

# 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

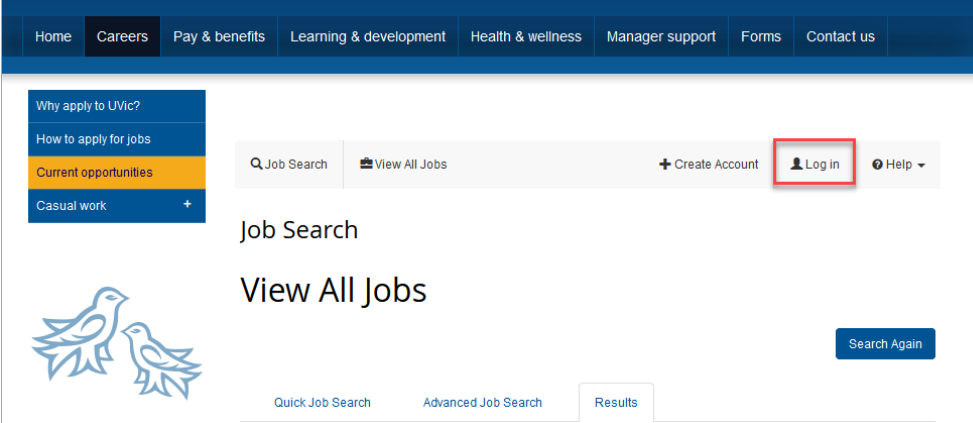
If you do not have a Netlink id, visit <https://www.uvic.ca/uvicid/> to set one up. You will need your Uvic V number and date of birth to complete the process.

## 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	<p><b>Signing into Uvic Careers</b></p> <p>Visit the Human Resources website at: <a href="https://www.uvic.ca/hr/careers/index.php">https://www.uvic.ca/hr/careers/index.php</a> and click on Current Opportunities</p>	 <p>The screenshot shows the Uvic Careers website interface. At the top, there is a navigation menu with links for Home, Careers, Pay &amp; benefits, Learning &amp; development, Health &amp; wellness, Manager support, Forms, and Contact us. Below the menu, there is a sidebar with links for 'Why apply to UVic?', 'How to apply for jobs', 'Current opportunities' (highlighted in orange), and 'Casual work'. The main content area features a search bar with 'Job Search' and 'View All Jobs' buttons, along with '+ Create Account', 'Log in' (highlighted with a red box), and 'Help' options. Below the search bar, there is a 'Job Search' section with a 'View All Jobs' link and a 'Search Again' button. At the bottom, there are tabs for 'Quick Job Search', 'Advanced Job Search', and 'Results'.</p>

2

Log in is done through single sign on, click 'Sign in to UVic'

If you have difficulties logging into your account, please email [uvicareers@uvic.ca](mailto:uvicareers@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

PASSWORD


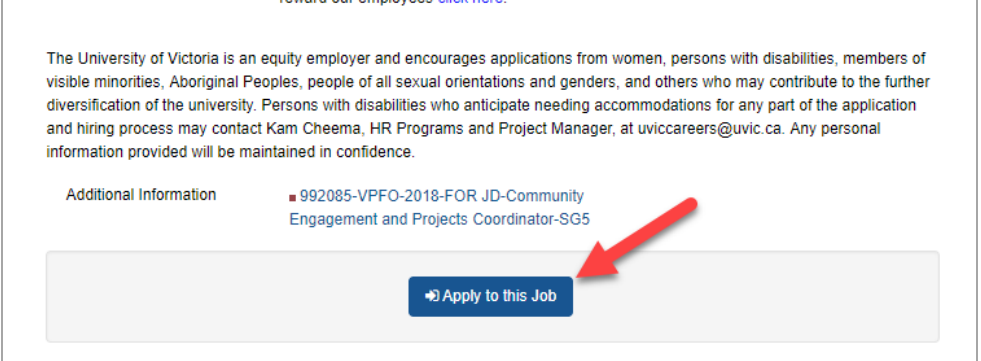
Email/Username and password are case sensitive. [Forgot your password?](#)

