Applying to **Working at Western**

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Applying to Working at Western - Introduction

Western delivers an exemplary learning experience that engages the best and brightest people. Those who work at our University have the opportunity to pursue a career that is rewarding, engaging and satisfying. During the busiest times of the academic year, we employ more than 12,000 people. Read more about the benefits of working at Western.

View staff position postings anytime and apply on-line

Job opportunities are posted on our **Working at Western** site as they become available. New opportunities arise frequently. Please check back often to view our latest postings.

When you apply online for a position for the first time, you will be asked to provide an active email address and current phone number, as well as details about your employment history, education, skills, qualifications and other information. You can apply at any time and have the option to upload supporting PDF documents such as a current CV, resume or cover letter, along with your application.

The online application system allows hiring representatives at Western to easily receive, review and compare your qualifications with others who are applying, ensuring that your application is given fair consideration.

If you do not have access to a computer, you are encouraged to visit us on campus. Computer access and assistance are available in the Human Resources Communication Centre located in the Support Services Building, Room 5100.

1. Logging in

If you are having difficulty logging in or with web pages not loading correctly please read the document "Having Trouble with Working at Western or My Human Resources?

To go to **Working at Western**, select the link that best describes you:

> I am a current Western employee or I have worked at Western within the past six months

If you work at Western, or have worked at Western within the past six months, the above link will allow you to log into **My Human Resources.** Select **Working at Western.** Then select **Careers** to bring up Careers Home where you may review postings and apply.

If you are a current or recent Western employee and need assistance with your Western user name or password, please visit our "How do I…" webpage.

> I do *not* work at Western and have *not* worked at Western within the past six months

The above link will take external applicants to Careers Home, where you may review postings and apply. First-time external applicants will select "click here to Register" and create a user name and password.

If you have applied before, login with the user name and password you previously created. Select **Login Help** if you need assistance.

After login, under **My Career Tools**, select "My Profile" to add or update your personal and contact information.

Updating personal/contact information

Current or recent employees will login through My Human Resources and select **Personal Information**.

External applicants will navigate to Careers Home, login, and select "My Profile".

Changes to your contact information will be updated on all jobs you have applied to.

2. Viewing career opportunities

From the Careers Home page you can:

View job postings – Refer to the list of currently available positions under **Latest Job Postings**. Click on the blue posting title and the job posting details will display. The application closing date is displayed at the very bottom; the posting will be removed after this date.

Print job postings – Click on the blue posting title. Click "Open Printer Friendly View" at top and select File / Print.

Search for jobs* –Use "Advanced Search**"** in the top left search section to find specific postings by choosing from the drop down menu and clicking "Search".

After login, you can:

Save jobs* – Select the job posting(s) that interest you and click "Save Jobs" at bottom.
To access your list, select **My Saved Jobs** at top. From here, you can view postings and apply to jobs provided that the application closing date has not passed.

Apply for jobs – You must select a job posting in order to complete an application. Be sure to apply on or before the closing date displayed at the bottom of the job posting.

* You may find these tools helpful when there are many job openings to scroll through on Careers Home.

3. Applying for a position

1) Select a job to apply to:

- From Careers Home, under **Latest Job Postings,** click on the box □ to select a job(s).
- Scroll down and click "Apply Now".
- You can apply to more than one job at the same time. Please be sure that you have the required qualifications for each role. If you wish to upload different cover letters, apply to each job separately (see step 3 below).

2) Save your application frequently:
- Click "Save" (at top or bottom of **My Application**) every few minutes to avoid loss of work. Information is not stored until you click "Save".
- You can save your application and submit at a later time. Your application will be saved in draft status.

3) Complete the following application sections to ensure that Western hiring managers can fully review and assess your application:

- Contact Information - click on "Edit Contact Information"
- Work Experience – enter your employment details and address. If you have an electronic version of your resume you can copy and paste information into the Responsibilities section.
- Education History – indicate Highest Education Level from the drop down. College/ University Education is required if completed or in progress.
- Languages – indicate languages other than English
- Any other relevant sections

4) Add _and_ Select Attachments (optional) – In addition to completing the sections noted above, you have the option to upload supporting PDF documents such as a current resume or cover letter. Before submitting your application, you need to select the attachments you wish to include along with the application. [Read more about adding attachments](#).

