

A STUDENTS GUIDE TO CREATING AN APPLICANT PROFILE AT YORK UNIVERSITY

1. Create or update your résumé and cover letter

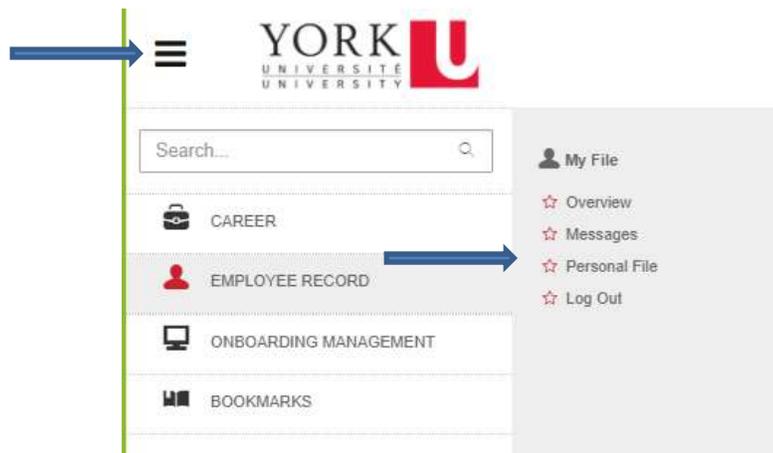
Before you create a profile (or apply for a job), you will need to have a résumé and a cover letter ready on your computer.

2. Visit our Employee OR External Career Portal

Are you currently employed at York U or have been within the last 30 days?	Are an applicant who has never been employed by York U or you have not been actively employed in the last 30 days?
<p>Please visit the Employee Career Portal, log in with your EMPLOYEE Passport York (PY) credentials. Every active employee has a personal file (profile) in YU Hire created for them.</p> <p>If you cannot recall your username/password please visit: https://www.yorku.ca/uit/faculty-staff-services/passwords-passport-york-access/reset-passport-york-password/</p> <p>Note: Your student PY credentials will not provide access</p>	<p>Please visit the External Career Portal to either create a new account or access your existing external profile by entering your YU Hire username and password.</p> <p>If you cannot recall your Career Portal username/password please click “Forgot your username or password?” Enter the email address associated with your account in order to retrieve your password.</p>

3. Create or update your profile

Click on the hamburger menu (3 horizontal lines on the top left), then click on “Employee Record” and “Personal File”.



4. 4. Enter the required information and upload documents

You will need to complete your profile: upload a résumé and a cover letter and enter additional information as required. If you are updating your existing profile, you can replace your existing résumé or cover letter by uploading new ones. To upload or update your résumé, upload the file by clicking on the **Browse** button.

Find the folder where you have saved your résumé, select the right file and then click **Open**. This will upload your résumé to **YU Hire**.

Now, repeat the same steps to add your **Cover Letter** in the next field. This will store both your resume and additional information for future job applications. At any time, you can update your profile and your résumé on the *Personal File* page in the **Employee Record** tab.

Now, provide **Professional Information**. Fields marked with an asterisk(*) are required.

Next, answer the **Eligibility Questions** and the **Employee Equity Self-Identification Survey**. Finally, read and accept the **Privacy Statement**, and click the **Save** button.

Professional Information

Highest Level of Education completed?

None

Which location(s) are you interested in working?

- Keele Campus
- Glendon (Bayview & Lawrence)
- Osgoode Professional Development (1 Dundas St. West)
- The Miles S. Nadal Management Centre (222 Bay St.)

Are you a graduate student at York University? *

- Yes
- No

Are you an international student? *

- Yes
- No

I have read and accepted **Privacy Statement** *

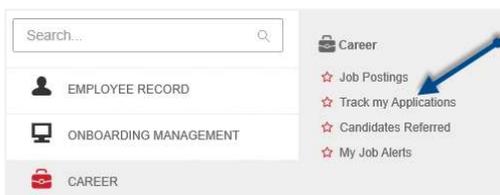
* Required Field(s)

Save Back

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5. Track your applications

You can see the status of your applications by going to the main menu, selecting **Career** and then clicking on **Track My Applications**. Each job for which you have applied, will have its own “widget” or box. If the manager requires any supporting documents, you will see it in this section. You will also find a copy of your emails in the **Messages** section of the application record.



Want to Learn More?

This is a Quick Reference Guide only. For a complete description of how to apply for a job, and use the new exciting features of YU Hire, please visit the [Using YU Hire: York University's Employee Career Portal](#) learning module on yu link OR [YU Hire Resources for External](#)