

ENGINEERING CAREER CENTRE PORTAL

Student User Guide



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

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Accessing your account

Click on Students at <https://uoftengcareerportal.ca>



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Engineering Career Centre

Home

Students

Employers

Staff Login



Logging in

- Your ID is your Student ID Number
- Your password is your UTORID

Note: Your account will not be created until *after* the PEY Registration period



Engineering Career Centre

Home Students Employers Staff Login

Student Login

PLEASE LOGIN BELOW

ID

Password

Login

This portal is available to students who are registered in the PEY, eSIP and GEI programs at the University of Toronto. For more information on these programs, please visit: <http://engineeringcareers.utoronto.ca/>

Faculty of Applied Science & Engineering students registered in their 4th year of study or students who graduated in the last two years may access the Career Portal to view New Grad/Alumni positions. Please contact career@ecf.utoronto.ca for account information.

Completing your profile

Click on the My Account tab and fill out all missing fields

Welcome Test Student

[Upload a Document](#) [Search Postings](#) [Register for an Event](#)

Dashboard Co-op Documents Posting / Applications Interviews Appointments Event Registration

Overview **My Account**

Your Account Information

Student ID:*	Test PEY Student
Password:*	●●●●●●●●
Password Check:*	●●●●●●●●
Salutation:	Mr. <input type="button" value="v"/>
First Name:*	Test
Middle Name:	
Last Name:*	Student
Gender:	Male <input type="button" value="v"/>
Email:*	pey@ecf.utoronto.ca

Personal and academic information

- Enter your current contact information and ensure it is up to date
- Enter complete and accurate academic information
 - Ensure the correct POSt Code is listed
 - eg. AEINDBASC, ASPRGHBSC
 - Select Year of Study e.g. 2nd or 3rd year
 - Select discipline
- **IMPORTANT:** Indicate your status under the “Residence” drop down menu

Looking at available jobs

- On the left-hand side of the welcome screen, click “Job Postings” under “Internship and Experience Programs”
- **Note:** selecting many criteria at once may result in applicable jobs being omitted

Internship & Experience Postings

[View all available postings](#) [Search Job Postings](#)

Only jobs added within the last 14 days will appear below.

To see **ALL** job postings, click the [Search Job Postings](#) button and select PEY or eSIP and 2015-2016, or go to [Quick Searches](#) and click on [All Jobs](#).

Although employers can indicate their preferred program(s) of study, you are able to view all postings. We recommend not limiting your search by program in case the employer has not selected this field. We leave it up to you to decide which positions are a good fit with your skills, interests and experience.



Please note that all of your applications must include: resume, cover letter, and transcript (an un-official copy is fine).



47 For My Program	5 Applied To	1 Viewed	0 New Posting Since Last Login	42 Postings added in the last 14 days
0 Application Deadline Today	22 Application Deadlines in the next 10 Days			

Finding applicable positions


Possible search criteria: start and end date, company name, preferred discipline, main sector, etc.

GENERAL SEARCH PARAMETERS

Date Posted  to 

Application Deadline  to 

JOB POSTING INFORMATION



Term  (the current term)



Position Type

Job Title

Job Location

Number of Positions

Start Date  to 

End Date  to 

Applying to a job

Ways to apply include:

- Online via Portal
- Employer email
- Employer website

If there is no specific instruction on the job posting, then upload the required documents to the Portal site

Note: Please ensure that you select the “I intend to apply for this position” tab on the Portal if the application method is external. This will give us a record of your submitted applications in the event that you are invited for interviews.

Uploading documents

- Most PEY job postings will ask you to apply via the Portal
- To upload appropriate documents, click on the “Documents” tab from the dashboard
- You will have a variety documents saved in your account, such as cover letters, resume and a copy of your transcript

