



UVIC CAREERS INTERNAL CANDIDATES GUIDE

Browse and apply for internal applicants

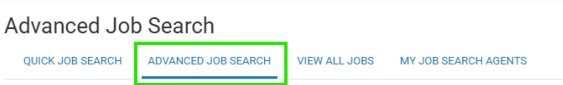
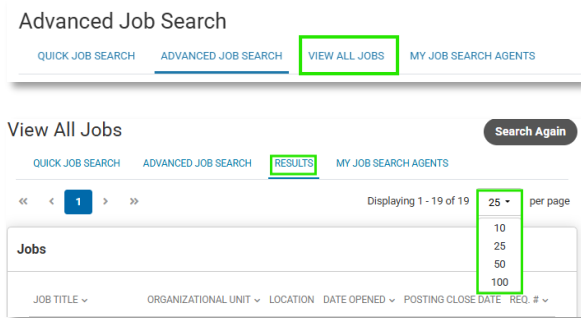
This guide explains how current University of Victoria employees can browse and apply for internal job opportunities using the UVic Careers system. It walks you through logging in, searching for jobs, uploading application documents, and submitting your application. Following these steps ensures your submission is complete and correctly routed through UVic's internal hiring process.

Log In using Single Sign-On

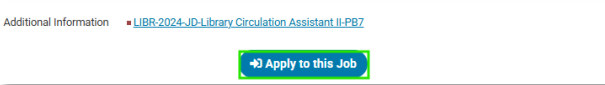
Step	Instructions	Screenshot example
0.0	Log In to UVic Careers using your NetlinkID and password. (uvic.mua.hrdepartment.com)	

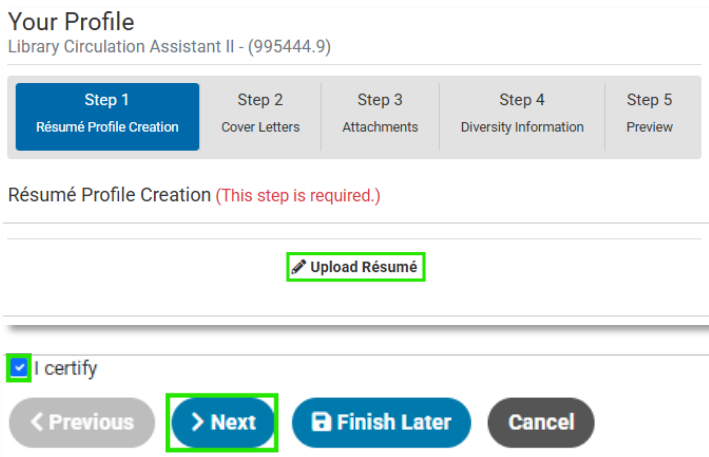
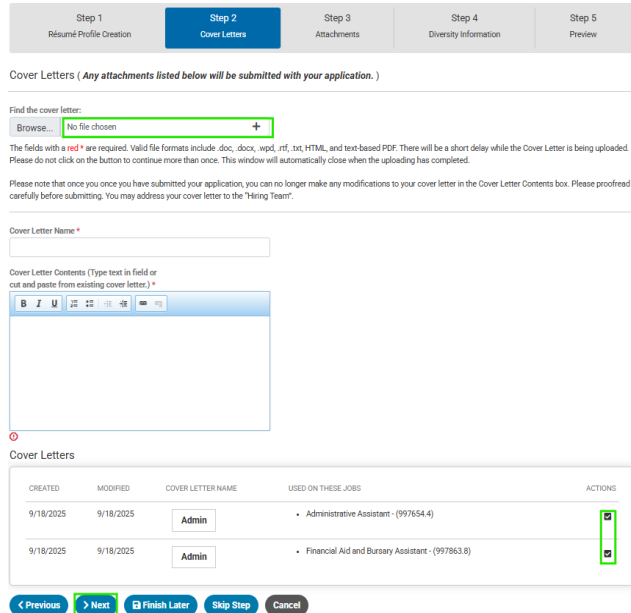
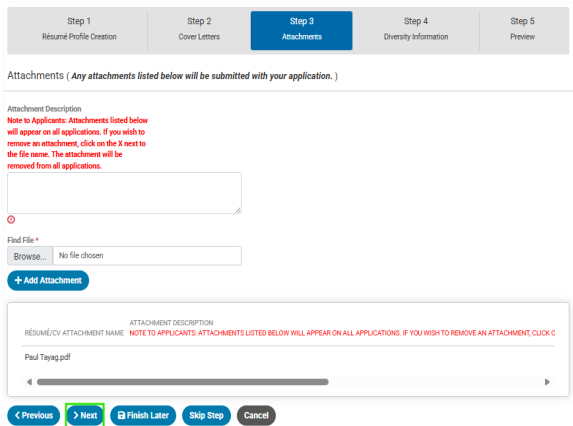
1. Search for jobs

