

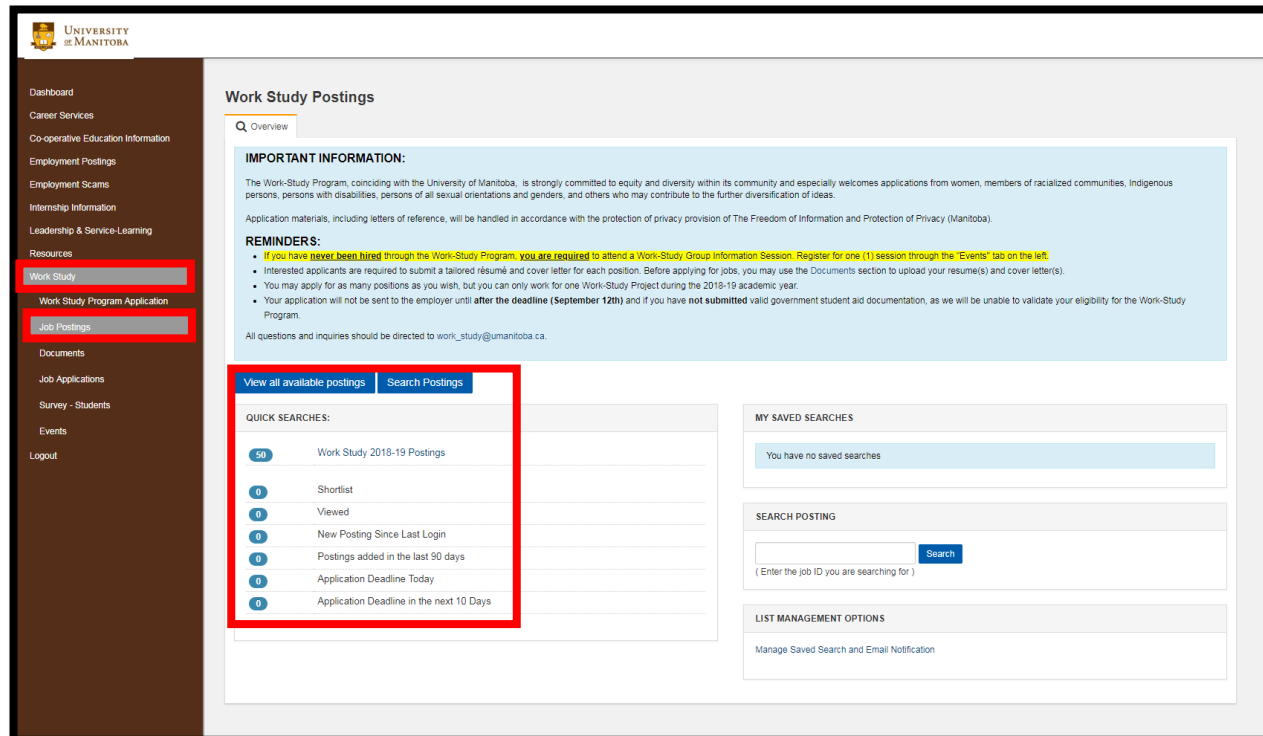
HOW TO

Task: Apply to Work-Study jobs

- Create a new or Log-in to your existing [careerCONNECT \[www.uofmcareerservices.ca\]](http://www.uofmcareerservices.ca) account.



- Once logged-in, on the navigation menu found on the left side, click on **Work-Study > Job Postings**.



- Find and select a job that you wish to apply for.

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- Click on the **Apply for this Position** button to start the process.

The screenshot shows the University of Manitoba Career Services website. The job title is 'Job ID: 29779 Student Career Service Advisors (2) - Career Services'. The job posting status is 'Approved'. There are three buttons: 'APPLY' (highlighted with a red box), 'Shortlist', and 'Print'. Below these buttons is a 'Posting Detail' section with an 'Overview' tab. The 'Job Posting Information' section includes: Term Posted: 2018-19; Position Type: U of M Financial-Aid Work-Study Program; Job Title: Student Career Service Advisors (2) - Career Services; Job Location: Career Services, 474 University Centre; Job Description: We are hiring two (2) students for this position. Duties include: Provides initial assessment, clarifies individual needs(s) and provides general information, self-directed service support and/or refers client to a Career Consultant; Promotes the development of career management skills required to manage learning and work/life transitions over a lifespan by introducing students to self-directed resources and understanding of the broad career development process and concepts; Determines appropriate internal and external referral for services/resources in response to student need; Provides information on job search strategies, resume, cover letter and interview preparation; Provide general guidance to individuals who are unfamiliar with the University of Manitoba; Provides appropriate career service information to individuals. For example, information on resources, workshops, career inventories (MBTI/SII), website, one-on-one consulting services and supports the use of self-directed tools and resources; Supports the transition to consulting services through the client management system. Specifically: Creates and manages hard-copy and electronic client filing system; Introduces clients to the career development process and supporting tools and resources; Participates in special events (e.g., Career Fairs/Outreach Tables) and staffing information booths providing information on self-directed resources and Career Services continuum of service delivery.

