McGill University is proud to offer you an intuitive and cutting edge career management system (myFuture), which allows us to serve you better and more efficiently.

myFuture is an online job search and career tools suite which is centrally shared by the McGill Career Planning Service (CaPS), the Engineering Career Centre, Soutar Career Centre at the Desautels Faculty of Management and the Faculty of Law Career Development Office (CDO).

myFuture allows students to:
- search and apply for jobs (summer, full-time, part-time) & internships/coops;
- upload documents such as cover letters, resumes and transcripts;
- access numerous resources for your job search & career exploration;
- participate in on-campus recruitment; sign up for interviews with employers;
- register for events (workshops, info sessions, networking events, career fairs);
- view employer profiles; and
- view announcements and create search agents

All students automatically have access to myFuture and can login by using the appropriate faculty-specific URL.

Note: all students have access to CaPS myFuture. Students in Law, Management or Engineering can toggle between their faculty’s myFuture and CaPS myFuture.
SIGNING-IN
Consult the last page for the appropriate URL of your faculty’s myFuture. On the Sign in tab enter your username and password:
McGill username (john.smith@mail.mcgill.ca)
McGill Password (email password)

If you are having difficulties signing in, please consult the IT Services webpage (www.mcgill.ca/it) and search the Knowledge Base for myFuture.

CAREER RESOURCES
myFuture has many resources to help you in your job search and career exploration. Click on the main Resources tab and then select the Career Resources tab from the drop down menu to see what’s available.

To filter your results, click on the Type and select from the drop-down menu. For example, you can select Self Assessment to bring up resources related to self assessment.

VIEWING AND APPLYING TO JOBS
From the Jobs tab you can search hundreds of jobs and internships posted through our offices. You can create and save a search agent through the Advanced Search tab to automatically be notified via email when jobs that meet your search criteria are posted. You can also add jobs to your Favorites to view at a later date.

Click on the Job Title to view the job description qualifications and how to apply.
CREATING SEARCH AGENTS

Click on the Advanced Search tab under the Jobs section. Type a “Search Agent Title” into the “Save As” field and click the checkbox to save it. Select the criteria the search agent will be based on. Click Submit.

APPLYING TO JOBS

To apply for a job through myFuture, make sure you have uploaded the required documents in Word Format through the Documents tab by clicking Add New. Note: Uploading your documents here does not mean that your application is automatically sent to the employer.

REGISTERING FOR EVENTS

Under the Events tab there are 3 sub-tabs: Career Fairs, Information Sessions and Workshop/Panels/Events. Check out the different tabs to view all current activities (company sponsored events may be listed under any of the tabs). To register for an event, click on the event title to view the details of the event. You can register by clicking on the RSVP button. If you wish to cancel your registration, you can do so by clicking on the Cancel RSVP button.
MCGILL CAREER PLANNING SERVICE (CaPS)
Log in at:
caps.myfuture.mcgill.ca

Contact us - Downtown
Brown Student Services Building
3600 McTavish, Suite 2200
Montreal, QC H3A OG3

514-398-3304
careers.caps@mcgill.ca
http://caps.mcgill.ca

Contact us - Macdonald Campus
Contennial Centre
21,111 Lakeshore Road
Ste-Anne-de-Bellevue, QC H9X 3V9

514-398-7592
casp.macdonald@mcgill.ca
www.mcgill.ca/caps

ENGINEERING CAREER CENTRE
Log in at:
engineering.myfuture.mcgill.ca

Contact us
Frank Dawson Adams Building
3450 University Street, Room 22
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514-398-8100
careers4engineers@mcgill.ca
www.mcgill.ca/careers4engineers

SOUTAR CAREER CENTRE DESAUTELS FACULTY OF MANAGEMENT
Log in at:
management.myfuture.mcgill.ca

Contact us
1001 Sherbrooke St. West, Room 650
Montreal, QC H3A 1G5

514-398-2996
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www.mcgill.ca/desautels/career

FACULTY OF LAW CAREER DEVELOPMENT OFFICE
Log in at:
law.myfuture.mcgill.ca

Contact us
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