



# Applying for an Employment Opportunity at OCAD University

The following instructions will walk you through how to apply for an employment opportunity at OCAD University (OCAD U). If you have any questions, please contact Human Resources by email at [hr@ocadu.ca](mailto:hr@ocadu.ca) or by phone at (416) 977-6000, ext. 298.

## Step 1: View Open Employment Opportunities

- Navigate to OCAD U's Employment Opportunities page via [www.ocadu.ca](http://www.ocadu.ca) and by selecting *Services, Human Resources, and Employment Opportunities*
- To view available employment opportunities, select the *Search Current Opportunities* button on the right side of the page

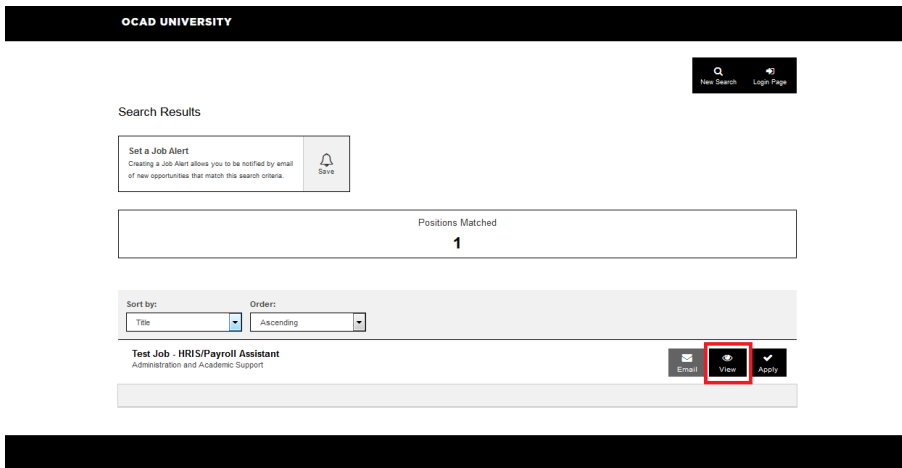
## Step 2: Login (returning applicants only)

- If you have previously applied to a position at OCAD U, please log-in to your account by selecting *Login Page* at the top right corner of the page and enter your login credentials when prompted (there is also a *forgot password?* option if necessary)
- Once you have logged into your profile, select *New Search* to search for available job postings

## Step 3: Search Job Category

- Select the drop-down menu and select the category you are interested in (Administrative and Academic Support, Executive and Academic Administration, Faculty and Non-Credit Instructors, or for a listing of all current employment opportunities, search All)

## Step 4: View the Job Posting



- The Search Results page displays all positions that are currently available at OCAD U, based on the Job Category you have selected
- Learn more about the position that you are interested in by selecting the *View* icon to review the job posting

## Step 5: Apply for the Job



- Select the *Apply Now* button at the top left or bottom right side of the job posting to begin the application process

## Step 6: Create a User Profile

OCAD UNIVERSITY

1 of 4

Test Job - HRIS/Payroll Assistant  
Job Category: Administration and Academic Support  
Job Code: 1129

### 1. New User Registration

Please take a few moments to register. You will need this information to access your account in future to update your profile and job search preferences.

OCAD University (OCAD U) respects your privacy and is committed to keeping confidential all personal information that you transmit to this site to complete an employment application.

In completing your application, you authorize OCAD U to collect, process and maintain your data as part of the recruitment process.

#### Email Registration

Your email address will be used as your login name allowing you to return to our website to update your profile. Passwords must be at least six (6) characters long. Only digits, letters and underscores are allowed.

If you are a returning applicant, please sign in or reset your password using the Login button.

Email \*      Password \*      Re-type new password: \*

testcandidate230@outlook.com      \*\*\*\*\*      \*\*\*\*\*

←      →

- *Note: If you are a **returning applicant**, please skip to step 7*
- Input information to begin New User Registration and select the arrow to continue
- You will need your email and password to access your account in future to update your profile and job search preferences. It is recommended that you maintain a confidential record of your login information for future use

## Step 7: Complete the Application

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Welcome Test Candidate

1 of 3

Test Job - HRIS/Payroll Assistant  
Job Category: Administration and Academic Support  
Job Code: 1129

### 1. Your Information

#### Personal Information

First name\*      Last name\*

Test      Candidate

Primary Phone #\*      Secondary Phone #

123-456-7890     

#### How did you hear about us?

Source\*      Other (Specify Source)

