

# Applying at McGill University – Guide for Candidates (External or Former employees)

McGill is a community of lifelong learners — this is where passionate, open minds come together. We create unique experiences for students, staff and faculty, supporting research that changes lives and innovation that drives progress. Connect your work to something bigger. Help shape a better future.

<b>JOB APPLICATION FOR EXTERNAL AND FORMER EMPLOYEES .....</b>	<b>2</b>
LINK TO MCGILL CAREER WEBSITE.....	2
APPLICATION PROCESS .....	2
YOUR CANDIDATE HOME .....	7
<b>DURING THE RECRUITING PROCESS .....</b>	<b>7</b>
SELECTION PROCESS .....	7
VIEWING AND ACCEPTING YOUR OFFER .....	8
If you applied through Workday directly .....	8
If you were part of a recruiting process that happened outside of Workday .....	9

# JOB APPLICATION FOR EXTERNAL AND FORMER EMPLOYEES

## LINK TO MCGILL CAREER WEBSITE

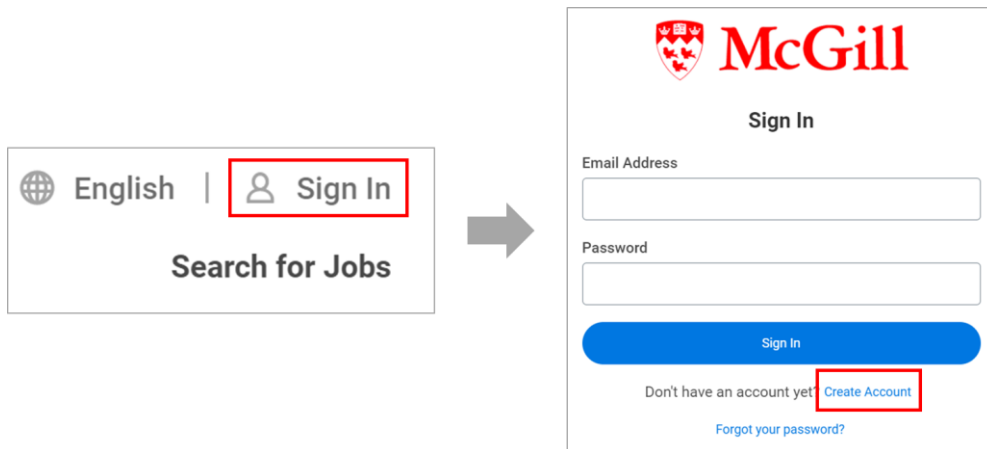
[https://mcgill.wd3.myworkdayjobs.com/mcgill\\_careers](https://mcgill.wd3.myworkdayjobs.com/mcgill_careers)

## APPLICATION PROCESS

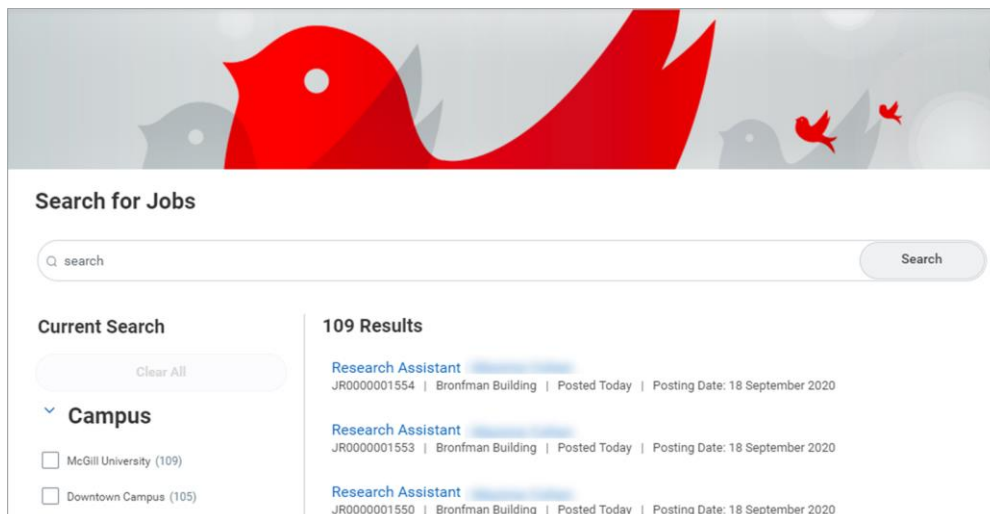
1. Navigate to McGill's external career site:  
[https://mcgill.wd3.myworkdayjobs.com/mcgill\\_careers](https://mcgill.wd3.myworkdayjobs.com/mcgill_careers)

2. Sign in to your candidate account or create one, as applicable.

**Important:** Make sure to use a personal email address (and NOT a @mail.mcgill.ca or @mcgill.ca email address) to create your account



3. To search for jobs, navigate to the job search page by clicking the McGill logo in the top-left corner. Search for and select the job you wish to apply for. You may use the filters on the left-hand side to focus your search.



