



Applying at McGill University – Guide for Candidates (Internal)

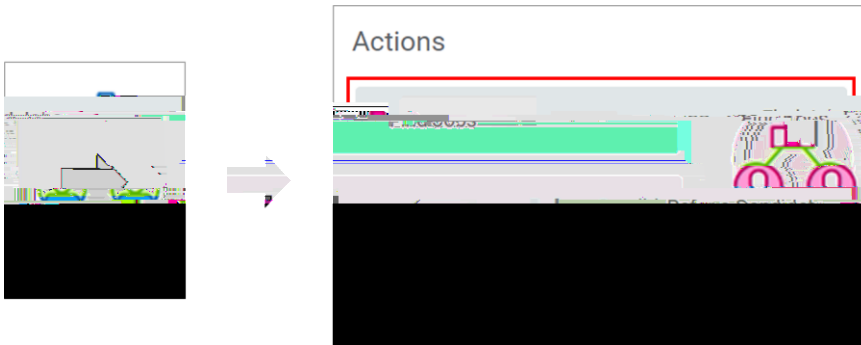
McGill is a community of lifelong learners — this is where passionate, open minds come together. We create unique experiences for students, staff and faculty, supporting research that changes lives and innovation that drives progress. Connect your work to something bigger. Help shape a better future.

- JOB APPLICATION FOR INTERNAL (ACTIVE) EMPLOYEES..... 2**
 - FIND JOBS 2
 - APPLY FOR A JOB..... 3
 - VIEW YOUR APPLICATIONS..... 4
- DURING THE RECRUITING PROCESS 5**
 - SELECTION PROCESS..... 5
 - VIEWING AND ACCEPTING YOUR OFFER 5

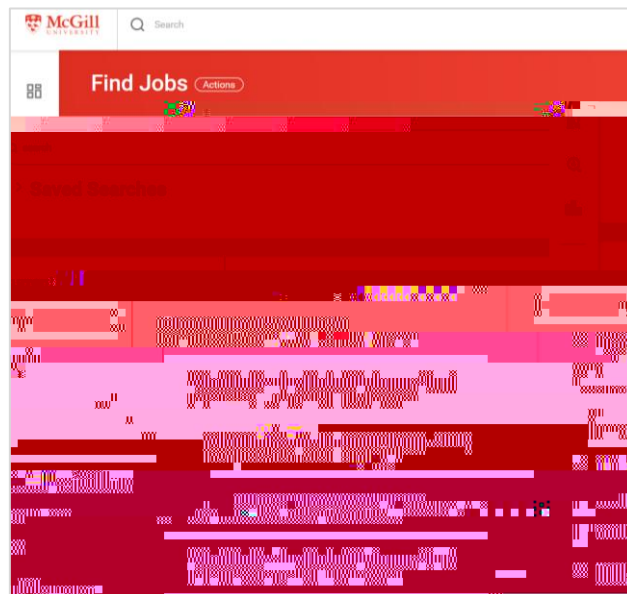
JOB APPLICATION FOR INTERNAL (ACTIVE) EMPLOYEES

FIND JOBS

1. Open the **Career** application and click **Find Jobs**.
You can also type “Find Jobs” in the search bar.



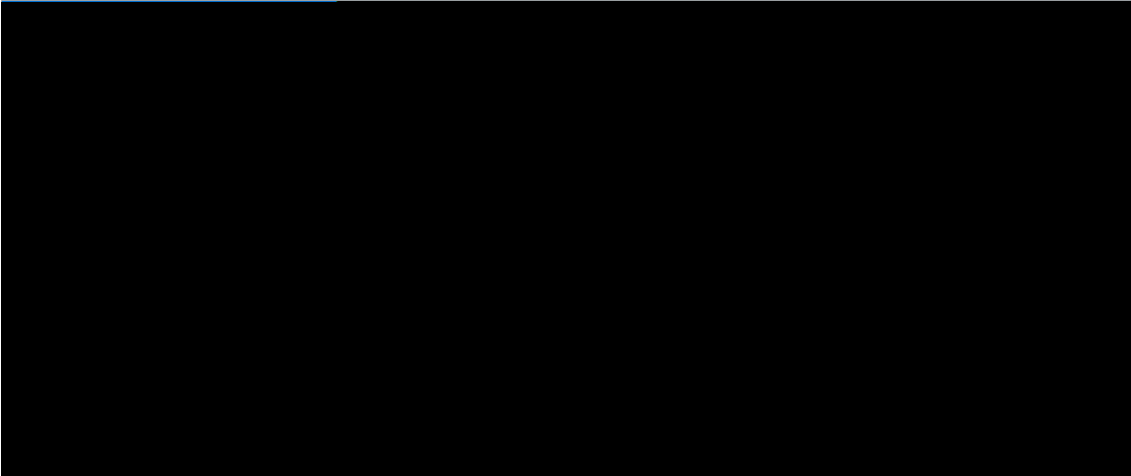
2. View open positions on the page. You can use filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.
3. Click the open position you are interested in to view the job description.