5) Submit your application:

- Complete the questionnaire sections if you have not already done so.
- Click "Submit" when you are ready to submit your application and attachments (optional).
- You will receive an email notification that your application was received.

4. Adding attachments to your application

You have the option to upload supporting documents such as a current resume or cover letter, when you complete an application. **Any documents submitted must be uploaded as a PDF file**. Microsoft Word and other formats cannot be uploaded.

Submitting PDF attachments with your application requires **two steps**:

1) **Add the PDF document to your list of attachments**
   • Click "My Attachments".
   • Click "+Add New Attachments".
   • Select the Attachment Type from the drop down.
   • Type a description if you wish e.g. Admin Assistant Cover.
   • Click "Select File to Upload", and then browse and choose the PDF file you wish to upload.

2) **Select and submit attachment**
   • Documents you have uploaded will list in the Attachments section of your application. To submit the attachment(s) when applying for a specific job, click the box beside each attachment you wish to include.
   • Click "Save".
   Only attachments marked with a check mark will be submitted with your application.

View prior attachments - From Careers Home, click "Resumes/CVs and Attachments" under My Career Tools. A list of your existing attachments displays at bottom. To view an attachment, click on the blue document title. To view which attachments you included with a specific application refer to section 5 "Managing your prior applications".

Delete attachments – You can only delete attachments that have never been submitted. From Careers Home, click "Resumes/CVs and Attachments" under My Career Tools. To delete the attachment, click the trash can at right. The trash can will not display if the attachment was previously submitted.

PDF FAQs

Can I password protect my PDF file? - No, we cannot accept password protected files.

How large can my PDF file be? - Your PDF file cannot exceed 15360 KB.

How long does it take to upload? – There are many factors affecting upload speed including internet network connection and file size. It may take a few minutes to upload a large PDF file.

Can I upload other types of files? - No, at this time we only permit PDF files.

PDF Troubleshooting

I'm getting the message "There is a problem with your attached file" - There are a number of reasons you may receive this message. If your document has been corrupted or is not a true PDF file, the system will reject it and generate this message. Recreate your PDF document and try uploading it again.

Files that contain a virus will also be rejected. Try recreating your PDF document ensuring your virus protection software is running.

Your file may be password protected. Recreate your PDF document ensuring your document is not password protected.

The name of your file must be shorter than 65 characters and contain no punctuation.

Creating PDF documents - PDF (Portable Document Format) is a file format that retains the formatting you intended. Many recent versions of word processing software, such as Microsoft Word can generate PDF documents. There are also freeware PDF generators available on the internet.

How to save your Microsoft Word 2010 Document as a PDF in Windows
- Create or open an existing Microsoft Word 2010 document.
- Click the **File** tab and select **Save As**. A new window will open at this point.
- Select the location and folder where the document will be stored.
- In the **File Name** box, enter a name* for the file, if you haven't already. In the **Save as** Type list, select **PDF (*.pdf)** from the dropdown.
- Click **Save.** For more information, please refer to office.microsoft.com

How to save your Microsoft Word 2007 Document as a PDF in Windows
- Create or open an existing Microsoft Word 2007 document.
- Click the **Microsoft Office Button**, point to the arrow next to **Save As**, and then click **PDF or XPS.** A new window will open at this point.
- Select the location and folder where the document will be stored.
- In the **File Name** list, enter a name* for the file, if you haven't already. In the **Save as Type** list, select **PDF (*.pdf)** from the dropdown.
- Click **Publish.**   For more information, please refer to office.microsoft.com

Scanning Documents – You may create PDF files by scanning your document**.** Scanning can create very large files which can be more difficult to load and can cause problems. It is recommended that you scan in 'Grey Scale" or black and white, rather than colour for best results. You may also want to keep your file to a manageable size by scanning at a lower quality setting.