4. Click **Apply** to begin the application process. There are 7 steps to the application process.

Business Analyst

Sherbrooke 688

Apply

Posted 30+ Days Ago

Full time

JR0000000013

**POSITION CONTEXT**  
Responsible for identifying the business needs of clients and stakeholders in order to help determine IT-solutions to business problems

**Primary Responsibilities:**

- Elicit, analyze, validate and document business, organizational and/or operational requirements.
- Translate business requirements into a conceptual system design (including but not limited to business

**About Us**

5. On the first screen, you will be prompted to select your resume. This will allow automatic population of resume details, including name, location, education and work experience. If you do not wish to have your resume automatically parsed, you can also attach it at a later step.

**Note:** Due to their size and complexity, we recommend that you do not upload academic resumes using this parsing tool, you will be able to attach it at a later step.

Quick Apply My Information My Experience Application Questions 1 of 2 Application Questions 2 of 2 Voluntary Disclosures Review

If you have a resume, attach it below to automatically parse your resume information into the application form. Uploading your resume for parsing is optional, please also remember to review the information before submitting your application.

**NOTE: Due to their size and complexity we recommend that you do not upload academic resumes using this parsing tool, instead attach your resume at the end of your application.**

Upload either DOC, DOCX, HTML, PDF, or TXT file types (5MB max)

Drop file here

or

Select files

6. **My Information:** On this screen, you will enter your name and contact information. The required fields are:

- Country
- First name
- Last name
- Phone number
- How did you hear about us?

At the bottom of the form, you will be asked to identify whether you are a current/former student or a former McGill employee. If yes, make sure to indicate your McGill ID.

Once done, click **Next**.

If you are a current/former student or a former employee of McGill please fill \* in the information below if applicable.

Yes  
 No

If you have been issued a McGill ID as either a student or employee please enter it here.

7. **My Experience:** On this screen, update or add details about your work experience, education, skills, languages, social networks and websites.

You will also be required to upload a resume and cover letter. Academics may be requested to upload other documents pertaining to teaching and research.

***You may upload as many files as needed insofar as the size of all files does not exceed the 5MB limit.***

The diagram illustrates the file upload process in two stages. On the left, a 'Resume/CV' upload box is shown with the text 'Upload a file (5MB max) \*'. Below this text is a dashed border area containing 'Drop files here' and 'or' above a 'Select files' button, which is highlighted with a red box. An arrow points to the right, showing the next stage. The 'Resume/CV' box now displays 'Upload a file (5MB max) \*' and a blue document icon labeled 'DOC' with the filename 'Test CV.docx'. Below the filename is a green checkmark and the text 'Successfully Uploaded!'. At the bottom of the box, an 'Upload' button is highlighted with a red box.

**Should you wish to share documents that exceed the 5MB limit, you may link a shared online drive, like One-drive, Google Doc, Dropbox or YouTube link in the websites section.**

### Websites

If there are any other files relevant to your application that cannot be attached above due to the size limitations, please provide a website URL at which they can be accessed. Format should be: http://

Add any relevant websites. Format should be: http://

Click **Next**.

- 8. Application Questions 1 of 2:** In this first questionnaire, you will be asked to rate your ability with the Microsoft office suite (note that this questionnaire may not appear for certain positions). You will also be asked to indicate whether you are legally entitled to work in Canada.

Click **Next**.

- 9. Application Questions 2 of 2:** This screen contains the Equity and Diversity survey. You may choose to complete this survey or not.

McGill University is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to engage productively with diverse communities. McGill implements an employment equity program and encourages members of designated groups to self-identify as part of the application process. Information shared through this process is held in strict confidence. Persons with disabilities who anticipate needing accommodations for any part of the application process may contact, in confidence, [accessibilityrequest.hr@mcgill.ca](mailto:accessibilityrequest.hr@mcgill.ca) or 514-398-3711. Do you wish to complete this survey?