Log in

#

INSTRUCTIONS

SCREENSHOT

<p>3</p>	<p>If you see a position that interests you, select the job title to view the job details.</p>	 <p><b>Job Details</b></p> <p><a href="#">← Back to Search Results</a></p> <p><b>Community Engagement and Projects Coordinator - (992085)</b></p> <p><a href="#">Tweet</a></p> <p><a href="#">Share</a> Share this job as a link in your status update to LinkedIn.</p> <p>Organizational Unit University of Victoria -&gt; VP Finance and Operations -&gt; Budget &amp; Capital Planning</p> <p>Posting Close Date 29 June 2018</p> <p>Please note that positions will close at 4 p.m. on the closing date.</p> <p>FTE 1.0</p> <p>Salary Grade \$45,994.00 - \$51,766.00</p> <p>Salary posted reflects full FTE (will be prorated for part time)</p> <p>Classification SG5</p> <p>Start Date 9/10/2018</p> <p>End Date 9/10/2019</p> <p>Employee Group: PEA - Term</p> <p># of Hires Needed 1</p> <p>Additional Posting Information N/A</p> <p>Category Communications/Public Relations</p> <p>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.</p>
<p>4</p>	<p>Click the Apply to this Job button at the bottom of the screen.</p>	 <p>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 <a href="mailto:uviccareers@uvic.ca">uviccareers@uvic.ca</a>. Any personal information provided will be maintained in confidence.</p> <p>Additional Information <b>■ 992085-VPFO-2018-FOR JD-Community Engagement and Projects Coordinator-SG5</b></p> <p><a href="#">➔ Apply to this Job</a></p>

From the Résumé Profile Creation screen, select Upload Résumé if you have an electronic copy of your resumé.

Acceptable resumé formats include MS Word, RTF, plain text, HTML and text-based PDF.

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

### Your Profile Cashier - (H9985.59)

Step 1 Résumé Profile Creation	Step 2 Cover Letters	Step 3 Attachments	Step 4 Diversity Information	Step 5 Preview
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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** [Rich text editor toolbar]

**MONSTER**

← Main Menu

**CAREER CENTRE**

- My Résumés
- Résumé
- Cover Letters
- Résumé Attachments**
- Résumé Submission History
- Interview Invitations
- Job Search
- Offers
- New Hire Checklist

