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.
External and Former Employees

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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 in to your candidate account or create one, as applicable.
   Important: Make sure to use a personal email address (and NOT a @mail.mcgill.ca or @mcgill.ca email address) to create your account

![McGill Sign In Form]
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.

![Job Search Page]

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.

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.*

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**Resume/CV**

Upload a file (5MB max) *

Drop files here

or

Select files

Upload

---

**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 **Next**.

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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.

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 of 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.

![Congratulations notification]

**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.

![Candidate Home interface]

**My Tasks**

No tasks to complete.

**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.

<table>
<thead>
<tr>
<th>Job</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Analyst</td>
<td>In Process</td>
<td>Manage</td>
</tr>
</tbody>
</table>
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 in to 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. Sign in to your candidate profile from the McGill career site:
   https://mcgill.wd3.myworkdayjobs.com/mcgill_careers
2. Once in your profile, go to Candidate Home. Under My Tasks, you will see a “Review Document” task awaiting your action.
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 then be prompted to enter IDs
   - Under National ID, enter your Social Insurance Number (SIN)
6. On the next screen, you will get to review your personal information:
   - Review the information already populated
   - Enter your date of birth
   - Select your gender
   - Select your citizenship status: Regardless of where you are from, choose CANADA. If you are not a Canadian citizen, choose the appropriate categories under Canada (e.g. foreign national, permanent resident, etc.) - Enter “Canada” and hit Enter to view more options.

7. Click OK

If you were part of a recruiting process that happened outside of Workday

2. In the top-right corner, click on Sign in, then Create an account.
   **Important:** Make sure to use a personal email address (and NOT a @mail.mcgill.ca or @mcgill.ca email address) to create your account

3. Once in your profile, go to Candidate Home. Under My Tasks, you will see a “Review Document” task awaiting your action.
4. 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.

5. By clicking OK you will accept the position offered to you.

6. You will then be prompted to enter IDs
   - Under National ID, enter your Social Insurance Number (SIN)

7. On the next screen, you will get to review your personal information:
   - Review the information already populated
   - Enter your date of birth
   - Select your gender
   - Select your citizenship status: Regardless of where you are from, choose CANADA. If you are not a Canadian citizen, choose the appropriate categories under Canada (e.g. foreign national, permanent resident, etc.) - Enter “Canada” and hit Enter to view more options.

8. Click OK
Internal (Active) Employees

JOB APPLICATION FOR INTERNAL (ACTIVE) EMPLOYEES

FIND JOBS

APPLY FOR A JOB

VIEW YOUR APPLICATIONS

DURING THE RECRUITING PROCESS

SELECTION PROCESS

VIEWING AND ACCEPTING YOUR OFFER

JOB APPLICATION FOR INTERNAL (ACTIVE) EMPLOYEES

FIND JOBS

1. Open the Career application and click Find Jobs.
   You can also type “Find Jobs” in the search bar.

2. View open positions on the page. You can use filters on the left to narrow your search. You can also enter keywords in the search field to find relevant positions.

3. Click the open position you are interested in to view the job description.
APPLY FOR A JOB

Once you have found a job you want to apply for, you can apply directly through your Workday account.

1. Click the **Apply** button.

2. Once you click Apply, the information entered in your Worker profile will automatically populated. If needed, click on **Go to Your Profile** and make any updates you would like included in this job application. Navigate back to the job posting and click **Apply** again.

3. Click on **Select files** in the Resume/Cover Letter section or drag and drop files in the designated area to attach them to your application.

4. Click **Save for Later** if you would like to complete your application later or click **Submit** to submit your application.

**Note**

Any additional edits made to your Worker profile following the submission of your application will not be reflected on your application. Only the information and attachments present at the time of submission are included.
VIEW YOUR APPLICATIONS

From the Career application, click **My Applications** under **View**.

From here, you can see the date you applied for the position, your stage in the process, and additional information regarding the position.

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 Workday profile.

You will receive the tasks directly in your Workday inbox (e.g. Complete questionnaire for reference checks). Enter the requested information and Submit.
VIEWING AND ACCEPTING YOUR OFFER

You will receive your offer letter directly in your Workday inbox.

1. 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.

2. By clicking OK you will accept the position offered to you.