HOW TO APPLY TO UTEMP
1. On the jobs.utoronto.ca page, click the **Current Opportunities** tab on the header dropdown, and select **UTemp (Short-Term)**.
HOW TO APPLY TO UTEMP

The system will redirect the UTemp page which will provide you with an overview of UTemp.

2. Once you have read the contents of this page, click on the green **Apply to UTemp** button.
HOW TO APPLY TO UTEMP

The UTemp Talent Pool page will open up.

3. Once you have read the contents of this page, click **Apply Now** to begin the application process.
4. “The Career Opportunities: Create an Account” page will open up.
5. Enter your Email address and then create a password for the site in the Choose Password field.

HOW TO APPLY TO UTEMP
6. Now enter your first name and last name.
7. Select your Country of Residence from the dropdown menu.
8. In the Make My Profile Visible to section, you can select Any University of Toronto Recruiter or Only recruiters managing the jobs I apply to. If you select the Any University of Toronto Recruiter option, recruiters across the university will be able to view your application and potentially contact you for positions.
9. Check off I agree to receive email notifications of new job postings to enable you to be contacted for future positions.
10. Click on Terms of Use.
11. Read the **Data Privacy Consent Statement**, and click **Accept** if you agree.
12. Select **Create Account**.
13. Select **My Documents**, and then **Upload a Resume/CV and Cover letter**.

Please upload only your resume here as you will have an opportunity to upload your cover letter in the next step. You can upload from your computer, Dropbox or Google Drive.
HOW TO APPLY TO UTEMP

14. Next, upload any **Additional Documents** you would like considered. This is where you would upload your cover letter and supporting documents such as certifications, etc.

Dear candidate,

Thank you for your interest in the University of Toronto.

In this section you have the ability to add more details to your profile. Please be aware that if you have applied to a specific position, the information you provide here is available to the reviewers of your application.

If you do not find any specific open position now, or if you would also be interested in other positions, you can fill in (or complete) your profile and save it. This will make your profile available to our recruiters, who may contact you in case there is a match to an open position.

Please note that by filling/completing your Profile below you hereby agree that your data is available to the recruiters.

U of T Careers Team
15. The next section to complete is your **Profile Information**. Here you will need to fill in all fields marked with a red asterisk. *

16. Then click on **Job-Specific Information**.
HOW TO APPLY TO UTEMP

17. Here you will need to fill in all fields marked with a red asterisk. * Select the options that apply from the dropdown menus.

**Employment Information**

- **Are you legally entitled to work in Canada?**
  - No Selection

- **If other degree, please specify:**

- **Are you currently or have you ever been employed by the University of Toronto?**
  - No Selection

- **All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. Are you a Canadian citizen or Permanent Resident of Canada?**
  - No Selection

- **How did you hear about this opportunity?**
  - No Selection

- **If other, please specify:**

- **Highest Degree Completed:**
  - No Selection
18. Next complete the Diversity Survey. Please read the information on why and how we collect and use the data. There is an option, I choose not to answer for those who would prefer not to provide these details.

19. Once complete, click Apply.
HOW TO APPLY TO UTEMP

20. Once you click Apply, you will be redirected to the home page, where you will be able to continue to search for jobs “Back to Job Listings”, “View profile” or navigate to any other sections of the website.
21. Upon completion of your application, you will receive two emails. The first confirming you have created an account and the second confirming you have applied to the UTemp Talent Pool.

**Success - your account at U of T Careers has been created**

From: U of T Careers <uoft.careers@utoronto.ca>
Date: 2020-05-12 11:01

Dear Lucas de Schepper,

Thank you for your interest in the University of Toronto; you successfully created an account in our online recruitment tool.

You will have the opportunity to create a ‘Job Alert Notification’ which will automatically notify you about job opportunities matching your specified criteria.

Please use the following link and user name to log in:
https://career17preview.sapsf.com
User name: jitinossou-7624@yourcampus.utoronto.ca

With your user name and your career interests in mind, you will receive job alerts.

Regards,
University of Toronto

**Thanks for your application for Req ID: 432**

From: U of T Careers <uoft.careers@utoronto.ca>
Date: 2020-05-12 11:04

Dear Lucas,

This is an automated email to acknowledge the receipt of your application for UTemp Talent Pool (Req ID: 432) in the N/A.

