

# Applying at McGill University – Guide for Candidates (External or Former Employees)

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.

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# JOB APPLICATION FOR EXTERNAL AND FORMER EMPLOYEES

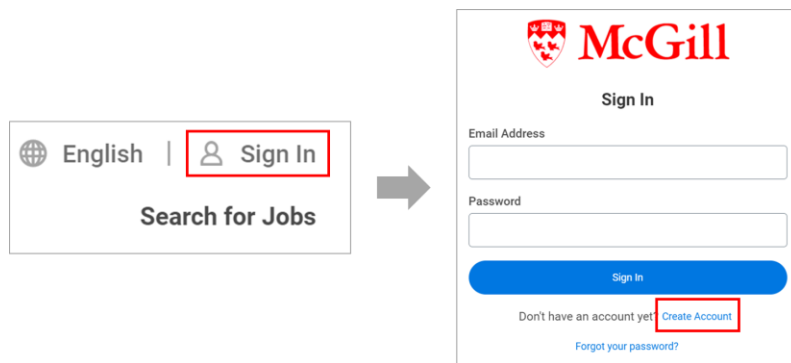
## LINK TO MCGILL CAREER WEBSITE

[https://mcgill.wd3.myworkdayjobs.com/mcgill\\_careers](https://mcgill.wd3.myworkdayjobs.com/mcgill_careers)

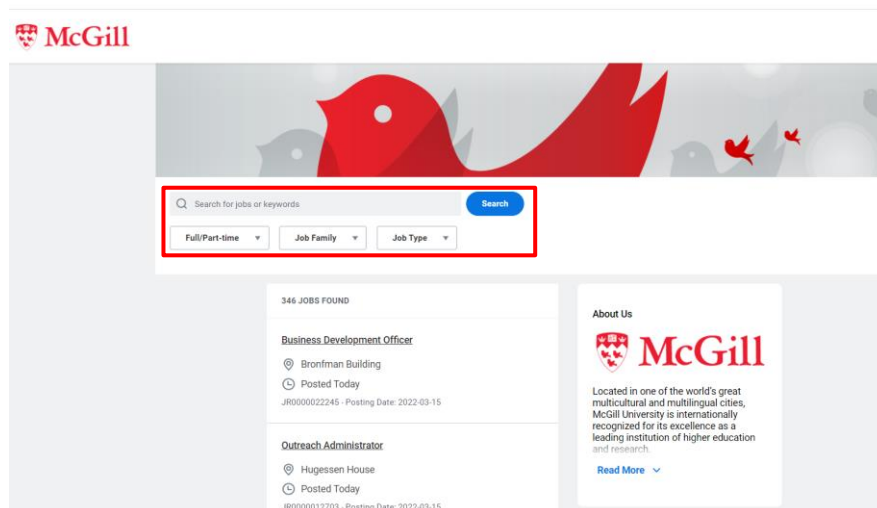
## APPLICATION PROCESS

1. Navigate to McGill's external career site:  
[https://mcgill.wd3.myworkdayjobs.com/mcgill\\_careers](https://mcgill.wd3.myworkdayjobs.com/mcgill_careers)
2. Sign into your Candidate Account or create one, as applicable (found at the top right corner of the website).

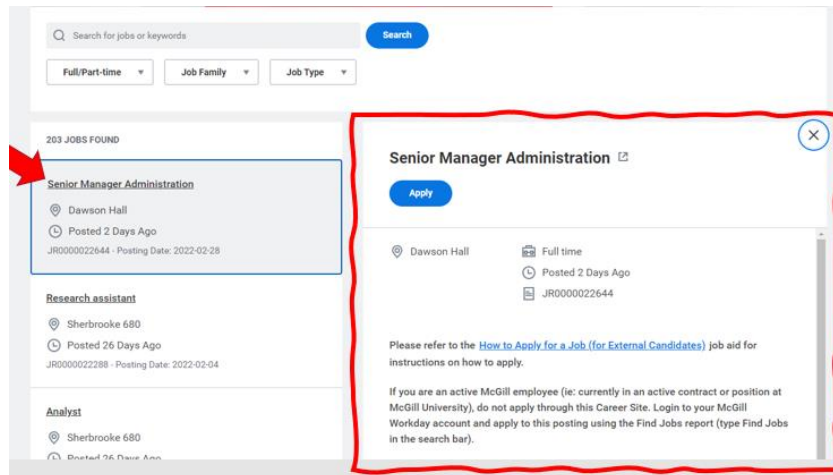
**Important:** Make sure to use a **personal email address**. DO NOT use a `firstname.lastname@mail.mcgill.ca` or `firstname.lastname@mcgill.ca` email address to create your account.