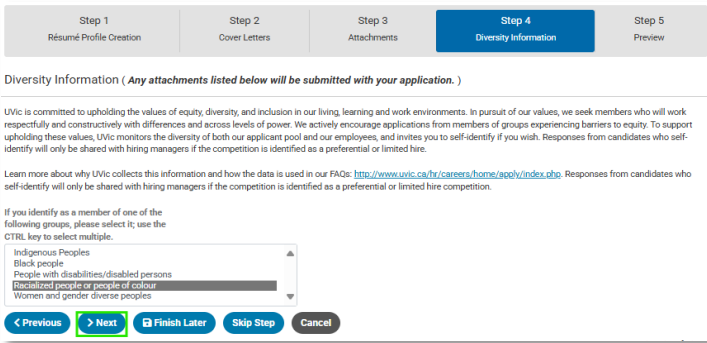
Step	Instructions	Screenshot example
1.1	From the top menu, select Career Centre, then select "Search jobs" from the left side menu. This will pull up the "Quick Job Search" tool.	

Step	Instructions	Screenshot example
1.2	Quick Job Search: allows you to search for a job by basic criteria.	 Quick Job Search
1.3	Use the Advanced Job Search feature to refine your results by organizational unit, requisition or posting number, professional level, or employee group.”	 Advanced Job Search
1.4	View All Jobs lists all current postings. Use the drop-down menu in the top right hand corner to change how many are displayed.	 Advanced Job Search View All Jobs
1.5	My Job Search Agents lets you set search parameters for specific types of jobs. The system will automatically email you when new postings match your criteria.	 Advanced Job Search

2. Apply for a job

Step	Instructions	Screenshot example
2.1	Select the job posting you want to apply for and click the job title to view full details such as salary grade, classification, employee group, and job description.	 Library Circulation Assistant II - (995444.9)
2.2	To apply, click Apply to this Job .	 Additional Information

Step	Instructions	Screenshot example
2.3	Click Upload Résumé to add your résumé, then review and edit the uploaded file if necessary. Verify your information, check the I certify box, and select “Next” to continue.	
2.4	On the next page, you can upload your cover letter. You may upload a Word or PDF file. Alternatively, you can select an existing cover letter stored in your profile by checking the box under Action. Each application can have a unique cover letter. When uploading a new Cover Letter, ensure the file name references the job you are applying for to differentiate them in the UVic Careers system. Click “Next” to proceed.	
2.5	Upload any additional supporting documents (e.g., certificates, licenses, transcripts) that may strengthen your application. Note: any required additional documentation will be mentioned in the posting details. Click “Next” to proceed.	

Step	Instructions	Screenshot example
2.6	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.	
2.7	Review your application one final time and if edits are required, click Edit to return to the relevant section. If no further changes are required, click “Finish” to submit your application. If your application is submitted successfully, a confirmation message will appear.”	