Viewing your PDF documents - You need Adobe's Acrobat Reader for Windows or Mac. Click the image below to download a free copy if it's not currently installed on your computer.

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5. Managing prior applications

View prior applications - From Careers Home, click "Applications" under **My Career Tools**. Under **My Applications**, select from the drop down list and click "Refresh" to display a list of your prior applications. To change the sort order of the list, click any column heading.

Click on the blue job title to view your application. After opening the application, you can view the job posting details by clicking the blue posting title at top.

To view the attachments you submitted with your application, click **My Attachments**. The submitted attachments are marked with a check mark.

Update prior applications – If your prior application is in draft status (i.e. has not been submitted) <u>and</u> the posting is still active, you can update your application and apply.

You cannot change or update* a previously submitted application; however, you can resubmit. For example, if you accidentally omitted important information or an attachment and the posting is still active, you can reapply to the same job. Go to Careers Home, select the posting and click "Apply Now". Review and update your information and/or attachments as desired. Only your most recent application will be considered.

*You can update your personal/contact information on submitted applications anytime. Read more about updating contact information.

Withdraw an application – If you no longer wish to be considered for a position that you applied to, please notify Human Resources at hrhelp@uwo.ca.

6. Tips and FAQs

Tips

Stay active - You will be logged out after 20 minutes of inactivity. To avoid timing out, move to another page. You can return again before submitting your application.

Save frequently - Click "Save" (at top or bottom of **My Application**) every few minutes to avoid loss of work. Information is not stored until you click "Save". When you are ready to forward your application, click "Submit".

Navigation - Do not use the Forward or Back arrow buttons on your browser's toolbar. Instead, use the "Next" and "Previous" buttons that appear within the application.

Adjust your pop-up blocker settings - This will enable the system to notify you if your session is about to time out. You will have one minute to click the OK button on this helpful notification window to ensure your session remains active. To adjust your pop-up blocker settings please read the document "Having Trouble with Working at Western or My Human Resources?

FAQs

Can I preview an application?   Sorry, there is no option to preview an application.

Will my prior application(s) still be available for me to view or use? You will be able to view your prior applications. You cannot change or update a previously submitted application. When you apply to a new position, information previously submitted will be brought forward although there are some sections that may display differently e.g. education. Read more about prior applications.

Who do I address my cover letter to? – Human Resources does not provide hiring manager information as hiring occurs within departments. "Dear Hiring Manager" is an appropriate salutation for any cover letter.

What if there is not enough space to type a position title or program name? - Common acronyms or abbreviations are acceptable.

Should I include references now? - There is no need to include references as they are only required at an interview stage.

Will I receive notification if the job vacancy has been filled by another candidate? - We thank all applicants who apply; however, only those selected for an interview will be contacted directly. When the hiring process has fully completed, an email notification will be sent to all applicants. Please note that this process may take up to a few months for some job postings.

7. Need assistance?

Troubleshooting

- If you are having difficulty with web pages not loading correctly please read the document "Having Trouble with Working at Western or My Human Resources?

- If you are having difficulty with the system, try deleting all "cookies" and temporary files via your browser's "Tools > Options" menu.

- Make sure you have only one browser window open while going through the application process. More than one browser open may cause complications in your application session.

- If you did not receive a automatic reply email when your application was submitted, check your junk mail and ensure your settings allow email from hr-communication@uwo.ca

- Upside down question marks appear through copy and paste of characters such as bullets, dashes and quotation marks. Candidates are not penalized for this system formatting error. To remove you can delete the ¿ and retype the character.

Contact us

For further information or assistance, please contact Western Human Resources at 519-661-2194 or email hrhelp@uwo.ca.

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8. Our Privacy Statement - read

9. Western is committed to employment equity

Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Western is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Learn more about diversity in the workplace from Western's Equity & Human Rights Services website.

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