Regards,

University of Toronto
22. Please note **we will only contact you if we have a suitable position**. When there is a suitable position, you will receive an invitation to apply to the position (example email below). Before applying you will need to review the position details (A) included in the email, and then apply via the link (B).

---

**Potential Casual Employment Opportunity - Account DevelopmentCoordinator**

**From:** Central UTemp Office <utemp@utoronto.ca>

**Date:** 2020-06-05 15:52

---

**Hello Luca,**

The following temporary casual employment opportunity has arisen which UTemp identified as potentially being of interest to you. If, once you have reviewed the job details (copied beneath the email signature below), and you decide you are interested in the position, please follow this link to apply.

Please note that several candidates from UTemp may be selected for the interview. Sharing your background with the department does not guarantee that you will be selected for an interview. Nor will being selected for an interview guarantee you will be awarded with the employment opportunity.

If you are not available for this casual employment, or if this position is not the type of position in which you are interested, please let me know. In either event, please either complete the application or advise me you would not like to be considered within 24 hours.

Best regards,

UTemp, Division of HR & Equity
University of Toronto
215 Huron Street, Suite 606, Ontario, Canada M5T 1R2
416.348.9718 | utemp@utoronto.ca

[www.brandequity.utoronto.ca](http://www.brandequity.utoronto.ca) | [LinkedIn](http://www.brandequity.utoronto.ca) | [Twitter](http://www.brandequity.utoronto.ca)

---

**Job Details:**

**Account Development Coordinator**

**Faculty / Division:** University of Toronto Scarborough

**Department:** UTSC. Arts & Science Co-op Programs

**Responsibilities will include:**

- Acting as the first point of contact for general enquiries
- Evaluating job prospects in alignment with student academic goals
- Building and strengthening relationships with stakeholders and partners of strategic importance
- Promoting programming, student needs and interests to employers and industry contacts
- Identifying, fostering and maintaining relationships with potential and existing employers
- Overseeing the status of business development initiatives, activities and outcomes
- Updating and maintaining database records
- Coordinating the preparation and distribution of promotional/outreach materials

**Start Date:** ___

**End Date:** ___

**Hourly Pay Rate:** $ ___
HOW TO APPLY TO UTEMP

23. Click **Apply**. Please note the job description is included in the email, and is not repeated on the website. Therefore, for your records, please keep a copy of the **email invitation to apply**.
HOW TO APPLY TO UTEMP

24. On the application page, you will see your current resume under My Documents (A). By clicking on the Edit Pencil, you can upload a new resume, or just scroll down to the Profile Information (B), making any changes required.
25. Next, scroll down the application page further to Job-Specific Information where you will need to select “Yes” from the dropdown menu to the question I would like to be considered for this position. If you would like to make any Additional Comments, you would add them here, and then click **Apply** to complete your application.
HOW TO APPLY TO UTEMP

26. UTemp will send applications to the department for review.

27. We will contact you if the department has selected you from the pool of candidates. The next steps are determined by the following:

i. Individuals being offered their first contract:
   i. A behavioral interview with a UTemp recruiter.
   ii. Computer Skills Testing directly following the interview.
   iii. If selected for the position, reference checks will be performed.
   iv. If the reference checks are successful and the position is offered, you will need to sign and return the offer, to confirm acceptance of the position.
   v. Additionally, you will need to click on and complete the online AODA and Health & Safety training provided in a link included in the letter of offer.

ii. Individuals who have already worked at least one contract:
   i. In most cases an interview with the department requesting the UTemp employee will be required.
   ii. You need to sign and return the offer, to confirm acceptance of the position.
HOW TO APPLY TO UTEMP

28. After you begin your contract, you will be sent an email asking for your feedback on how the contract is going.

29. Once you complete your contract:
   • You will be sent a confidential survey to ask how the contract went.
   • You will be returned to the roster for consideration of future contracts.
   • You should upload an updated resume with details of your responsibilities on your latest contract and any additional training or education. This also applies to work outside of the University as well. Doing this helps hiring managers see all of your skills and employment experience.

30. Update your profile with changes to your contact information (email, phone, address), as they occur.

31. Contact us if your availability changes, so that we may consider you for appropriate roles.
HOW TO APPLY TO UTEMP

If you have any questions about your application, please contact UTemps at:
Email: utemp@utoronto.ca
Phone: 416-978-8367
Our positions are available in all three campuses: Mississauga, Scarborough and St George