

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



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

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. ▾

First Name:*

Test

Middle Name:

Last Name:*

Student

Gender:

Male ▾

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
 - Preferred email account is the utoronto email account
- **IMPORTANT:** Indicate your status under the “Residence” drop down menu

Looking at available jobs

- On the main dashboard welcome screen, click “Search Internship Jobs”
- **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:

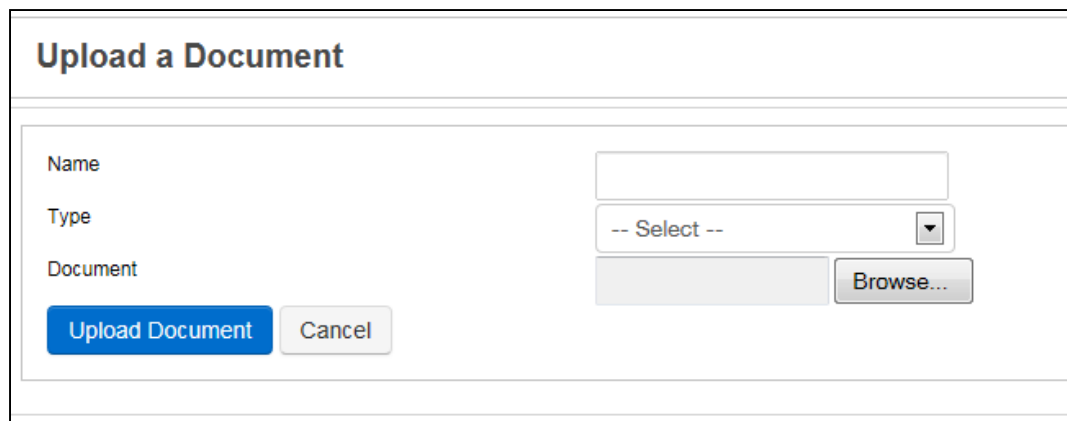
- Online via Portal
- Employer email
- Employer website

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 application documents, click on the “Upload a Document” button on the main dashboard
- Select the file desired, name it, and indicate the document type from the drop down list– 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



The screenshot shows a web form titled "Upload a Document". It contains three input fields: "Name" (a text box), "Type" (a dropdown menu with "-- Select --" and a downward arrow), and "Document" (a text box with a "Browse..." button to its right). At the bottom left of the form are two buttons: "Upload Document" (in blue) and "Cancel" (in grey).

Uploading Documents - continues

- Note: Use a professional name for your documents as this will be viewed by employers
 - Example: FirstName LastName JobID Cover Letter
- 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

