

Applying to Teaching Assistant Positions at McGill University – Guide for McGill Graduate Students

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](mailto:mail.mcgill.ca) or [@mcgill.ca](mailto: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](#).