

Applying at McGill University – Guide for Candidates (External or Former employees)

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

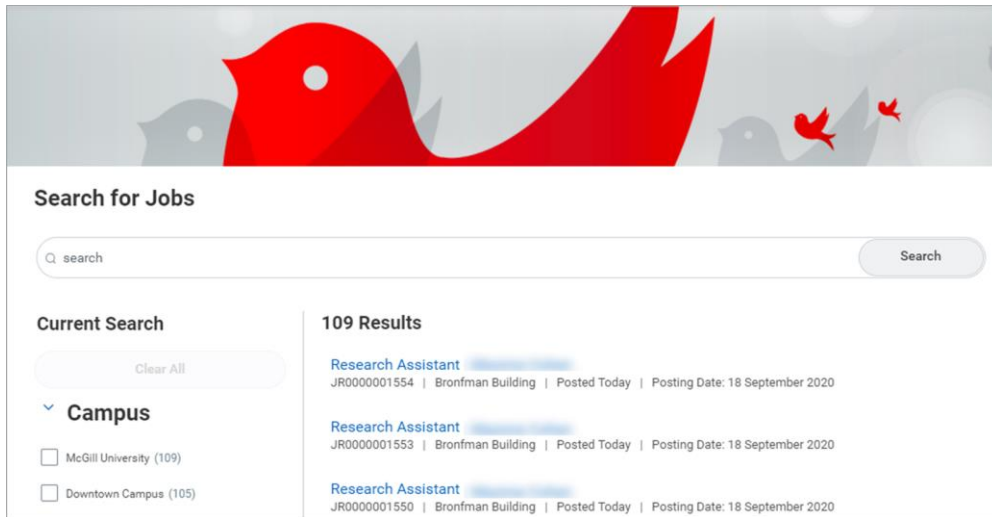
1. Navigate to McGill's external career site:
https://mcgill.wd3.myworkdayjobs.com/mcgill_careers

2. Sign into your candidate account or create one, as applicable.

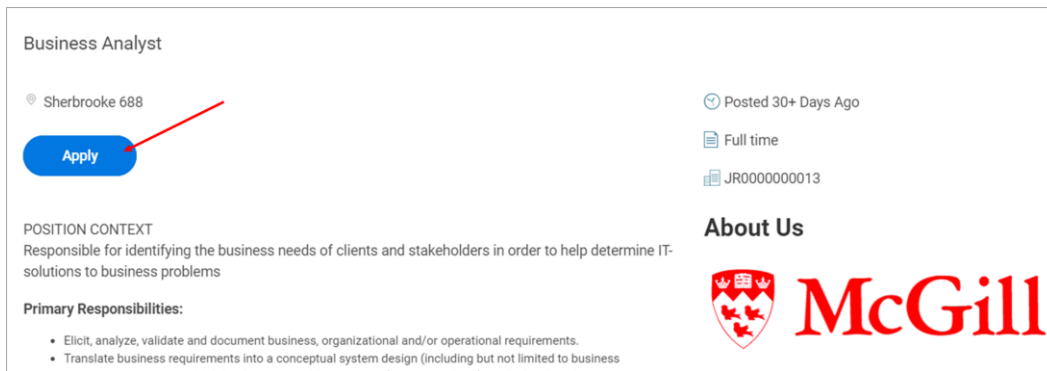
Important: Make sure to use a **personal email address**. DO NOT use a `firstname.lastname@mail.mcgill.ca` or `firstname.lastname@mcgill.ca` email address to create your account.

The diagram illustrates the transition from the job search page to the sign-in page. On the left, a navigation bar contains a globe icon, the text 'English', a vertical separator, a user icon, and the text 'Sign In'. Below this is a 'Search for Jobs' button. A red box highlights the 'Sign In' text. A grey arrow points to the right, leading to a sign-in page. The sign-in page features the McGill logo at the top, followed by the heading 'Sign In'. Below the heading are two input fields: 'Email Address' and 'Password'. A blue 'Sign In' button is positioned below the password field. At the bottom of the page, there is a link 'Don't have an account yet? Create Account' with a red box around 'Create Account', and a link 'Forgot your password?' below it.

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 a 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
- Legal First Name (please do not enter a preferred name)
- Legal Last Name (please do not enter a preferred 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**.

If you are a current/former student or a former employee of McGill please fill * in the information below if applicable.

Yes
 No

If you have been issued a McGill ID as either a student or employee please enter it here.

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.