Welcome Test Student

Upload a Document

Search Postings

Register for an Event

Dashboard

Co-op

Documents





Posting / Applications

Interviews

Appointments

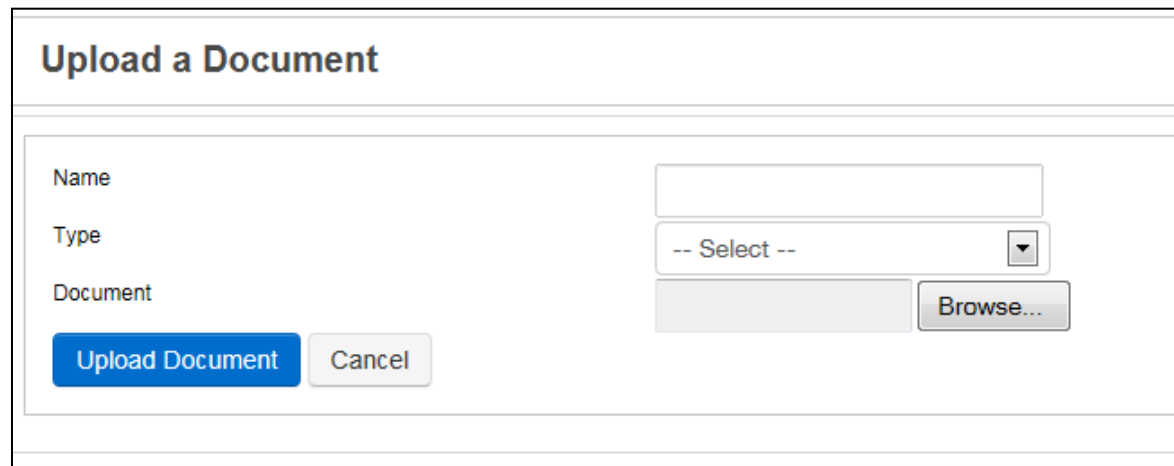
Event Registration

TOTAL RESULTS: 19 DISPLAYING: 1 - 19

Module	Document Name	Type	Date Created	
Internship Documents		Package	November 05, 2013 @ 10:20 AM	 
Internship Documents		Package	November 05, 2013 @ 10:06 AM	 

Uploading documents - continued

- Select “Upload Document” at the top of the page
- Select the file desired, name it, and indicate the document type – resume, cover letter, transcript, other
- Select Upload. It will be converted to a PDF file.
- Select “Refresh” at the top of the page to see your newly uploaded document
- Note: Use a professional name for your documents as this will be viewed by employers
 - Example: FirstName LastName JobID Cover Letter

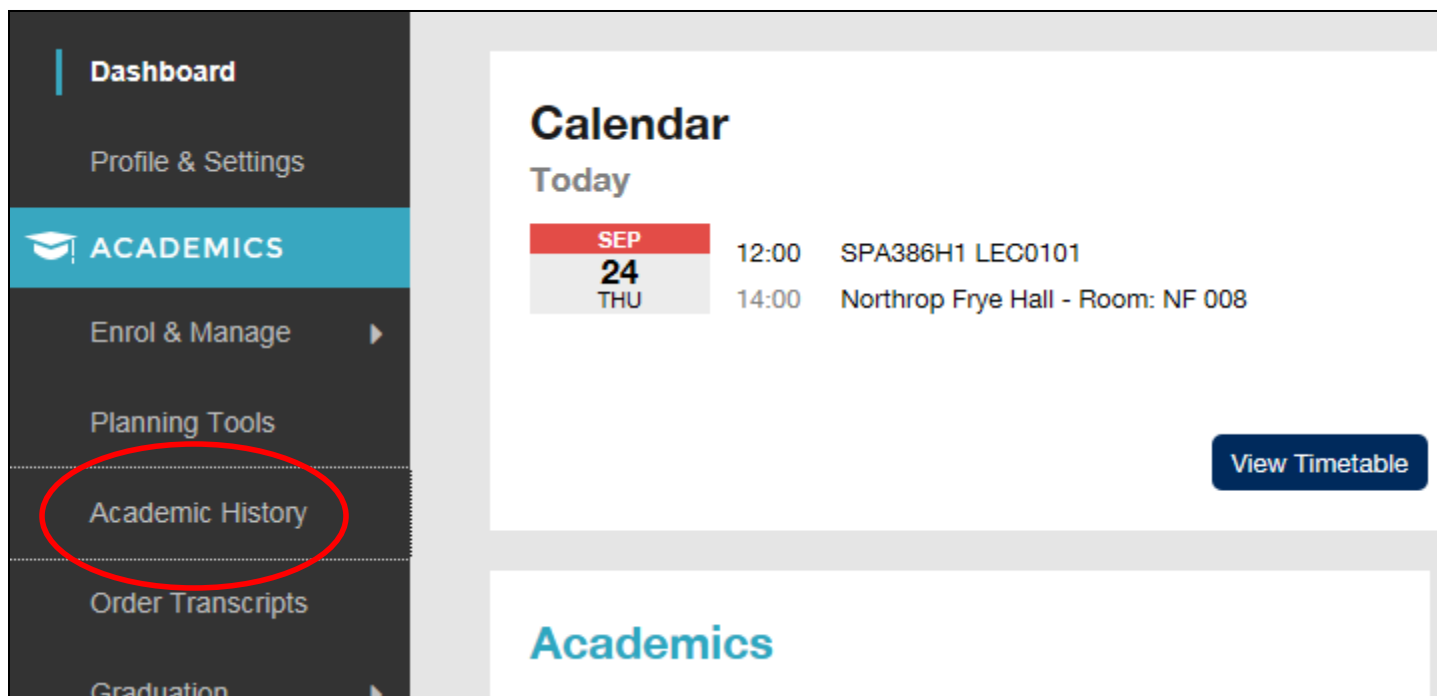


The screenshot shows a web form titled "Upload a Document". The form contains the following fields and controls:

