



## **REACH-UM JOB SEEKER FAQS**

### ***1. How do I view vacancies at the University of Manitoba?***

To view vacancies at the University of Manitoba, visit [http://umanitoba.ca/admin/human\\_resources/employment/](http://umanitoba.ca/admin/human_resources/employment/) and click on "Careers at the University of Manitoba"

You will be directed to the **View All Jobs** page. This page displays all vacancies for staff positions at the University of Manitoba.

There are **two (2) additional options** for viewing vacancies at the University of Manitoba.

- 1) **Quick Search** - Enter keywords, the location and/or job category of the type of position you are searching for.
- 2) **Advanced Job Search** - This detailed search allows you to search specific job information such as Job Type, Division, and Career Level.

### ***2. How do I apply to vacancies at the University of Manitoba?***

- 1) Select the position that you are interested in by clicking on the position's "**Job Title**" on the Careers at the University of Manitoba Job Board.
- 2) Read the Job Requirements and Description to ensure that this is a position you are interested in.
- 3) Click on "**Submit your Resume to this Job**"

To be considered for a job opportunity, **all applicants** need to create a user account and follow the resume submission process.

### ***3. If you are a first time user, you will need to create a Resume Profile on Careers at the University of Manitoba.***

- 1) Click on "**Create New Account**".
- 2) Indicate if you have an employee number or not by clicking on the appropriate bar. Input all of your information, ensure it is correct and click on "**Next**".
- 3) To upload your resume, click on the "**Upload Your Resume**" button at the top of the screen **OR** cut and paste / type your entire resume into the Resume text field towards the bottom of this screen.

**Note:** The formatting of the resume will appear to change but the formatting will be included when the recruiter views applications.

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4) Input all of the information required and click on "**Next**".

5) To submit your cover letter, enter the name of your cover letter in the "**Cover Letter Name**" text field. Type or cut and paste your entire cover letter in the "**Cover Letter Contents**" text field.

**Note:** Creating a cover letter is an optional step. Though we strongly encourage you attach a cover letter to your application to positions at the University of Manitoba, you can click on the "**Skip/Apply**" button to only submit your resume to the posted position.

6) To complete the Diversity Information, answer the four questions, selecting from the dropdown menus and click on "**Submit**".

**Note:** Diversity Information is an optional step and any responses to the questions are not provided to the recruiting department or any members of a selection committee. The information is only held on file, in a database for Employment Equity purposes. You may click "**Skip**" if you are not responding to the questions.

### ***If you are a returning user...***

1) Enter your user login information and your password. (Remember: this information is case sensitive).

2) Follow steps **3 - 6** above.

### ***4. Forgot your password?***

If you have forgotten your password, click on the "**Forgot Your Password**" link located below the **Returning User** log in area. Enter your username (your email address) and click on "**Retrieve Password**".

An email will be sent to your email address which will provide you with your new password.

### ***5. How do I reset my password?***

1) Log into your account.

2) Click on "**Change Password**" from your Career Centre.

3) Follow the instructions on the screen that follows.

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### **6. How do I edit my current resume?**

- 1) Log into your account.
- 2) Click on "**My Resumes**" from your Career Centre.
- 3) Click on "**Edit My Resume**" on the right of the following screen.
- 4) Edit your resume, click on "**Submit**" when your changes are complete.

### **7. How do I view all of the positions that I have applied for at the University of Manitoba?**

- 1) Log into your account.
- 2) Click on "**Resume Submission History**" from your Career Centre.
- 3) All of the positions that you have applied for will be shown in your Resume Submission History.

When you are in your Submission History, there is an "**Action(s)**" column that allows you to:

- **View your checklist**, this feature shows you a list of actions that need to be completed when applying to a specific job. It also shows the tasks that you have completed which are marked with a green checkmark icon.
- **View your resume**, this feature allows you to view the resume you submitted
- **Find matching jobs**, this feature automatically checks our entire site for jobs that match the posting you applied to.
- **Remove yourself from consideration**, this feature allows you to remove yourself from the competition. Once you have removed yourself you are **NOT eligible** to reapply to this posting.

### **8. What are job search engines?**

A search engine allows you to identify particular types of positions that you might be interested in, e.g. financial, student advising, food service etc. When positions are posted in your identified area(s) of interest, you will receive a notification that a position vacancy has been posted.

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### ***9. How do I create a search engine?***

- 1) Log into your account.
- 2) Click on "**Job Search Agents**" from your Career Centre.
- 3) Hover over "**Search Agents**".
- 4) Click "**Create New Search Agent**".
- 5) Complete information and click "**Search**", then "**Save Search as Job Agent**".
- 6) Complete Search Agent Name, then click box to request to receive e-mail notifications.
- 7) Click "**Save**".

### ***10. How can I be sure my application has been received?***

You will receive an e-mail notification when your application has been received.

### ***11. How do I know if I didn't get the position?***

When the competition closes and a successful candidate, other than yourself, has been selected you will receive a letter by e-mail.

### ***12. Will my current department be able to tell if I applied for positions?***

Security access has been assigned within the system which only allows the hiring manager for the position you have applied for to access the list of applicants. Unless you are applying for a position within your own department, your department will not be aware of your application to any other unit/faculty/department on campus.

### ***13. How do I view offers?***


You will view offers by logging into your REACH-UM account and click on **Career Centre**, then **Offers**.

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### ***14. How do I accept/decline offers?***

You may accept/decline offers by logging into your REACH-UM account and clicking on **Career Centre**, then **Candidate Offers**. Under **Job Title** click on the position(s) you are wishing to accept or decline. Using the icons in the **Action(s)** column, you can **Accept** or **Reject** an offer. Click the **View Letter** icon to see the offer letter. Click the **Approve** icon to accept the offer. Click the **Delete** icon to decline the offer.

### ***15. How do I withdraw from a competition?***

You may withdraw from a competition by logging into your REACH-UM account and clicking on **Career Centre**, then **Resume/CV Submission History** to see the positions you applied for. Scroll to the right side of the page to **Action(s)** and click on the  (**Remove Self from Consideration**).