**My Résumés** Employees Search...

Career Centre / My Résumés / Résumé Attachments

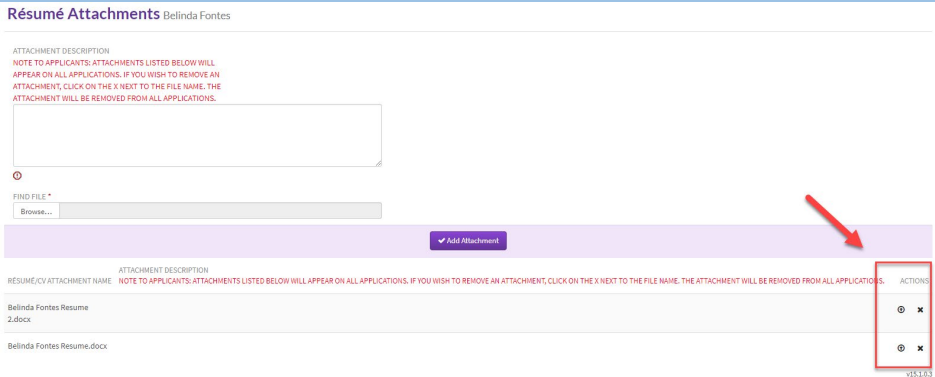
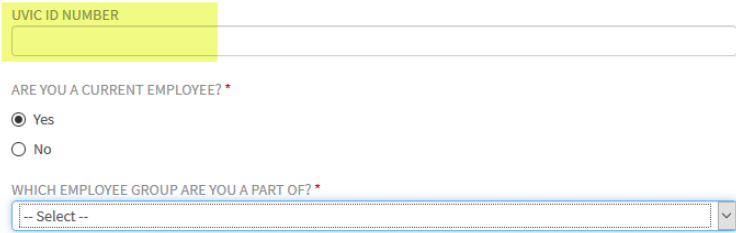
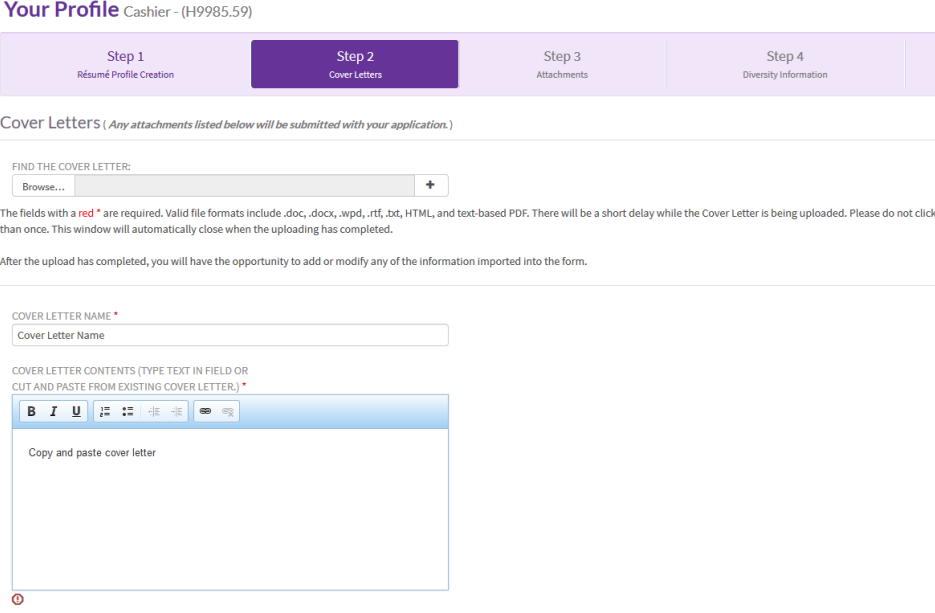
## Résumé Attachments REQUIRED QUALIFICATION

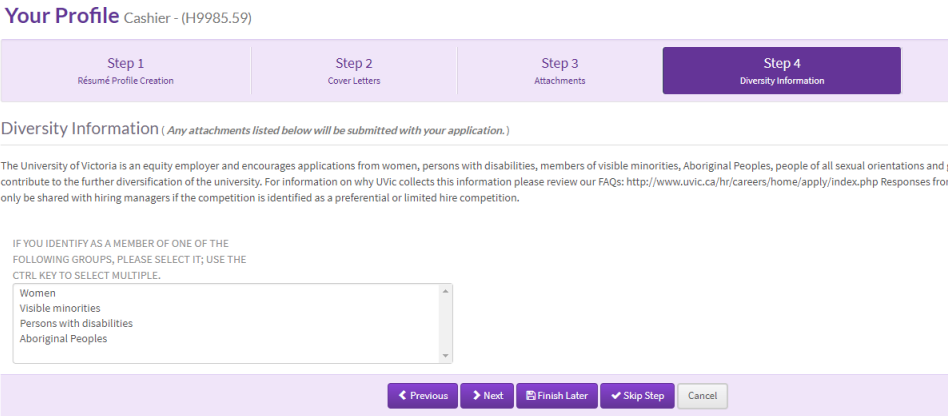
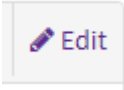
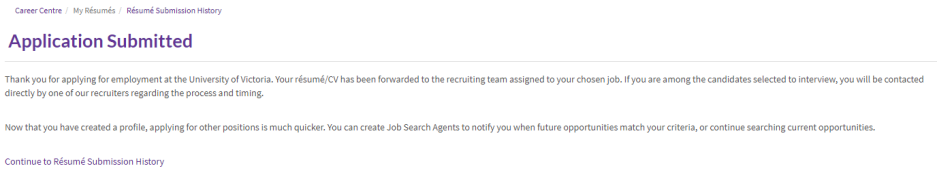
ATTACHMENT DESCRIPTION

**NOTE TO APPLICANTS: ATTACHMENTS LISTED BELOW WILL APPEAR ON ALL APPLICATIONS. IF YOU WISH TO REMOVE AN ATTACHMENT, CLICK ON THE X NEXT TO THE FILE NAME. THE ATTACHMENT WILL BE REMOVED FROM ALL APPLICATIONS.**

FIND FILE \*

Browse...