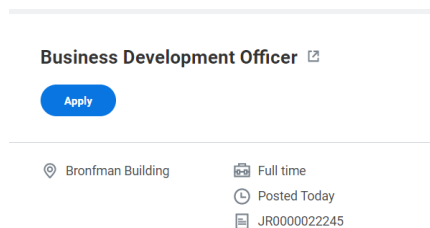
3. To search for jobs, navigate to the job search page by clicking the McGill logo in the top-left corner. Search for and select the job you wish to apply for. You may use the filters along the top to focus your search.



4. Clicking on the posting will expand the posting details on the right of the screen.



5. Click **Apply** to begin the application process. There are 7 steps to the application process.



6. On the first screen, you will be prompted to select your resume (e.g., Autofill with Resume). This will allow automatic population of resume details, including name, location, education and work experience. If you do not wish to have your resume automatically parsed, you can also attach it at a later step by clicking on Apply Manually.

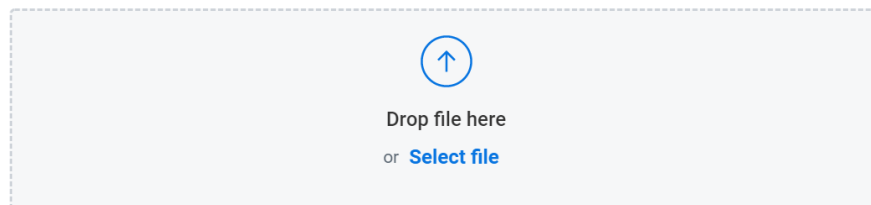
**Note:** Due to their size and complexity, we recommend that you do not upload academic resumes using this parsing tool, you will be able to attach it at a later step.

Upload your resume below to automatically parse it into your application. This feature can lead to inaccurate data, if using please review your application thoroughly before submitting.

For academic and other complex resumes, we recommend NOT uploading your resume here.

Uploading your resume for parsing is optional, you will be able to upload your resume and other requested documents later in the **My Experience** section of the application.

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)



**7. My Information:** On this screen, you will enter your name and contact information. The required fields are:

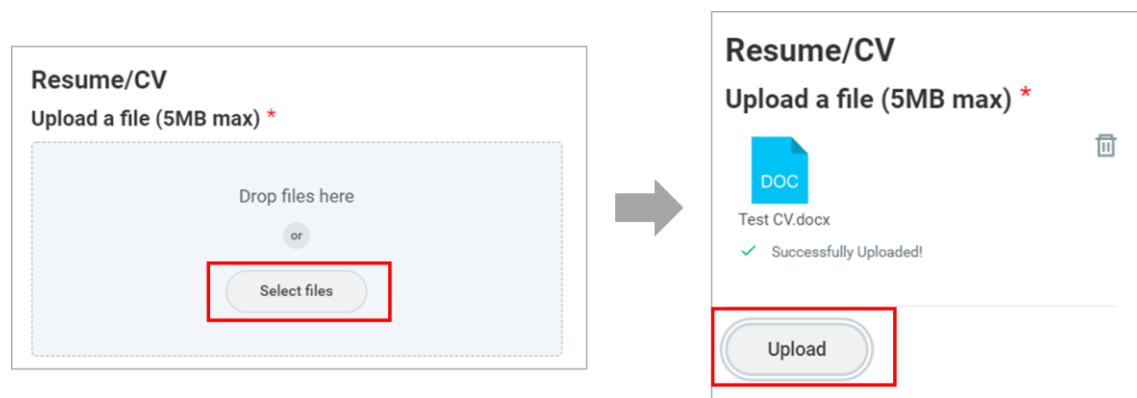
- How did you hear about us?
- Are you a McGill student or employee, or have you ever been one in the past – i.e., have you been issued a McGill ID and email?
  - If yes, make sure to indicate your McGill ID #
- Country
- Legal Name
  - You can also enter your Preferred Name as part of the job application process by clicking on **I have a preferred name** check box.
- Address and Phone number information

Once done, click **Save and Continue**

**8. My Experience:** On this screen, update or add details about your work experience, education, skills, languages, social networks and websites.

