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

APPLICATION PROCESS

1. Navigate to McGill’s external career site:
   https://mcgill.wd3.myworkdayjobs.com/mcgill_careers

2. Sign into your candidate account or create one, as applicable.
   **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 on the left-hand side to focus your search.
4. Click **Apply** to begin the application process. There are 7 steps to the application process.

5. On the first screen, you will be prompted to select your 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 later step.

**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.
If you have a resume, attach it below to automatically parse your resume information into the application form. Uploading your resume for parsing is optional, please also remember to review the information before submitting your application.

**NOTE:** Due to their size and complexity we recommend that you do not upload academic resumes using this parsing tool, instead attach your resume at the end of your application.

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

Drop file here

or

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

- Country
- First name
- Last name
- Phone number
- How did you hear about us?

At the bottom of the form, you will be asked to identify whether you are a current/former student or a former McGill employee. If yes, make sure to indicate your McGill ID.

Once done, click **Next**.

7. **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. 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.

Click **Next**.

8. **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.

   Click **Next**.

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

   Click **Next**.
10. **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](image)

Click **Next**.

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

**Important:** After you submit your application, you will not be able to modify it. 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.

12. **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.

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:

   ![Offer Email Example](image)

   System sent "Offer Extended" for JR0000006006 Research Assistant (NB Testing)
   
   Message Text: "Dear Gilligan,
   
   We are pleased to extend you an offer for the position of Research Assistant (NB Testing).
   
   To view the specific details of your offer, please log in to your personal account on our careers site here: https://mcgill.workdayjobsimpl.com/McGill_Careers/jobTasks/reviewdocument/6392d59b91870137576c862bc4384069/6392d59b91870137576c862bc4384069/6392d59b91870137576c862bc4384069/6392d59b91870137576c862bc4384069
   
   Please do not hesitate to reach out to us with any questions or concerns.
   
   We take this opportunity to congratulate you and wish you success at McGill University.
   
   Note: This is a system generated message. Replies to this message are undeliverable."

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

   ![Candidate Home Example](image)

   My Tasks (1)
   
   Please review the checklist below to complete any assigned tasks related to your job application.
   
   **Review Documents**
   
   Job: Assistant Professor [Start]
   
   Submitted 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.
3. 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.

4. 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:
     
     i. **RAMQ and RAMQ Letter for Quebec Medicare (PPRP)**: Mandatory information to complete if you are a Permanent Resident of Canada or a Foreign National who resides in Canada with a Work Permit.

     It is not mandatory to include this information if you are a Canadian Citizen.

     ii. **Permanent Resident Card information**: Mandatory information to include if you have a Permanent Resident Card.
6. You will then be prompted to **Update Personal Information.** Review the information already populated (if applicable). The mandatory fields to complete contain an asterisk (*):

- Enter your **Date of Birth**
- Select your **Gender**
- Select your **Citizenship Status:**
  Regardless of where you are from, select CANADA. If you are not a Canadian citizen, you will be given the following options to choose from:
  - Canada - foreign national
  - Canada - permanent resident, etc.
  - Enter “Canada” and hit **Enter** to view more options.

7. Click **OK**

**Next Up: Onboarding Process**

Please review the **Onboarding Guide** job aid for how to log into Workday to complete your onboarding and benefit enrollment tasks (if applicable). This job aid includes:

- **Securing your Workday Log in Credentials**
- **How to log into Workday for the First Time**
  - How to log into Workday if you are
  - a McGill Student
  - Your onboarding tasks to take in Workday Benefit enrollment (if applicable to your position)