Apply to Jobs
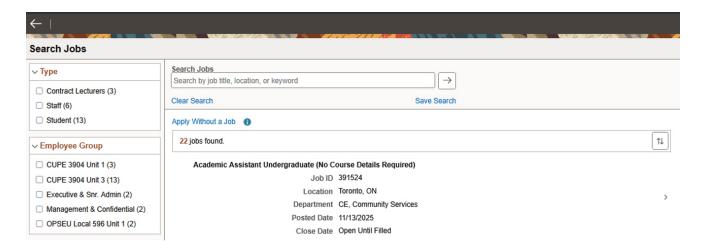
Applies to external and internal applicants

1. For external applicants navigate to **https://www.torontomu.ca/careers/**, select **Staff Opportunities**. Confirm your employment relationship with TMU, and choose **"I am an external candidate"**, then select **New User**. On the register screen complete all the required fields.
   For internal applicants, login at **https://my.torontomu.ca/,** select the **eHR** tab.
   On the Employee Self Service homepage, select **Explore Jobs**.

2. On the Careers page, select **View All Jobs**. To filter your search choose a certain type of job, employee group, or department to limit your results.

3. Choose a job, review the description, compile your documents. You are limited to 5MB size documents for each application.

4. Select **Apply for Job**, and select **"I agree to the terms..."** option, then **Next**.

5. Select **Attach Resume**, and **My Device** to locate your resume. Select **Open**, **Upload**, then **Done**.

6. Select **Next** and answer any pre-screening questions, then **Next** to review your application.

7. Review your attachment and contact information then **Submit**.