Click **Next**.

- 10. Voluntary Disclosures:** The Equity and Diversity survey continues on this screen. At the bottom, make sure to check the box to confirm that you have read and consent to the terms and conditions.

### Terms and Conditions

I attest that all information provided in this employment application is true, complete, and accurate. I understand that any misrepresentation, falsification or omission of information may disqualify me from further consideration of employment and may result in disciplinary or administrative measures, including dismissal, if discovered at a later date.

I understand that the information provided in this employment application will be added to a candidate database and may be used to assess my suitability for any job vacancies at McGill University.

I declare that I have read, understood, and agreed to the Terms and Conditions outlined above.

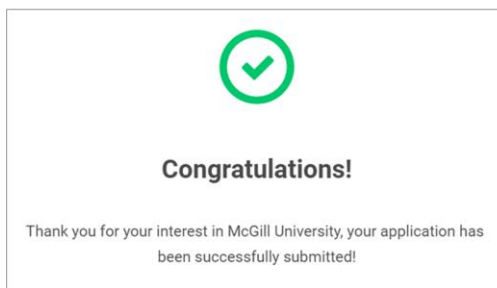
Yes, I have read and consent to the terms and conditions \*

Click **Next**.

- 11. Review:** Review your application and click **Submit**. A status notification appears, confirming your submission.


**Important:** After you submit your application, you will not be able to modify it. Make sure you have entered all of the required information and that you have attached all required documents before you click Submit. You will not be able to re-apply to the same position either.

- 12. Confirmation:** A Congratulations notification will appear to confirm your submission. You will also receive an email confirmation.



## YOUR CANDIDATE HOME

Clicking on **Candidate Home** will take you to your Workday applicant profile. This is where you will be able to view and manage your submitted applications.

English |  [Redacted]

Search for Jobs **Candidate Home** Job Alerts


### Candidate Home

#### My Tasks

No tasks to complete.

#### Submitted Applications

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions.

1 item 

Job	Status	Actions
Business Analyst	In Process	Manage ▼

## DURING THE RECRUITING PROCESS

### SELECTION PROCESS

During the selection process, you may be triggered to enter additional information, such as references, etc. If the Recruiter requires more information for you to enter, you will receive an email notifying you that there are tasks awaiting your attention in your Candidate Home account.

**Sign in to your candidate profile from the McGill career site** and go to your Candidate home. You will see the tasks to complete (e.g. Complete questionnaire for reference checks). Enter the requested information and Submit.

## VIEWING AND ACCEPTING YOUR OFFER

### If you applied through Workday directly

1. **Sign in** to your candidate profile from the McGill career site:  
[https://mcgill.wd3.myworkdayjobs.com/mcgill\\_careers](https://mcgill.wd3.myworkdayjobs.com/mcgill_careers)
2. Once in your profile, go to **Candidate Home**. Under **My Tasks**, you will see a “Review Document” task awaiting your action.

**My Tasks (1)**

Please review the checklist below to complete any assigned tasks related to your job application.

Review Documents  
Job: Assistant Professor Start

**Submitted Applications**

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions.

1 item

Job	Status	Actions
Assistant Professor	In Process	<span>Manage</span>

3. Click on the action, open the PDF letter, review the letter and if you agree, **check the I Agree box** to acknowledge that you have read and accept the terms of the offer letter.

**Review Document**

Please read the attached offer of employment. If you wish to accept this offer, check "I Agree" and click the Submit button. If not, click the Don't Accept button.

PDF McGill Contract 10 Sep 2022.pdf

I acknowledge that I have read and understood the policies and working conditions referred to in this offer of employment and agree to its terms and conditions.

I Agree

Comment

Follow Us

Facebook Twitter LinkedIn

Select Options Cancel

4. By clicking **OK** you will accept the position offered to you.
5. You will then be prompted to enter IDs
  - Under National ID, enter your Social Insurance Number (SIN)



6. On the next screen, you will get to review your personal information:

- Review the information already populated
- Enter your date of birth
- Select your gender
- Select your citizenship status: Regardless of where you are from, choose CANADA. If you are not a Canadian citizen, choose the appropriate categories under Canada (e.g. foreign national, permanent resident, etc.) - Enter "Canada" and hit **Enter** to view more options.