OCAD U Website     

Referred By

#### Additional Information

Work Authorization \*      Canadian Residency \*

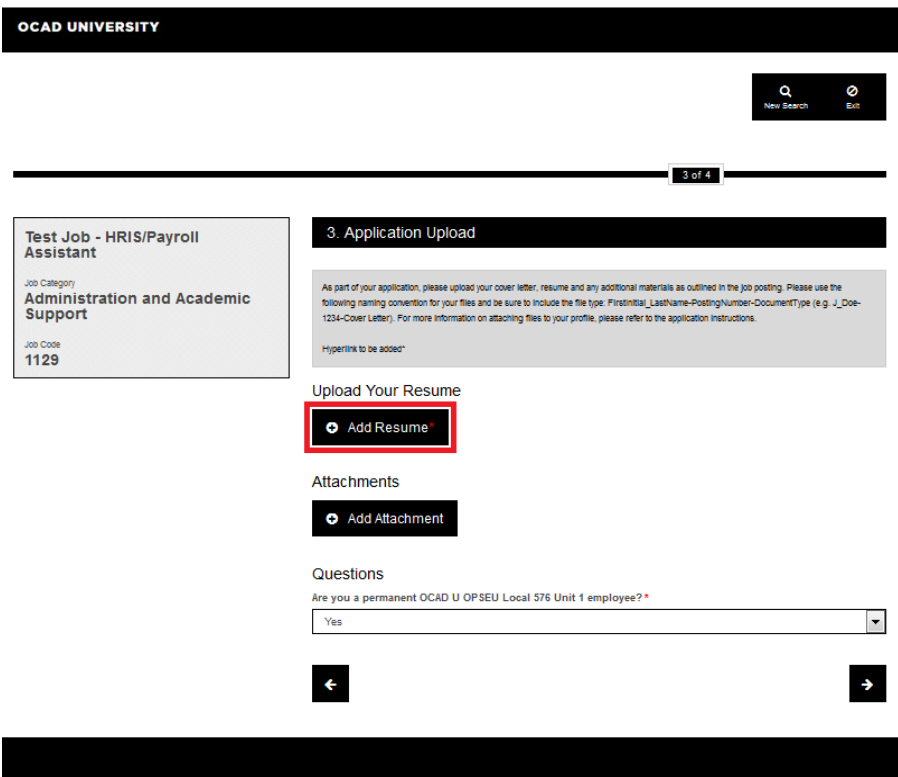
I am authorized to work in this country for any em      I AM a Canadian Citizen or a Permanent Resident

Highest Education Level \*      Link to Digital Portfolio

Master's Degree     

←      →

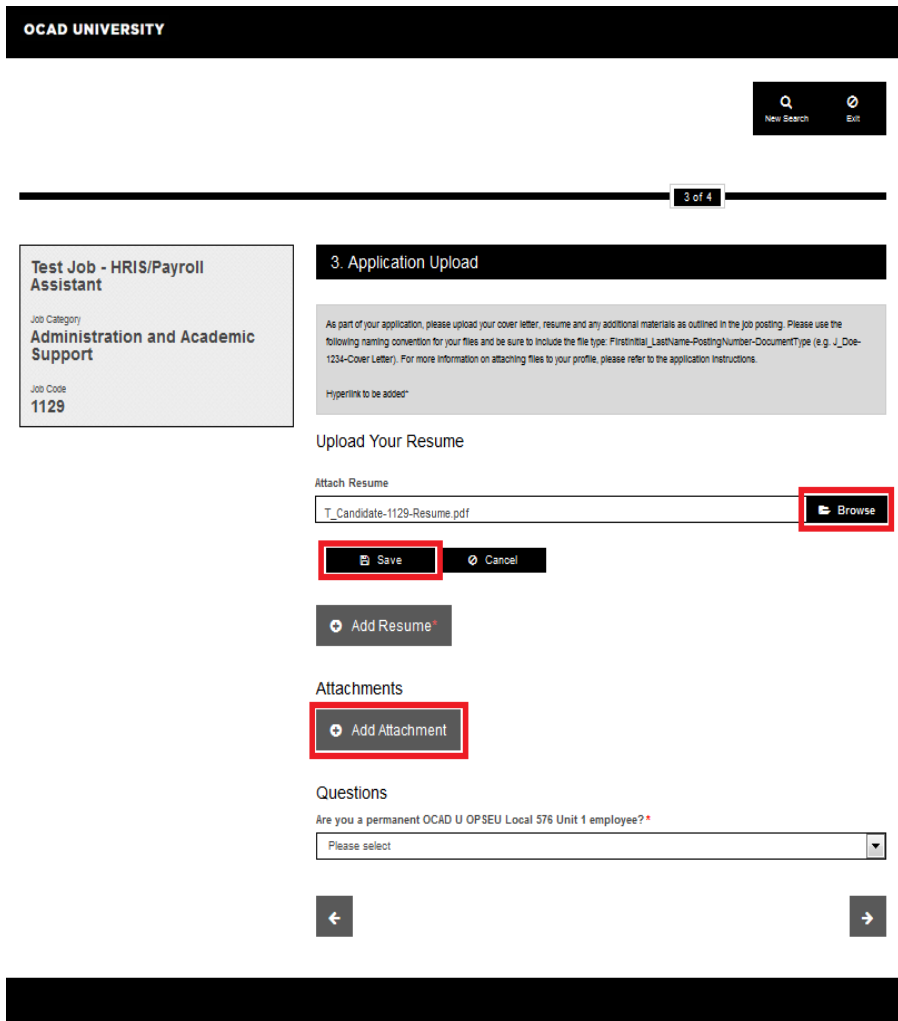
- All fields with a red asterisk (\*) must be completed
- *Note: If you are a **returning applicant**, the fields will be pre-populated with your information. Please ensure your personal information is correct before proceeding*
- If the position you are applying for requests a portfolio, you may enter the link to your digital portfolio here



- When adding your resume and supplementary attachments, please ensure to use the following standard naming convention: FirstInitial\_LastName-Job Code-DocumentType  
ex. T\_Candidate-1129-Cover Letter

- You may upload your files in PDF (preferred) or Word format. Images should be saved as PDF as the system does not accept other file formats.

