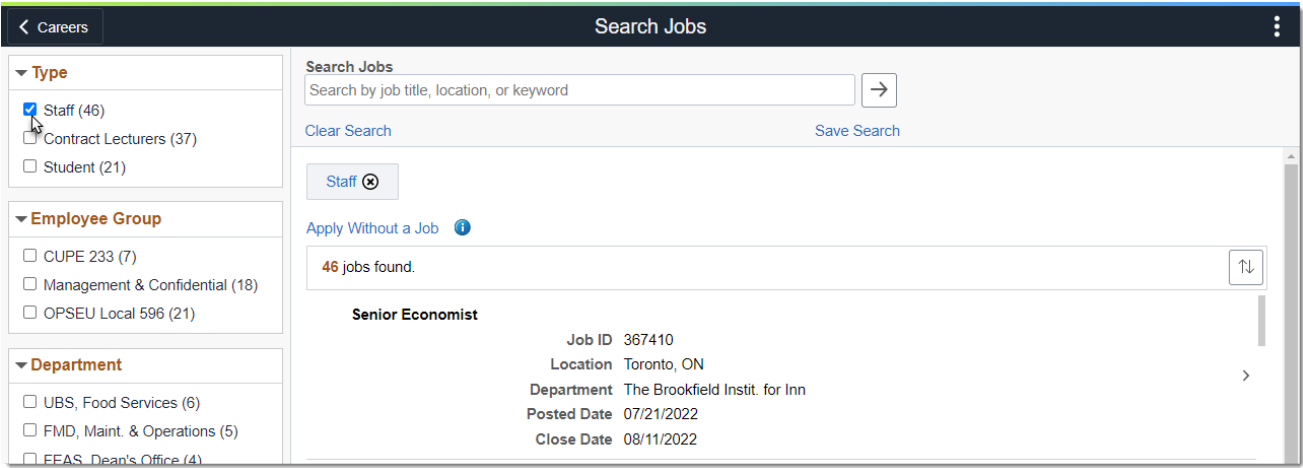


Apply to Jobs

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 **Careers**.
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.



The screenshot displays the 'Search Jobs' interface on the Toronto Metropolitan University careers page. On the left, there are three filter sections: 'Type' with options Staff (46), Contract Lecturers (37), and Student (21); 'Employee Group' with CUPE 233 (7), Management & Confidential (18), and OPSEU Local 596 (21); and 'Department' with UBS, Food Services (6), FMD, Maint. & Operations (5), and FEAS, Dean's Office (4). The main search area includes a search bar with the placeholder 'Search by job title, location, or keyword', a 'Clear Search' button, and a 'Save Search' button. Below the search bar, there is a 'Staff' button and a link to 'Apply Without a Job'. The search results section shows '46 jobs found.' and a specific job listing for 'Senior Economist' with details: Job ID 367410, Location Toronto, ON, Department The Brookfield Instit. for Inn, Posted Date 07/21/2022, and Close Date 08/11/2022.

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**.