- From here, you will have two (2) options:
 - Option 1: Apply with an existing application package (packages contain the resumé, cover letter, and other job-specific documentation requirements).
 - Note:** If you have used the Documents tab to upload your documents, you will see all created **packages** in Option 1.

The screenshot shows the 'SUBMIT APPLICATION' section of the job posting page. The 'APPLICATION REQUIREMENTS' section lists 'Cover Letter' and 'Resume'. The 'SUBMIT APPLICATION' section has two radio button options: 'APPLY WITH AN EXISTING APPLICATION PACKAGE' (selected and highlighted with a red box) and 'CREATE A CUSTOMIZED APPLICATION PACKAGE'. The 'APPLY WITH AN EXISTING APPLICATION PACKAGE' option shows a table of existing application packages:

Application Package Name	Created On	VIEW APPLICATION PACKAGE
SAMPLE	Sep 11, 2017 10:09 AM	Download PDF (383.68 KB) Quick Preview
SAAMPLE	Sep 11, 2017 12:06 PM	Download PDF (490.34 KB) Quick Preview
John Doe - Office Assistant (Job ID: 23528)	Sep 11, 2017 12:50 PM	Download PDF (406.24 KB) Quick Preview
Work-Study Student - THIS IS A SAMPLE JOB POSTING	Dec 07, 2017 10:49 AM	Download PDF (146.24 KB) Quick Preview

At the bottom, there is a 'Submit Application' button (highlighted with a red box) and a 'Cancel' button.

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- Option 2: Follow the steps to create a new package.
 - **Notes:**
 - If you need to upload documents or have used the Documents tab to upload your documents, you will see all uploaded files in the drop-down boxes in Option 2.
 - It is advised to include the job title of the position you are applying for to keep track of your documents/packages.
- **Step 1.** Select existing documents or click on the upload link to upload a new document you wish to include in the package.

Job ID: 29779 Student Career Service Advisors (2) - Career Services
 University of Manitoba - Career Services

Job Posting Status: **Approved**

APPLICATION REQUIREMENTS

Your application package must contain the following documents:

Cover Letter
 Resume

SUBMIT APPLICATION

APPLY WITH AN EXISTING APPLICATION PACKAGE

CREATE A CUSTOMIZED APPLICATION PACKAGE

Package Name *: TEST

Cover Letter *: Work-Study Student - THIS IS

Resume *: Work-Study Student - THIS IS

Click if you need to upload a new document

Submit Application Cancel

Step 1a. Separately upload each resumé and cover letter for the position you wish to apply to.

Upload a Document

Name: LAST NAME - JOB TITLE

Type: Resume - .pdf, .doc or .docx

Document: Current File: LAST_NAME__JOB_TITLE.docx

Upload New File

Upload Document Cancel

Step 1b. Create a name for your package. It is advised to include job title of the position you are applying for to keep track of your documents/packages.

SUBMIT APPLICATION

APPLY WITH AN EXISTING APPLICATION PACKAGE

CREATE A CUSTOMIZED APPLICATION PACKAGE

Package Name *: LAST NAME - JOB TITLE

Cover Letter *: LAST NAME - JOB TITLE (D:)

Resume *: LAST NAME - JOB TITLE (D:)

Click if you need to upload a new document

Submit Application Cancel

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IMPORTANT: Once you click on Apply, make sure that you see this confirmation page before leaving the page.

Job ID: 29779 Student Career Service Advisors (2) - Career Services
University of Manitoba - Career Services

Job Posting Status: **Approved**

Your online application has been submitted for University of Manitoba - Student Career Service Advisors (2) - Career Services (Job ID: 29779).

To cancel your application prior to the application deadline, click Cancel Application.

[Cancel Application](#) [Back to Search Results](#)

VERIFY YOUR APPLICATION: Check the Job Applications tab on the left menu to confirm your submission. This is where you will see all of the jobs you have successfully submitted applications for.

UNIVERSITY of MANITOBA

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Applications submitted: last 30 days

Total Submitted: 1 [View](#)

Status of Applications

Application Submitted: 1 [View](#)

- Click on view. From here, you can view or cancel applications. Please note that documents that you have uploaded can still be found in the **Documents** tab.

UNIVERSITY of MANITOBA

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TOTAL RESULTS: 1 DISPLAYING: 1 - 1 [Clear Sort](#)

view	Cancel Application	Term	Job ID	Job Title	Organization	Division	Application Package	Application Status	Application Deadline	Application Submitted On (1)
		2018-19	29779	Student Career Service Advisors (2) - Career Services	University of Manitoba	Career Services	Download Quick Preview	Application Submitted	September 12, 2018 @ 11:59 PM	September 06, 2018 @ 10:34 AM

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