highlighted with a green border), 'Finish Later', and 'Skip Step' (disabled), and a 'Cancel' button.

Step	Instructions	Screenshot example
4.5	On the next page, you can upload attachments such as certificates or other documents that support your application. Any additional document that is required will be stated in the job posting. Click “Next” to proceed.	
4.6	On the next page, select the employment equity group(s) you identify with, if applicable. Use the CTRL key (Windows) or Command key (Mac) to select multiple options. Click “Next” to proceed.	
4.7	Review your application one final time. If no further changes are required, click Finish to submit your application. Click “Finish” to submit your application. If your application is submitted successfully, a confirmation message will appear.	