 HOW TO
 Task: Apply to Work-Study jobs

- Create a new or Log-in to your existing careerCONNECT [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.

• From here, you will have two (2) options:
  o 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.
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.

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

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

**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.

- 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.