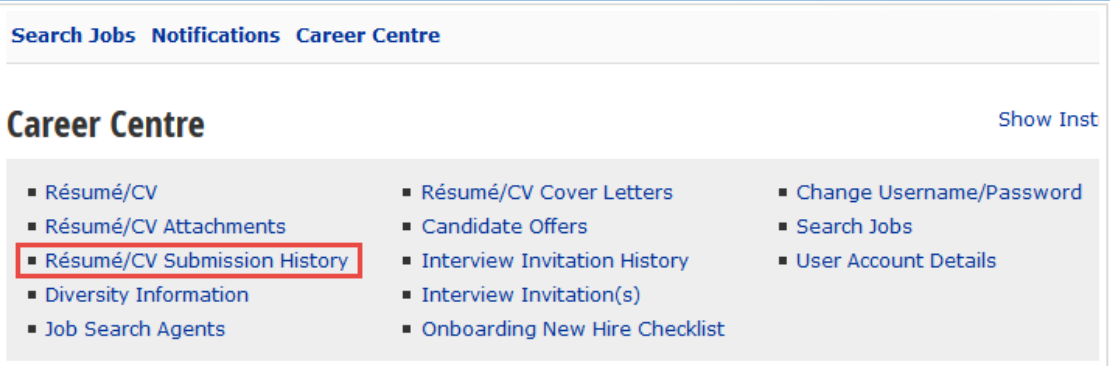


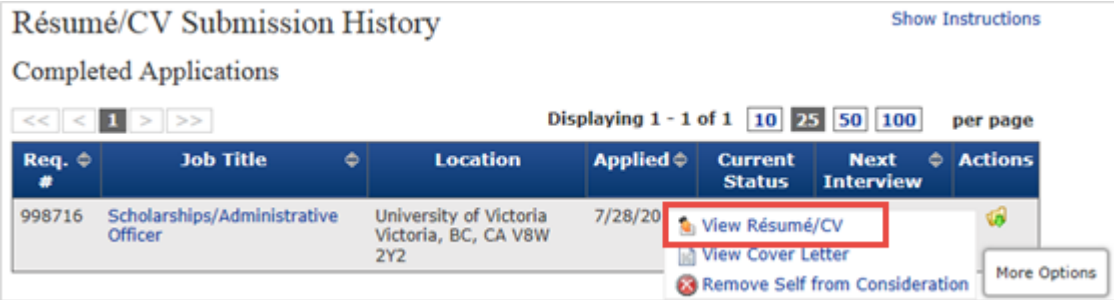


View your resumé submission history

This quick guide describes how to view your resumé submission history in the UVic Careers job management system. More resources: www.uvic.ca/hr/careers/home/apply