- The maximum size for all attachments uploaded per candidate profile may not exceed 10MB.



- If the job posting requests supplementary documentation (e.g. references, teaching philosophy, etc.), please use the *Add Attachment* button and be sure to combine files where possible

- Please ensure you select *Save* for each document you upload

- You may be prompted to answer application-specific questions before moving to the next page, however this will not be true in all cases

- *Note: If you are a returning applicant*, you will see the documents that you have previously uploaded. Please do not delete files for jobs to which you've applied and for which you'd still like to be considered

## Step 8: Candidate Sign Off

The screenshot shows the '4. Review and Submit' section of the application process. On the left, a sidebar identifies the job as 'Test Job - HRIS/Payroll Assistant' in the 'Administration and Academic Support' category. The main content area is titled 'Candidate Sign Off' and includes a confirmation statement: 'I confirm that the information provided as part of this application is correct and true to the best of my knowledge. I understand that any misrepresentation may disqualify me from employment at OCAD University.' Below this, there are input fields for 'Candidate eSignature\*' (containing 'Test Candidate') and 'Candidate eSignature Date\*' (containing '5/11/17'). A red box highlights a 'Submit' button at the bottom right. A 'New Search' button is visible in the top right corner.

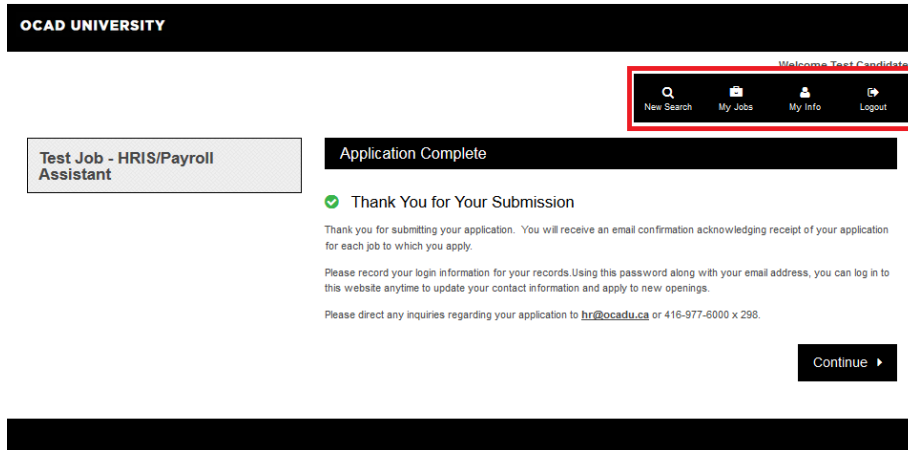
- You will be asked to electronically sign off on your application at this point
- Before submitting, you may also review your entire application to verify its accuracy by selecting the arrow next to *Application Review*

## Step 9: Voluntary Applicant Questionnaire

The screenshot displays the 'Voluntary Information' section of the 'Applicant Questionnaire'. The page title is 'Welcome Test Candidate' and includes navigation links for 'New Search', 'My Jobs', 'My Info', and 'Logout'. The main text explains OCAD University's commitment to diversity and equity, and invites applicants to complete a voluntary questionnaire. It provides definitions for 'Indigenous Persons', 'Racialized Persons', 'Women', and 'Persons with Disabilities'. At the bottom, there is a 'Voluntary Question' section with a dropdown menu (highlighted with a red box) and a 'Submit' button (also highlighted with a red box).

- After you submit your application, you may be prompted to complete an Applicant Questionnaire
- We invite applicants to complete this voluntary survey to inform our practices related to employment equity and for hiring under special programs as highlighted in specific requisitions. You may log-in to your profile at any time to update your response to the questionnaire

## Step 10: Confirming the receipt of your application



- Once your application is successfully submitted, a page thanking you for your submission will appear
- You may use the buttons in the top, right corner of the page to edit your personal information, search other employment opportunities, view a list of jobs to which you have applied, and/or log-out of the system

## What's Next?

- Following the successful submission of your application, you will receive an email from us acknowledging the receipt of your application
- You may log-in to your profile at any time to view a list of opportunities to which you've applied, update your information and set job alerts
- Should you have any questions about the job application process, please feel free to contact us by email at [hr@ocadu.ca](mailto:hr@ocadu.ca) or by phone at (416) 977-6000 ext. 298