- Name:** A text input field.
- Type:** A dropdown menu with the text "-- Select --" and a downward arrow.
- Document:** A file selection area with a "Browse..." button.
- Buttons:** A blue "Upload Document" button and a grey "Cancel" button.

Retrieving an unofficial transcript

- Once logged on to ACORN, click the 'Transcripts, Academic History' tab, and choose to display your complete academic history



The screenshot displays the ACORN user interface. On the left is a dark sidebar menu with the following items: 'Dashboard', 'Profile & Settings', 'ACADEMICS' (highlighted in blue), 'Enrol & Manage', 'Planning Tools', 'Academic History' (circled in red), 'Order Transcripts', and 'Graduation'. The main content area is titled 'Calendar' and shows 'Today' with a calendar grid for 'SEP 24 THU'. The grid contains two entries: '12:00 SPA386H1 LEC0101' and '14:00 Northrop Frye Hall - Room: NF 008'. A 'View Timetable' button is located in the bottom right of the calendar section. At the bottom of the page, the word 'Academics' is displayed in blue.

Formatting an ACORN transcript

- Highlight and copy the complete history, and paste the information into a Word document
- Add the following information to the top corner of each page:
 - Name
 - Student number
 - Page number
- Save as “FirstName LastName – Transcript”
- Do not change any information!

Creating a package for applications

- Once you have found a job, click “Apply for this Position” and carefully read through all the instructions
- Create a custom package for each application using previously uploaded documents – cover letter, resume, and transcript
 - Documents can also be uploaded at this stage
- After selecting one document from each category, you can submit the package

Checking application status

- After you apply to a position, you can check the status by going to the “Posting/Applications” tab from your dashboard
- Not all employers will automatically update this status, so please consistently check your email and phone for other updates from the Engineering Career Centre and/or employer

Welcome Test Student

Dashboard Co-op Documents **Posting / Applications** Interviews Appointments Event Registration

TOTAL RESULTS: 8 DISPLAYING: 1 - 8

Module	Term	Job Id	Job Title	Organization	Application Deadline	# of Times Viewed	Application
Internship & Experience Postings	2014 - 2015	3911	Various Opportunities	Imperial	January 26, 2014 @ 11:59 PM	1	February 0
Internship & Experience Postings	2014 - 2015	68	Test Job	Orbis Communications	October 19, 2012 @ 11:59 PM	0	December

Interviews

- Check the tab labelled “Interviews” on the initial dashboard to see your interview schedule
- The Engineering Career Centre may also call you or send you an email regarding an interview you have been invited to, or the employer may contact you directly
- To review the position details, view the posting by going to “Applied To” positions under “Job Postings”

Signing up for an interview

- Once you have selected an interview invitation, choose a spot by clicking on a time when you are available
- You then will need to confirm your selection
 - Note:** Please connect with the PEY Office if you have a conflict with the schedule as soon as possible
- To change times, click on the slot you initially booked and then choose a new one. You will need to reconfirm your selection.
- As a professional courtesy, if you need to cancel an interview, please do so at least 24 hours in advance

*Kindly only sign up for interviews in which you have genuine interest, out of fairness to employers and other students

Round One job offers

- Log on to the Career Portal to check and see if you have been extended an offer
- If you have been offered a role, you will have a maximum of 48 hours to accept or decline in the Career Portal.
- If you choose to accept an offer outside the Career Portal, please notify ECC staff so we can process your placement

Round one job offers, continued

- Most employers will provide information such as salary, start and end date, benefits, etc. with your offer. If you have questions regarding the specific details of your offer, please drop in to see us or follow up with the contact listed from the company.
- Offers are expected to be final – you will receive a formal contract later in the process
- If you have received an early offer and are unsure of whether to accept, please book an “early offer appointment” through askecc@ecf.utoronto.ca to discuss your options

Continuous Round job offers

- After Round One concludes, job offers will be extended through the Engineering Career Centre or employer – NOT on the Career Portal
- Email or verbal offers are expected to be final
- This round lasts from January to August