You will also be required to upload a resume and cover letter if you didn't do it at the beginning of the application process. Academics may be requested to upload other documents pertaining to teaching and research.

***You may upload as many files as needed insofar as the size of all files does not exceed the 5MB limit.***



**Should you wish to share documents that exceed the 5MB limit, you may link a shared online drive, like One-drive, Google Doc, Dropbox or YouTube link in the websites section.**

## Websites

If there are any other files relevant to your application that cannot be attached above due to the size limitations, please provide a website URL at which they can be accessed. Format should be: http://

Add any relevant websites. Format should be: http://

Add

Click **Save and Continue**.

- 9. Application Questions 1 of 2:** In this first questionnaire, you will be asked to rate your ability with the Microsoft Office suite (note that this questionnaire may not appear for certain positions). You will also be asked to indicate whether you are legally entitled to work in Canada and in the event that we need to contact you, what is your preferred communication language (i.e. French or English).

Click **Save and Continue**.

- 10. Application Questions 2 of 2:** This screen contains the Equity and Diversity survey. You may choose to complete this survey or not.

McGill University is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to engage productively with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify as part of the application process. Information shared through this process is held in strict confidence. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [accessibilityrequest.hr@mcgill.ca](mailto:accessibilityrequest.hr@mcgill.ca) or 514-398-3711. Do you wish to complete this survey?

select one ▼

Click **Save and Continue**.

- 11. Voluntary Disclosures:** The Equity and Diversity survey continues on this screen. At the bottom, make sure to check the box to confirm that you have read and consent to the terms and conditions.

### Terms and Conditions

I attest that all information provided in this employment application is true, complete, and accurate. I understand that any misrepresentation, falsification or omission of information may disqualify me from further consideration of employment and may result in disciplinary or administrative measures, including dismissal, if discovered at a later date.

I understand that the information provided in this employment application will be added to a candidate database and may be used to assess my suitability for any job vacancies at McGill University.

I declare that I have read, understood, and agreed to the Terms and Conditions outlined above.

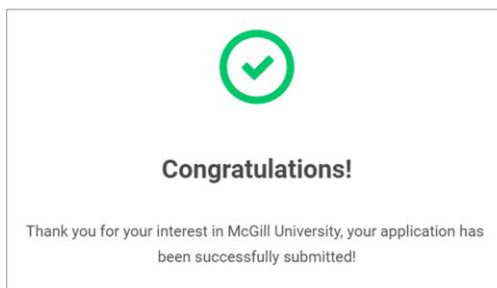
Yes, I have read and consent to the terms and conditions \*

Click **Save and Continue**.

- 12. Review:** Review your application and click **Submit**. A status notification appears, confirming your submission.



**Important:** After you submit your application, you will only be able to update personal information and contact information (see below). Make sure you have entered all the required information and that you have attached all required documents before you click Submit. You will not be able to re-apply to the same position either.

- 13. Confirmation:** A Congratulations notification will appear to confirm your submission. You will also receive an email confirmation.



## YOUR CANDIDATE HOME

Clicking on **Candidate Home** will take you to your Workday applicant profile. This is where you will be able to view and manage your submitted applications and **Update Contact Information** and **Edit Account Settings**.

English |  


[Search for Jobs](#)   [Candidate Home](#)   [Job Alerts](#)

### Welcome,

#### My Tasks

Please review the checklist below to complete any assigned tasks related to your job application.



[To Do \(1\)](#)   [Completed \(0\)](#)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
<a href="#">Add References</a>	Assistant Professor		Not Started	September 9, 2022	<a href="#">Start</a>

#### My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions.

[Active \(2\)](#)   [Inactive \(4\)](#)

Job Title	Job Req	My Application Status	Date Submitted	Action
<a href="#">Assistant Professor</a>		In Process	September 8, 2022	...
<a href="#">Casual Research Assistant</a>		In Process	September 6, 2022	...

#### My Account

To update your personal information, click [Update Contact Information](#). To change the email address for your account, click [Edit Account Settings](#).