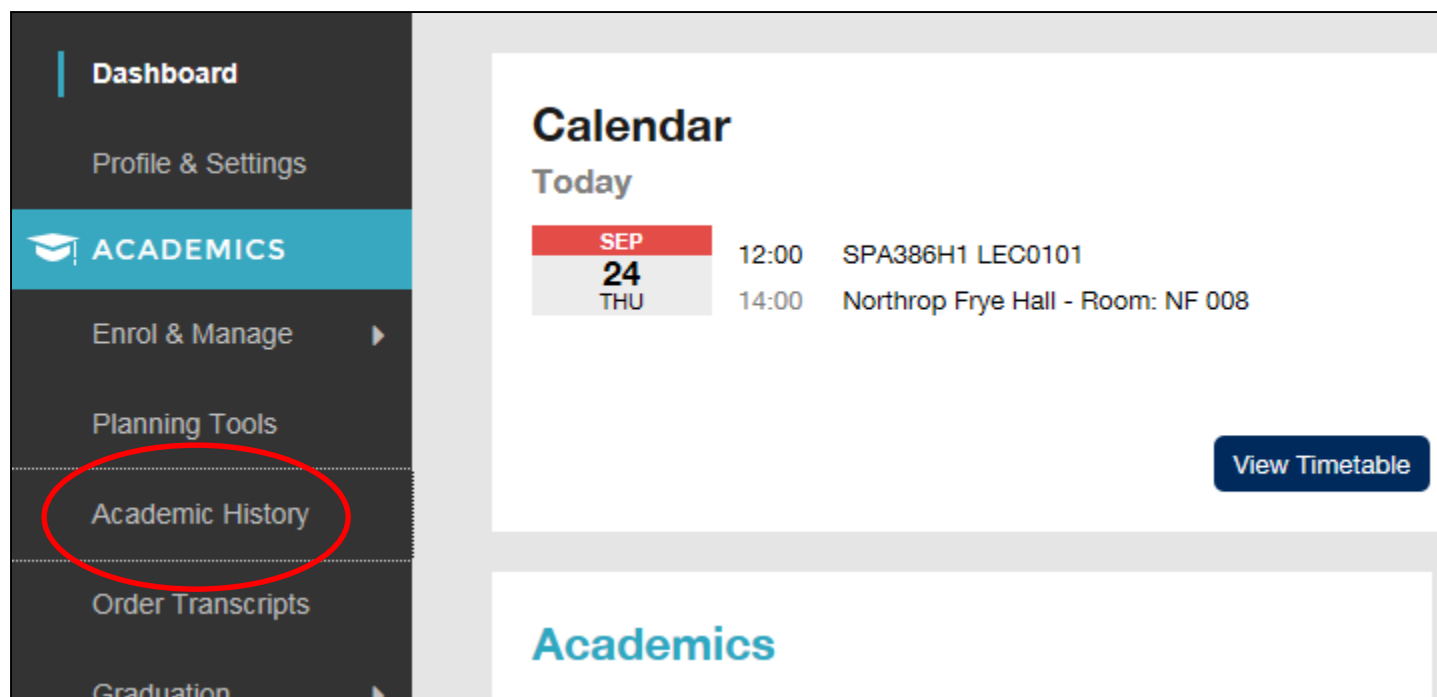
Event Registration

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	 

Retrieving an unofficial transcript

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



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 name and submit the package

Application Page

OPTION 1: Apply with an application package already uploaded

You do not have any application packages OR your application packages do not contain the correct document types.

OPTION 2: Create a new application package

STEP 1: REVIEW / UPLOAD REQUIRED DOCUMENT TYPES

Your application package must contain the following documents :

Cover Letter
Resumes
Transcripts

Upload Document

STEP 2: NAME YOUR APPLICATION PACKAGE


PACKAGE NAME:*

STEP 3: SELECT DOCUMENTS TO INCLUDE IN APPLICATION PACKAGE


Cover Letter [\(Clear Selection\)](#)

☒  Cover Letter (Sep 21, 2017 02:48:56 PM)

Resumes [\(Clear Selection\)](#)

☒  Resume (Sep 21, 2017 02:48:57 PM)

Transcripts [\(Clear Selection\)](#)

☒  Transcript (Sep 21, 2017 02:47:13 PM)

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 01
Internship & Experience Postings	2014 - 2015	68	Test Job	Orbis Communications	October 19, 2012 @ 11:59 PM	0	December 1

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

Job Offers

- If you accept a job offer, please complete the PEY Acceptance form found on the ECC Website and upload it to the career portal through the My Documents
- Email or verbal offers are expected to be final
- Once you have accepted an offer and uploaded your PEY acceptance form, you will be placed in the portal and will no longer have access to job postings

The screenshot displays the career portal interface. On the left is a dark blue sidebar menu with the following items: Dashboard, Internship & Experience Programs, Internship & Experience, My Documents (highlighted), Job Postings, Applications, Interviews, Resources, Appointments, Events & Workshops, and Logout. The main content area is titled 'Upload a Document'. It contains a form with fields for 'Name', 'Type', and 'Document'. The 'Type' dropdown menu is open, showing a list of document types: -- Select --, -- Select --, Cover Letter - .pdf, .doc or .docx, Resumes - .pdf, .doc or .docx, Transcripts - .pdf, .doc or .docx, Other - .pdf, .doc or .docx, Work Permit - .pdf, .doc or .docx, Midterm Evaluation - .pdf, .doc or .docx, Employer Contract - .pdf, .doc or .docx, and PEY acceptance form - .pdf, .doc or .docx (highlighted in blue). Below the 'Document' field are two buttons: 'Upload Document' and 'Cancel'.

Resources and Processes

The Career Portal was designed to help you in your job search strategies. Please read the specific guides, information and resource materials that were made available within the career portal to be more effective in your application process.