



UVIC CAREERS EXTERNAL CANDIDATES GUIDE

Résumé submission history

This guide outlines the process for reviewing and revisiting job applications submitted through the UVic Careers system. As an external candidate, you can use the résumé submission history feature to track the status of your applications, confirm successful submissions, or follow up on incomplete applications.

Non UVic employee login

Instructions	Screenshot example
Log in to UVic Careers using your email and password. (uvic.mua.hrdepartment.com)	

Step 1. Access submission history

Step	Instructions	Screenshot example
1.1	From the top navigation menu, select Career Center. A drop-down list will appear. From this list, choose Résumé Submission History. This option will direct you to the page where all your past and current job applications are stored. This page will feature a list of all jobs you have applied to.	

Step	Instructions	Screenshot example
1.2	In the Action section, click the three-dot menu beside a completed application. From here, you will have the option to: • View résumés you’ve submitted. • View the cover letter associated with the application. • Remove yourself from consideration for the position. Please note that once a cover letter or résumé has been submitted, it can no longer be updated.	Résumé Submission History The screenshot shows the 'Completed Applications' section. It displays a table with one application: REQ. # 993131.4, Job Title Account Executive, Executive Programs, Location University of Victoria, Victoria, BC, CA V8W 2Y2, Applied 9/22/2025, Current Status In Progress, and Next Interview None scheduled. The 'ACTIONS' column for this application contains a three-dot menu icon. Clicking this icon opens a dropdown menu with three options: 'View Résumé', 'View Cover Letter', and 'Remove Self from Consideration'.
1.3	If you see incomplete applications on the list, you can select an option in the “Action” column: • Click the play button to continue your application where you left off. • Click the cancel button to remove yourself from consideration and cancel your application.	The screenshot shows the 'Incomplete Applications' section. It displays a table with two applications: REQ. # 990990.2, Job Title Accommodated Exam Assistant, Location University of Victoria, Victoria, BC, CA V8W 2Y2, Current Step In Process Cover Letters (Step 2 of 5), Applied 9/22/2025; and REQ. # 992447.3, Job Title Manager, New Student Engagement, Location University of Victoria, Victoria, BC, CA V8W 2Y2, Current Step In Process Résumé Profile Creation (Step 1 of 5), Applied 9/22/2025. The 'ACTIONS' column for each application contains two buttons: a play button (to continue) and a cancel button (to remove from consideration).