The diagram illustrates the file upload process in two stages. On the left, a box titled "Resume/CV" contains the instruction "Upload a file (5MB max) *". Below this is a dashed-line drop zone with the text "Drop files here" and "or" in the center. At the bottom of the drop zone is a button labeled "Select files", which is highlighted with a red rectangle. A grey arrow points from this box to the right. On the right, a second box titled "Resume/CV" shows the file "Test CV.docx" (with a blue DOC icon) successfully uploaded. Below the file name is a green checkmark and the text "Successfully Uploaded!". At the bottom of this box is a button labeled "Upload", which is also highlighted with a red rectangle.

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://

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.

McGill University is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to engage productively with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify as part of the application process. Information shared through this process is held in strict confidence. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, accessibilityrequest.hr@mcgill.ca or 514-398-3711. Do you wish to complete this survey?

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

I attest that all information provided in this employment application is true, complete, and accurate. I understand that any misrepresentation, falsification or omission of information may disqualify me from further consideration of employment and may result in disciplinary or administrative measures, including dismissal, if discovered at a later date.

I understand that the information provided in this employment application will be added to a candidate database and may be used to assess my suitability for any job vacancies at McGill University.

I declare that I have read, understood, and agreed to the Terms and Conditions outlined above.

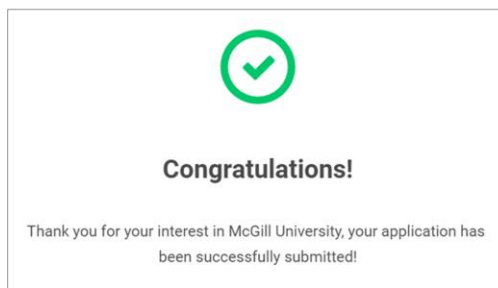
Yes, I have read and consent to the terms and conditions *

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 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.

English | [Redacted]

Search for Jobs **Candidate Home** Job Alerts

Candidate Home

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.

1 item

Job	Status	Actions
Business Analyst	In Process	Manage ▼

DURING THE RECRUITING PROCESS

SELECTION PROCESS

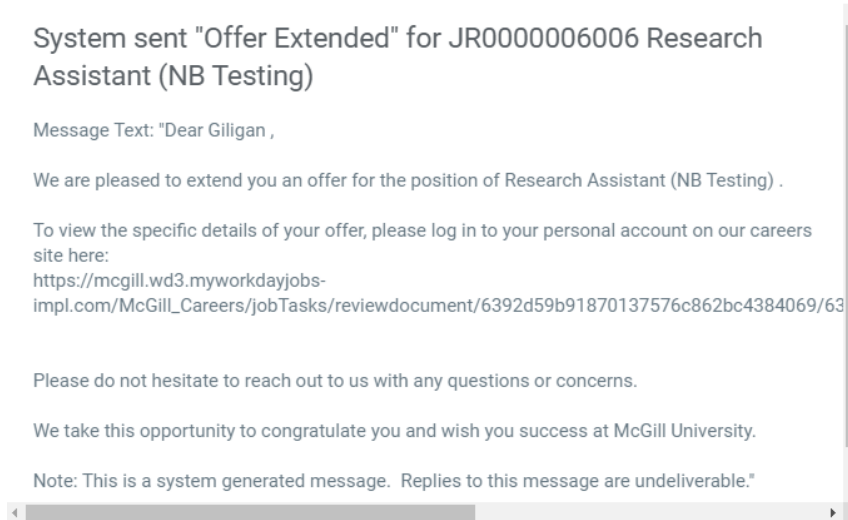
During the selection process, you may be triggered to enter additional information, such as references, etc. If the Recruiter requires more information for you to enter, you will receive an email notifying you that there are tasks awaiting your attention in your **Candidate Home** account.

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:



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

My Tasks (1)

Please review the checklist below to complete any assigned tasks related to your job application.

Review Documents
Job: Assistant Professor [REDACTED] 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.


1 item L

Job	Status	Actions
Assistant Professor [REDACTED]	In Process	Manage ▼

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.

Review Document

Please read the attached offer of employment. If you wish to accept this offer, check "I Agree" and click the Submit button. If not, click the Don't Accept button.




 MCU Contract 10-Sep-2022.pdf

I acknowledge that I have read and understood the policies and working conditions referred to in this offer of employment and agree to its terms and conditions.

I Agree

Comment

Follow Us

[Select Option](#) [Cancel](#)

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:
 - **Permanent Resident Card information:** Mandatory information to include if you have a Permanent Resident Card.
 - *Please take a moment to verify the information you entered for accuracy.*

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.

- **Please take a moment to verify the information you entered for accuracy.**

7. Click **OK**

Update Personal Information

Date of Birth *
MM/DD/YYYY

Gender *
select one

Ethnicity

Citizenship Status *
select one

Sexual Orientation
select one

Gender Identity
select one

Disability

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*
- *Your Onboarding and Hire Tasks to Complete in Workday*