

USING *myFuture* TO POST WORK STUDY JOBS

The McGill Career Planning Service (CaPS) is McGill's central career service and offers free online job posting service through McGill's Enterprise Wide Career Management System *myFuture*. CaPS assists students in their career development and search for permanent, part-time, on campus and summer jobs, as well as internships, by providing workshops, individual advising, a comprehensive job posting service, and an extensive Career Resource Centre.

With the introduction of HR's Work Day, it is strongly recommended that all campus employers participating in the [Work Study Program](#) use *myFuture* to post Work Study job postings. Likewise, students eligible for Work Study are instructed to use this platform to search for Work Study opportunities.

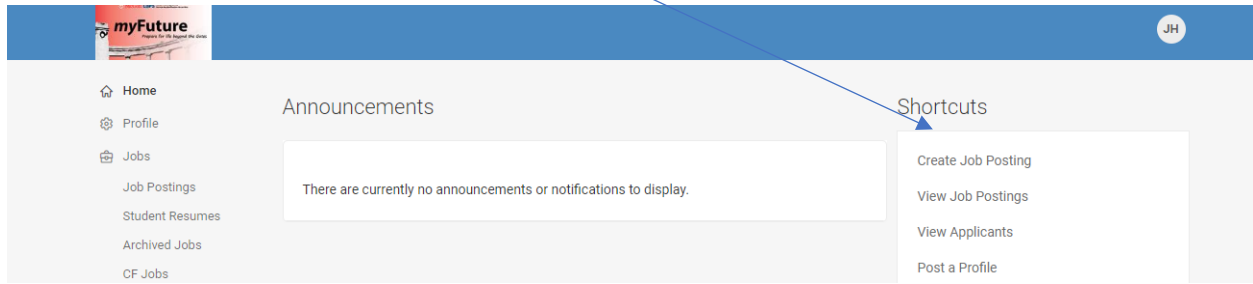
Hire a student through [myFuture](#), viewable by students of all disciplines from bachelors to post docs.

Signing in

- Go to: <http://caps.myfuture.mcgill.ca/employers>
- If you have not already registered with *myFuture*, click Register and Post a Job from the log-in page, otherwise enter your username and password

The screenshot shows the myFuture web interface. On the left is the 'Sign In' form, which includes a message 'You have been logged out.', a prompt to enter username and password, and input fields for 'Username (your email address)' and 'Password'. A red 'Sign In' button and a 'Forgot Password' link are at the bottom. On the right is the 'Register' section, featuring the text 'Register for a new account.' and two buttons: 'Register' and 'Register And Post Job'. The background of the registration section shows a modern building.

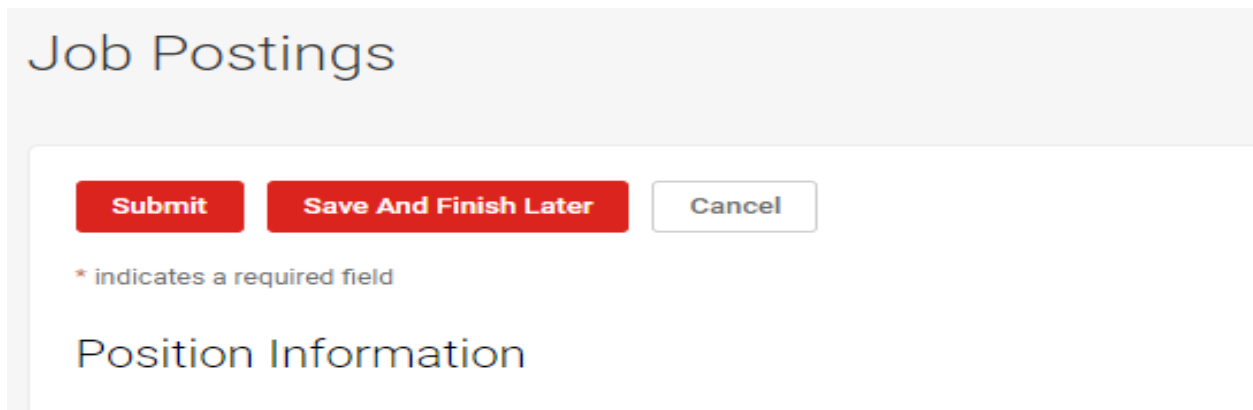
From your homepage, click on “Create Job Posting”



Fill in all required fields under position information and click submit



IMPORTANT - For work study positions ensure that you select **Part-Time** under **Position Type** and **McGill Work Study** under **Job Function**



- **Position Type**
 - Select position type, **Part-Time** (for work study positions)
- Remote Work
 - Yes or No
- Job Title
 - Enter job title
- Posting Date
 - Enter date posting should be visible to students
- Application Deadline Date
 - Enter deadline date to submit applications
- **Job Function**
 - Select **McGill Work Study** (for work study positions)
- Job Description
 - Can be cut and pasted from Workday or word document
- Qualifications
 - Can be cut and pasted from Workday or word document
- Eligibility Requirements
 - Select must be eligible to work in Canada
- Experience
 - Select appropriate experience



- Job Start Date
 - Enter information on start date (eg, actual date, month, flexible etc)
- Paid Position
 - Select Yes
- Salary
 - Select appropriate criteria (e.g hourly, annual etc)
- Salary Details
 - Provide hourly rate
- Location
 - Montreal or Ste Anne de Bellevue
- How to Apply
 - Select how the student should apply
- Additional Documents
 - If required select documents to submit along with a resume
- Automatic Application Packet Generation
 - Select Yes only if applications are being submitted through *myFuture* and you wish to receive full packet on the deadline date
- Desired Majors
- Desired Degree Levels
- Click Submit when finished