



McGill

*my*Future

Your job search and
career tools suite



myFuture

McGill University is proud to offer you an intuitive and cutting edge career management system, 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, Career Services at the Desautels Faculty of Management, and the Faculty of Law Career Development Office (CDO).

myFuture allows students to:

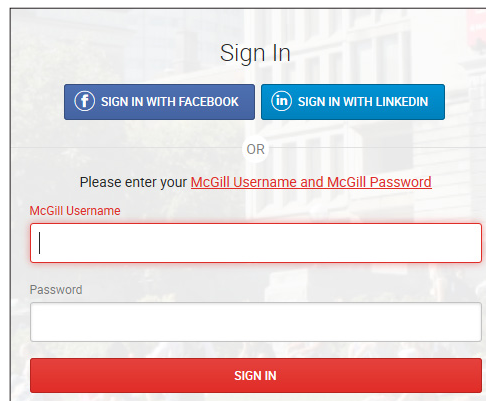
- search and apply for jobs and internships;
- upload documents such as cover letters, resumes and transcripts;
- view numerous publications designed to help you in your career education;
- participate in on-campus recruitment;
- sign up for interviews with employers;
- sign up for events (workshops, info sessions, networking events);
- view employer profiles; and
- view announcements and alerts.

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 who are in Law, Management or Engineering can toggle between their faculty's myFuture and CaPS myFuture.

Signing-in

Consult the back cover for the appropriate URL of your faculty's myFuture. From the **Sign in tab** enter your username and password:

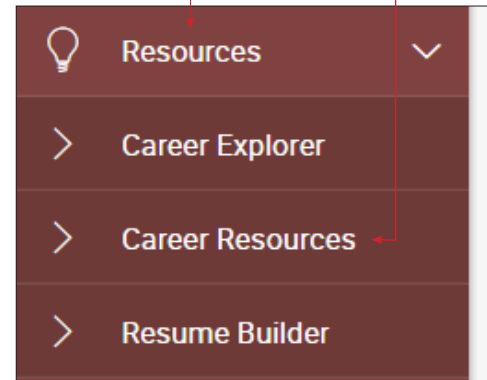
McGill Username (john.smith@mail.mcgill.ca)
McGill Password (email password)



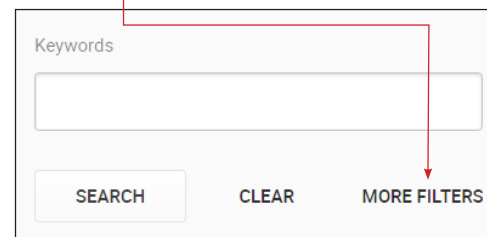
If you are having difficulties signing in, please consult the IT Services webpage (www.mcgill.ca/it) and search the Knowledge Base for myFuture.

Career Resources

myFuture has many resources to help you in your job search and career exploration. Click on the **Resources tab** and then the **Career Resources tab** to see what is available.

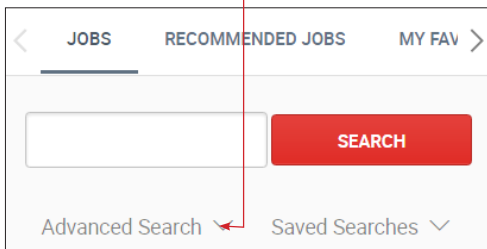
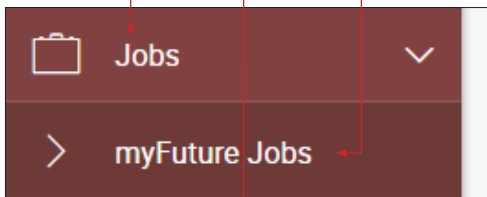


To filter your results, either use the **keyword** search or click **More Filters** and select from the drop down menu.