[Update Contact Information](#)   [Edit Account Settings](#)

## DURING THE RECRUITING PROCESS

### SELECTION PROCESS

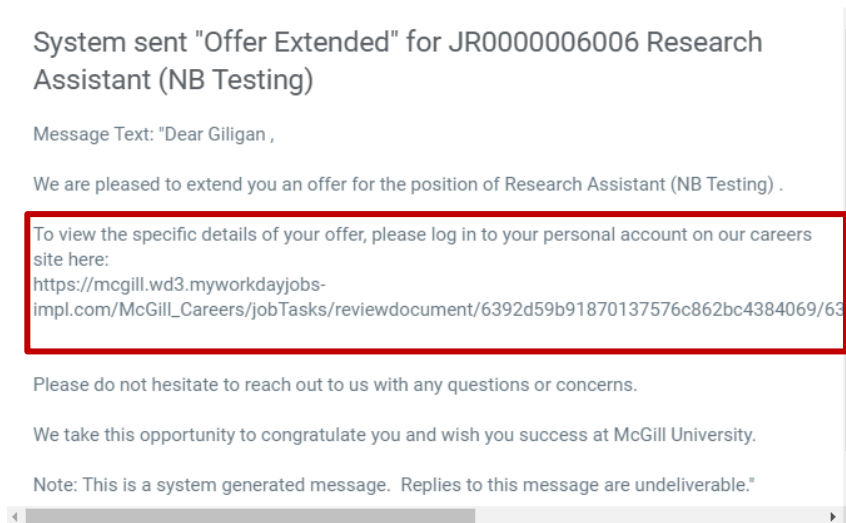
During the selection process, you may be triggered to enter additional information, such as references, etc. If the Recruiter requires more information for you to enter, you will receive an email notifying you that there are tasks awaiting your attention in your **Candidate Home** account.

**Sign into your candidate profile from the McGill Career Site** and go to your **Candidate Home**. You will see the tasks to complete (e.g., Complete questionnaire for reference checks). Enter the requested information and Submit.

### VIEWING AND ACCEPTING YOUR OFFER

#### If you applied through Workday directly

1. You will receive an email (to the personal email address that you used to apply to position(s) to view the details of the offer extended to you. Please click on the link provided in the email to bring you to your **Candidate Home** screen:



2. Once in your profile, go to **Candidate Home**. Under **My Tasks**, you will see a **“Review Documents”** task awaiting your action.



Welcome, *Charlie Brown*

### My Tasks

Please review the checklist below to complete any assigned tasks related to your job application.

To Do (1)    Completed (0)

Task	Job Title	Job Req	Task Status	Date Assigned	Action
Review Documents	Assistant Professor		Not Reviewed	September 9, 2022	<a href="#">Review</a>

### My Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions.


Active (2)    Inactive (4)

Job Title	Job Req	My Application Status	Date Submitted	Action
Assistant Professor		In Process	September 8, 2022	...
Casual Research Assistant		In Process	September 6, 2022	...

- 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.

### Review Document


Please read the attached offer of employment. If you wish to accept this offer, check "I Agree" and click the Submit button. If not, click the Don't Accept button.

 [MCLA Contract 10-Sep-2020.pdf](#)

I acknowledge that I have read and understood the policies and working conditions referred to in this offer of employment and agree to its terms and conditions.

I Agree

Comment

Follow Us 

[Select Option](#) [Cancel](#)

- By clicking **OK** you will accept the position offered to you.

5. You will be prompted to complete an **Update Identifiers task**:

- **National ID:** Enter your **Canadian Social Insurance Number (SIN)** information. A SIN contains 9 digits (e.g., xxx-xxx-xxx). This is mandatory information to complete if you are working and residing in Canada (e.g., Canadian Citizen, Permanent Resident of Canada or a Foreign National who resides in Canada with a Work Permit).
- **Government IDs (not mandatory to complete if you are a Canadian Citizen):** are intended for other government ID's such as:
  - **Permanent Resident Card information:** Mandatory information to include if you have a Permanent Resident Card.
- *Please take a moment to verify the information you entered for accuracy.*

Update Personal Information


Date of Birth \*

MM/DD/YYYY 


Gender \*

select one ▼

Ethnicity



Citizenship Status \*



Sexual Orientation

select one ▼

Gender Identity

select one ▼

Disability