Update Personal Information

Date of Birth \*  
MM/DD/YYYY

Gender \*  
select one

Ethnicity

Citizenship Status \*  
select one

Sexual Orientation  
select one

Gender Identity  
select one

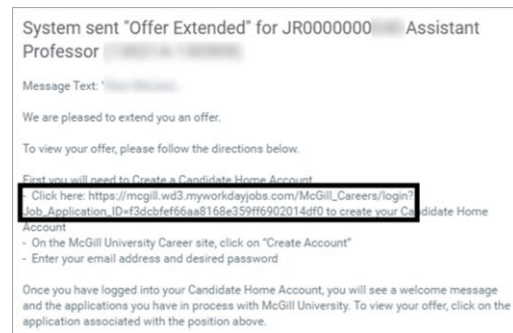
Disability

7. Click **OK**

### If you were part of a recruiting process that happened outside of Workday

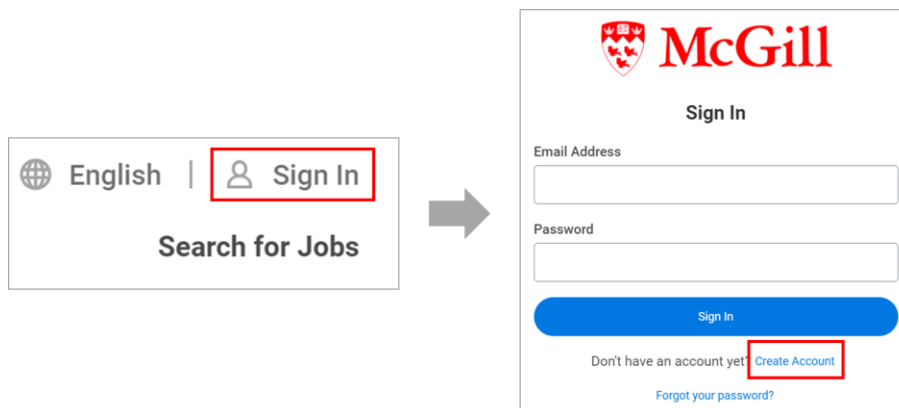
1. Go to the McGill career site using the link provided in the email you received.

**Important:** You must click on the link in the email to get to the site, do not create an account from the site directly.



2. In the top-right corner, click on **Sign in**, then **Create an account**.

**Important:** Make sure to use a personal email address (the same one that your Recruiter used - and NOT a @mail.mcgill.ca or @mcgill.ca email address) to create your account



- Once in your profile, go to **Candidate Home**. Under **My Tasks**, you will see a “Review Document” task awaiting your action.

**My Tasks (1)**

Please review the checklist below to complete any assigned tasks related to your job application.

Review Documents  
Job: Assistant Professor [REDACTED] Start

**Submitted Applications**

As we are evaluating your qualifications, we may contact you to provide additional information. In this case, you will receive a notification with instructions.


1 item L

Job	Status	Actions
Assistant Professor <span style="background-color: #ccc; padding: 2px 10px;">[REDACTED]</span>	In Process	<span style="background-color: #ccc; border-radius: 15px; padding: 5px 15px;">Manage ▼</span>

- Click on the action, open the PDF letter, review the letter and if you agree, **check the I Agree box** to acknowledge that you have read and accept the terms of the offer letter.

**Review Document**





Please read the attached offer of employment. If you wish to accept this offer, check "I Agree" and click the Submit button. If not, click the Don't Accept button.

 [MCMU Contract 10-Sep-2020.pdf](#)

I acknowledge that I have read and understood the policies and working conditions referred to in this offer of employment and agree to its terms and conditions.

I Agree

Comment

Follow Us  
   

Select Option ▼ Cancel


- By clicking **OK** you will accept the position offered to you.
- You will then be prompted to enter IDs
  - Under National ID, enter your Social Insurance Number (SIN)

7. On the next screen, you will get to review your personal information:


- Review the information already populated
- Enter your date of birth
- Select your gender
- Select your citizenship status: Regardless of where you are from, choose CANADA. If you are not a Canadian citizen, choose the appropriate categories under Canada (e.g. foreign national, permanent resident, etc.) - Enter "Canada" and hit **Enter** to view more options.


8. Click **OK**

Update Personal Information

Date of Birth \*  
MM/DD/YYYY 

Gender \*  
select one ▼

Ethnicity  
 

Citizenship Status \*  
 

Sexual Orientation  
select one ▼

Gender Identity  
select one ▼

Disability  
 