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Accessing your account

Click on Students at https://uoftengcareerportal.ca
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.
Completing your profile

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

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

<table>
<thead>
<tr>
<th>GENERAL SEARCH PARAMETERS</th>
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<tbody>
<tr>
<td>Date Posted</td>
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<td>Application Deadline</td>
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<th>JOB POSTING INFORMATION</th>
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<td>Term</td>
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<td>2015 - 2016</td>
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<tr>
<td>Position Type</td>
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<td>All-</td>
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<tr>
<td>Engineering Summer Internship Program (eSIP - 4 months)</td>
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<td>Professional Experience Year (PEY - 12-18 months)</td>
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<td>Job Title</td>
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<td>- All-</td>
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<tr>
<td>Start Date</td>
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<td>End Date</td>
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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
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
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 02:48:58 PM)

Resumes (Clear Selection)
- Resume (Sep 21, 2017 02:46:57 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
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.
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.