#	INSTRUCTIONS	SCREENSHOT									
6	<p>You may manage your attachments from the Career Centre – My Resumé – Resumé Attachments</p>	 <p><b>Résumé Attachments</b> Belinda Fontes</p> <p>ATTACHMENT DESCRIPTION</p> <p><small>NOTE TO APPLICANTS: ATTACHMENTS LISTED BELOW WILL APPEAR ON ALL APPLICATIONS. IF YOU WISH TO REMOVE AN ATTACHMENT, CLICK ON THE X NEXT TO THE FILE NAME. THE ATTACHMENT WILL BE REMOVED FROM ALL APPLICATIONS.</small></p> <p>FIND FILE * Browse... <input type="text"/></p> <p><input type="button" value="Add Attachment"/></p> <table border="1"> <thead> <tr> <th>ATTACHMENT DESCRIPTION</th> <th>RESUME/CV ATTACHMENT NAME</th> <th>ACTIONS</th> </tr> </thead> <tbody> <tr> <td></td> <td>Belinda Fontes Resume 2.docx</td> <td> </td> </tr> <tr> <td></td> <td>Belinda Fontes Resume.docx</td> <td> </td> </tr> </tbody> </table>	ATTACHMENT DESCRIPTION	RESUME/CV ATTACHMENT NAME	ACTIONS		Belinda Fontes Resume 2.docx			Belinda Fontes Resume.docx	
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7	<p>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</p>	 <p><b>UVIC ID NUMBER</b></p> <p>ARE YOU A CURRENT EMPLOYEE? *</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>WHICH EMPLOYEE GROUP ARE YOU A PART OF? *</p> <p>-- Select --</p>									
8	<p>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.</p> <p>This step is optional, though submitting a cover letter is recommended.</p> <p>Choose Next or Skip Step.</p>	 <p><b>Your Profile</b> Cashier - (H9985.59)</p> <p>Step 1 Résumé Profile Creation   <b>Step 2 Cover Letters</b>   Step 3 Attachments   Step 4 Diversity Information</p> <p>Cover Letters (Any attachments listed below will be submitted with your application.)</p> <p>FIND THE COVER LETTER: Browse... <input type="text"/></p> <p>The fields with a red * are required. Valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF. There will be a short delay while the Cover Letter is being uploaded. Please do not click on this window more than once. This window will automatically close when the uploading has completed.</p> <p>After the upload has completed, you will have the opportunity to add or modify any of the information imported into the form.</p> <p>COVER LETTER NAME * Cover Letter Name</p> <p>COVER LETTER CONTENTS (TYPE TEXT IN FIELD OR CUT AND PASTE FROM EXISTING COVER LETTER.) *</p> <p><b>B I U</b> [bulleted list] [numbered list] [link] [image] [undo] [redo]</p> <p>Copy and paste cover letter</p>									

#	INSTRUCTIONS	SCREENSHOT
9	<p>Provide diversity information if you wish. This step is optional.</p> <p>Diversity information is used for university reporting purposes only.</p> <p>Choose Next or Skip Step.</p>	
10	<p>Review your application on the Preview screen. It will appear in plain text. However, your formatted resumé will be viewable by the selection committee.</p> <p>When you are satisfied with your application, choose the Finish button to submit your application.</p>	<p>Use the <i>Edit</i> icon to make changes.</p> 
11	<p>You will receive a message that you have successfully completed the application process. Congratulations!</p>	
12	<p>You can log into the Career Centre to check your Resumé/CV Submission History at any time.</p> <p>If you are under consideration for the position, you will receive an email from the hiring administrator outlining the process and next steps.</p>	