APPLY FOR A JOB

Once you have found a job you want to apply for, you can apply directly through your Workday account.

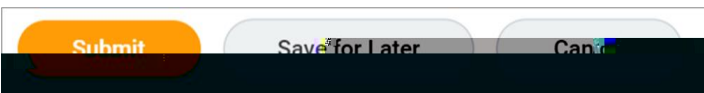
1. Click the **Apply** button.
2. Once you click Apply, the information entered in your Worker profile will automatically be populated. If needed, click on **Go to Your Profile** and make any updates you would like included in this job application. Navigate back to the job posting and click **Apply** again.



3. Click on **Select files** in the Resume/Cover Letter section or drag and drop files in the designated area to attach them to your application.



4. Click **Save for Later** if you would like to complete your application later or click **Submit** to submit your application.

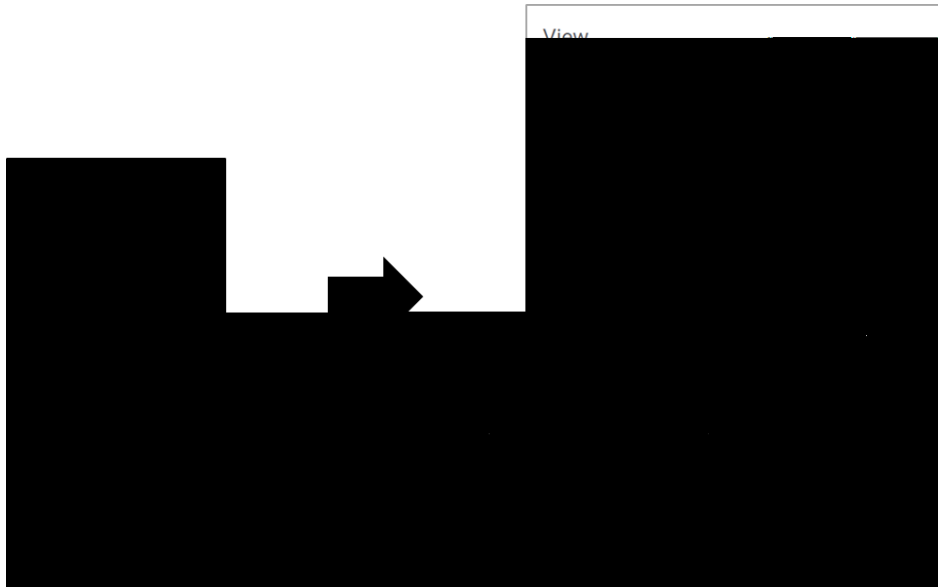


Note

Any additional edits made to your Worker profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included.

VIEW YOUR APPLICATIONS

From the Career application, click **My Applications** under **View**.



From here, you can see the date you applied for the position, your stage in the process, and additional information regarding the position.



DURING THE RECRUITING PROCESS

SELECTION PROCESS

During the selection process, you may be triggered to enter additional information, such as references, etc. If the Recruiter requires more information for you to enter, you will receive an email notifying you that there are tasks awaiting your attention in your Workday profile.

You will receive the tasks directly in your Workday inbox (e.g. Complete questionnaire for reference checks). Enter the requested information and Submit.

VIEWING AND ACCEPTING YOUR OFFER

You will receive your offer letter directly in your Workday inbox.

1. Click on the action, open the PDF letter, review the letter and if you agree, **check the I Agree box** to acknowledge that you have read and accept the terms of the offer letter.
2. By clicking **OK** you will accept the position offered to you.