

Create an Account & Apply Without Selecting a Job

Step 1: Create Your Account

1. For external applicants navigate to <https://www.torontomu.ca/careers/>, then click **Staff Opportunities**.
2. Confirm your employment relationship with TMU, click "**I am an external candidate**", then click the **New User** link.
3. On the register screen complete all the required fields.

Step 2: Apply Without a Job

On the job page, use 'Apply Without a Job' to send us your resume.

The screenshot shows the 'Search Jobs' interface on the Toronto Metropolitan University careers website. On the left, there are filters for 'Type' (Staff, Contract Lecturers, Student), 'Employee Group' (CUPE, Management & Confidential, OPSEU), and 'Department' (UBS, FMD, FFAS). The main area shows a search bar with the text 'Search by job title, location, or keyword'. Below the search bar, there are buttons for 'Clear Search' and 'Save Search'. A button labeled 'Staff' is also visible. A red box with the number '1' highlights the 'Apply Without a Job' link. Below this link, it says '46 jobs found.' and lists a job titled '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.

1. Select **Apply Without a Job**, and "**I agree to these terms...**" option, then click **Next**.
2. On the Resume page, choose from an option to upload a resume. Follow the steps required for your option and click **Next**.
3. Review your application, then **Submit**.
You will be notified by email of any job offers and should respond to the job offer by the expiration date mentioned in the email.