ARTICLE DESCRIPTION

This article provides key highlights and reference material to McGill Graduate Students regarding the application process for Teaching Assistant positions.

APPLICATION PROCESS

Workday Applicant Status

The definition of internal/external candidates strictly applies for applying to jobs in Workday and is different than internal/external definitions for the purposes of the collective agreements and personnel policies. Examples include:

- A McGill Graduate Student with an active job(s)/contract(s) in Workday > applies as an Internal Candidate
- A McGill Graduate Student that has held previous jobs/contracts at the university and currently does not have an active job in Workday > applies as an External Candidate

Internal Applicants

- **Definition:** Internal applicants are McGill Graduate Students/Employees who currently hold an active contract at the University.
- Internal applicants are to apply within Workday by typing Find Jobs in the search field.
- Refer to the How to Apply for a Job (for Internal Candidates) job aid for further instructions on how to apply. **Note:** to access the article on this site, you need to have an active contract within Workday.

External Applicants

- **Definition:** External applicants are McGill Graduate students who do not currently hold an active contract at the University. This also applies to McGill Graduate Student applicants who held contracts in the past, and do not currently hold an active contract.
- External applicants are to navigate to the McGill External Career Site and create a Workday Candidate Home Account.
- Refer to the How to Apply for a Job (for External Candidates) job aid for further instructions on how to apply.

Important

When applying as an **External Applicant**, it is important to keep the following in mind:

- Create your **Workday Candidate Home Account** with your **personal email address**. Do not create your account with a McGill email address (e.g. @mail.mcgill.ca or @mcgill.ca) as the system will not accept it.
- Applicants **must use their legal names** when creating their Workday Candidate Home account. Once hired, you will have the ability to **change your legal name to a preferred name**.