Viewing and Applying to Jobs

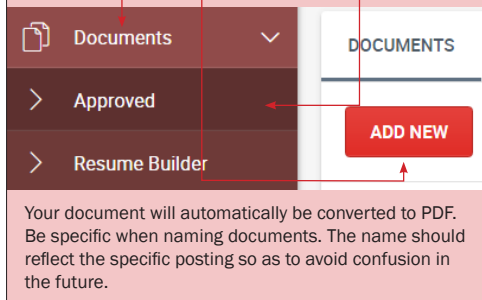
From the **Jobs** tab, followed by the **myFuture Jobs** tab, you can search the hundreds of jobs and internships posted through our offices, create and save a search agent through the **Advanced Search** tab and have an email sent to you directly with your results. You can also add jobs to your **favourites** to view at a later date.



Click on the **Job Title** to view the job description, qualifications and how to apply.

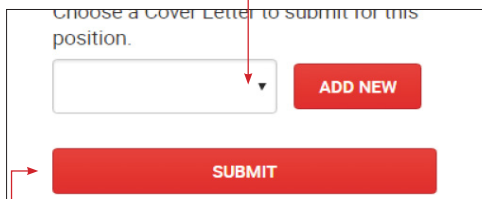


To apply for a job through *myFuture*, you must first upload the required documents in *Word* format through the **Documents** tab by clicking the **Approved** tab followed by the **Add New** button.



Your document will automatically be converted to PDF. Be specific when naming documents. The name should reflect the specific posting so as to avoid confusion in the future.

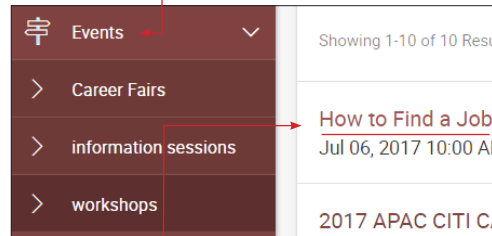
To apply, after you have clicked on the job title you are interested in, click on the **Apply** button, select your document(s) from the **drop down menu** in the job posting.



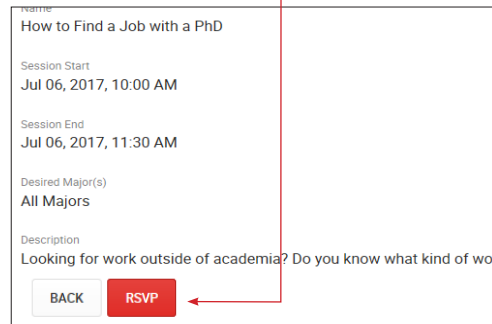
Once you have selected the appropriate documents, make sure to click on the **Submit** button to send your application.

Registering for Events

Under the **Events** tab there are 3 sub-tabs: **Career Fairs, Information Sessions** and **Workshops**. Check out the different sections to view all current activities (company-sponsored events may be listed in any of these tabs).



Click on the **Event title** to view the description. You can register by clicking on the **RSVP** button. If you decide to cancel your registration, you can do so by clicking on the **Cancel RSVP** button, 24 hours prior to the deadline. Note that there is no registration required for career fairs as registration is done at the door.



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 0G3

514-398-3304
careers.caps@mcgill.ca
www.mcgill.ca/caps

Macdonald Campus

Centennial Centre
21,111 Lakeshore Road
Ste-Anne-de-Bellevue, QC H9X 3V9

514-398-7582
caps.macdonald@mcgill.ca
www.mcgill.ca/caps

Engineering Career Centre



Log in at:
engineering.myfuture.mcgill.ca

Contact us

McGill Engineering Student Centre
Frank Dawson Adams Building
3450 University Street, Room 22
Montreal, QC H3A 2A7

514-398-8100
careers4engineers@mcgill.ca
www.mcgill.ca/careers4engineers

Career Services at the 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
careercentre.mgmt@mcgill.ca
www.mcgill.ca/desautels/career

Faculty of Law Career Development Office



Log in at:
law.myfuture.mcgill.ca

Contact us

3644 Peel Street, Room 416
Montreal, QC H3A 1W9

514-398-6159
placement.law@mcgill.ca
www.mcgill.ca/cdo



myFuture
on the go!

Take your job search on-the-go with smart features to easily search and apply for jobs, manage your interviews and connect with employers.

Download the *Careers by Symplicity* App today!

Login using your McGill Username & Password