#	Instructions	Screenshot																																
1	From the Career Centre menu, select Resumé/CV Submission History .	 <p>Search Jobs Notifications Career Centre</p> <p>Career Centre Show Inst</p> <ul style="list-style-type: none"> Resumé/CV Resumé/CV Attachments Resumé/CV Submission History Diversity Information Job Search Agents Resumé/CV Cover Letters Candidate Offers Interview Invitation History Interview Invitation(s) Onboarding New Hire Checklist Change Username/Password Search Jobs User Account Details 																																
2	A list of the job applications you have submitted to UVic will appear.	 <p>Resumé/CV Submission History Show Instructions</p> <p>Completed Applications</p> <p>Displaying 1 - 1 of 1 10 25 50 100 per page</p> <table border="1"> <thead> <tr> <th>Req. #</th> <th>Job Title</th> <th>Location</th> <th>Applied</th> <th>Current Status</th> <th>Next Interview</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>998716</td> <td>Scholarships/Administrative Officer</td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/28/2014</td> <td>In Process</td> <td>None scheduled</td> <td></td> </tr> </tbody> </table>	Req. #	Job Title	Location	Applied	Current Status	Next Interview	Actions	998716	Scholarships/Administrative Officer	University of Victoria Victoria, BC, CA V8W 2Y2	7/28/2014	In Process	None scheduled																			
Req. #	Job Title	Location	Applied	Current Status	Next Interview	Actions																												
998716	Scholarships/Administrative Officer	University of Victoria Victoria, BC, CA V8W 2Y2	7/28/2014	In Process	None scheduled																													
3	<p>If you began the process of applying to a position, but chose the <i>Finish Later</i> button, your incomplete application will also be saved in this list.</p> <p>You can resume your submission by selecting the <i>Continue</i> button under the <i>Actions</i> column.</p>	 <p>Resumé/CV Submission History Show Instructions</p> <p>Completed Applications</p> <p>Displaying 1 - 1 of 1 10 25 50 100 per page</p> <table border="1"> <thead> <tr> <th>Req. #</th> <th>Job Title</th> <th>Location</th> <th>Applied</th> <th>Current Status</th> <th>Next Interview</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>998716</td> <td>Scholarships/Administrative Officer</td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/28/2014</td> <td>In Process</td> <td>None scheduled</td> <td></td> </tr> </tbody> </table> <p>Incomplete Applications</p> <p>Displaying 1 - 2 of 2 10 25 50 100 per page</p> <table border="1"> <thead> <tr> <th>Req. #</th> <th>Job Title</th> <th>Location</th> <th>Current Step in Process</th> <th>Applied</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>994509</td> <td>Human Resources Consultant (Generalist)</td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>Resumé/CV Profile Creation (Step 1 of 4)</td> <td>7/28/2014</td> <td> </td> </tr> <tr> <td>993937</td> <td>Assessment and Evaluation Assistant</td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>Resumé/CV Profile Creation (Step 1 of 5)</td> <td>7/28/2014</td> <td> </td> </tr> </tbody> </table>	Req. #	Job Title	Location	Applied	Current Status	Next Interview	Actions	998716	Scholarships/Administrative Officer	University of Victoria Victoria, BC, CA V8W 2Y2	7/28/2014	In Process	None scheduled		Req. #	Job Title	Location	Current Step in Process	Applied	Actions	994509	Human Resources Consultant (Generalist)	University of Victoria Victoria, BC, CA V8W 2Y2	Resumé/CV Profile Creation (Step 1 of 4)	7/28/2014		993937	Assessment and Evaluation Assistant	University of Victoria Victoria, BC, CA V8W 2Y2	Resumé/CV Profile Creation (Step 1 of 5)	7/28/2014	
Req. #	Job Title	Location	Applied	Current Status	Next Interview	Actions																												
998716	Scholarships/Administrative Officer	University of Victoria Victoria, BC, CA V8W 2Y2	7/28/2014	In Process	None scheduled																													
Req. #	Job Title	Location	Current Step in Process	Applied	Actions																													
994509	Human Resources Consultant (Generalist)	University of Victoria Victoria, BC, CA V8W 2Y2	Resumé/CV Profile Creation (Step 1 of 4)	7/28/2014																														
993937	Assessment and Evaluation Assistant	University of Victoria Victoria, BC, CA V8W 2Y2	Resumé/CV Profile Creation (Step 1 of 5)	7/28/2014																														

#	Instructions	Screenshot														
4	<p>Choose View Résumé/CV to view the version of the resumé you submitted with your job application.</p> <p>Choose View Cover Letter to view the version of the cover letter you submitted with your job application. If the job posting is still open, you may add a cover letter here if you did not previously submit one.</p> <p>To revise your submission, choose the More Options icon (🔍) > View Résumé/CV. Mouse over the page title, and choose Edit Résumé/CV. Make Changes as required and choose Submit.</p> <p>TIP: You may edit your application as long as the posting is still open. The hiring manager will be able to view the original resumé you submitted in addition to your latest upload.</p>	 <p>Résumé/CV Submission History Show Instructions</p> <p>Completed Applications</p> <p>Displaying 1 - 1 of 1 10 25 50 100 per page</p> <table border="1"> <thead> <tr> <th>Req. #</th> <th>Job Title</th> <th>Location</th> <th>Applied</th> <th>Current Status</th> <th>Next Interview</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>998716</td> <td>Scholarships/Administrative Officer</td> <td>University of Victoria Victoria, BC, CA V8W 2Y2</td> <td>7/28/20</td> <td></td> <td></td> <td> View Résumé/CV View Cover Letter Remove Self from Consideration </td> </tr> </tbody> </table> <p>View Résumé/CV</p> <p>Edit Résumé/CV Résumé/CV Submission History</p>	Req. #	Job Title	Location	Applied	Current Status	Next Interview	Actions	998716	Scholarships/Administrative Officer	University of Victoria Victoria, BC, CA V8W 2Y2	7/28/20			View Résumé/CV View Cover Letter Remove Self from Consideration
Req. #	Job Title	Location	Applied	Current Status	Next Interview	Actions										
998716	Scholarships/Administrative Officer	University of Victoria Victoria, BC, CA V8W 2Y2	7/28/20			View Résumé/CV View Cover Letter Remove Self from Consideration										