UWaterloo Talent Acquisition System (iCIMS) – Candidate Instructions

Overview

The UWaterloo Talent Acquisition System (iCIMS) is the new recruitment software used at the University of Waterloo. This guide provides information to job applicants who wish to apply to a regular ongoing Staff or CUPE position, or an internal secondment.

Tip: Candidates may access jobs that are posted to the University of Waterloo's career portals using either a computer, tablet, or smart phone

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Access to the UWaterloo Talent Acquisition System (iCIMS)

Both internal and external applicants can access the UWaterloo Talent Acquisition System (iCIMS) by navigating to the uwaterloo.ca/careers website.
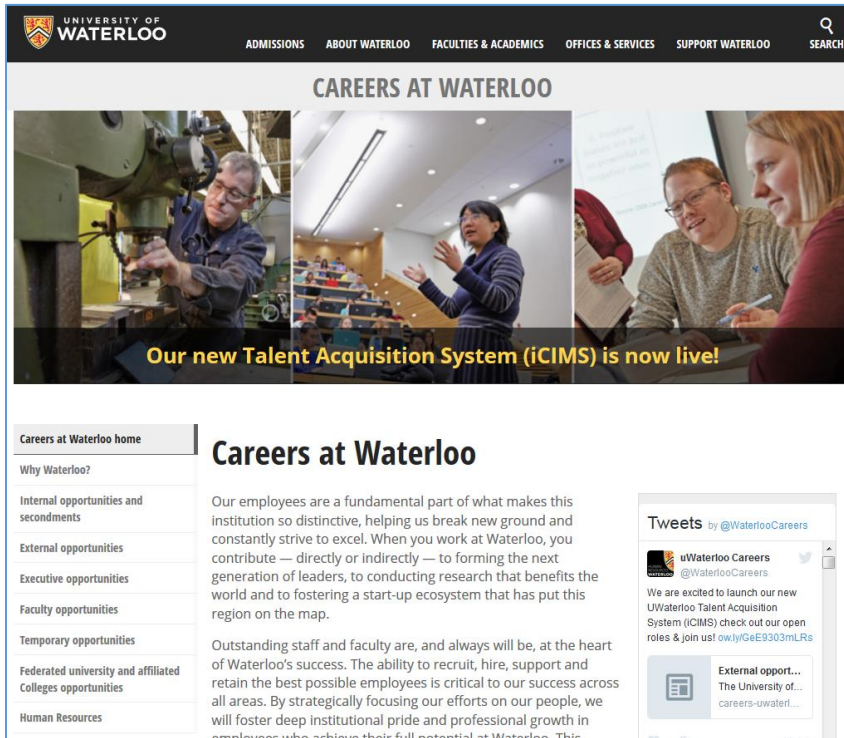
Internal applicants

Internal applicants can access the UWaterloo Talent Acquisition System (iCIMS) by clicking on **Internal opportunities and secondments** on the page menu found at the left side of the page. Log in using your WatIAM account.

External applicants

External applicants can access the UWaterloo Talent Acquisition System (iCIMS) by click on **External opportunities** on the page menu found at the left side of the page.

Logging in as a returning user (external applicants only)

1. From the home screen, click **Log back in** in the upper right side of the company portal.
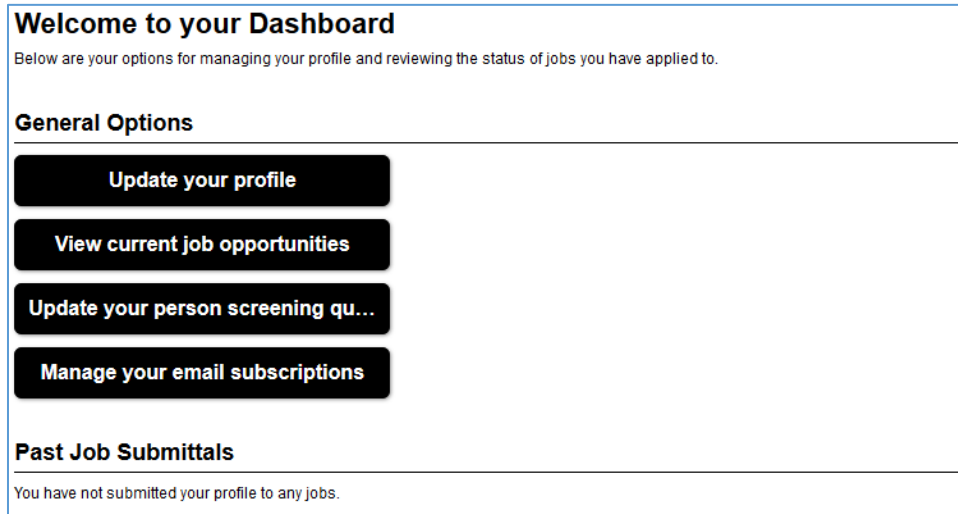
Tip: For your convenience, you may also log in from the Returning Candidates section of a Job Application if you reach that step and have not already logged in.

2. Log in using an existing social media account (if applicable) or enter the **Login Name** and **Password** that you used to create your account with this company and select **Login**.

Tip: You may select the **Retrieve Password** link if you have forgotten your login name or password.

Navigating the candidate dashboard

Your candidate dashboard provides access to a number of different actions, as well as a summary of your past job submittals.

Welcome to your Dashboard
Below are your options for managing your profile and reviewing the status of jobs you have applied to.

General Options

- Update your profile
- View current job opportunities
- Update your person screening qu...
- Manage your email subscriptions

Past Job Submittals
You have not submitted your profile to any jobs.

From the candidate dashboard, you can:

- **Update your profile:** update profile information saved on the system
- **View current job opportunities:** View all current job opportunities
- **Update your personal screening questions**: Update questions that you have answered previously (that are not related to a specific job)
- **Manage your email subscription**: Subscribe or unsubscribe from one or all mass communication emails
- **Continue job application**: Continue the application from where it was left off (Note: this action will only be available within the 'Past Job Submittals' area, if applicable)
- **Withdraw job application**: Withdraw an application for a specific position (Note: this action will only be available within the 'Past Job Submittals' area, if applicable)
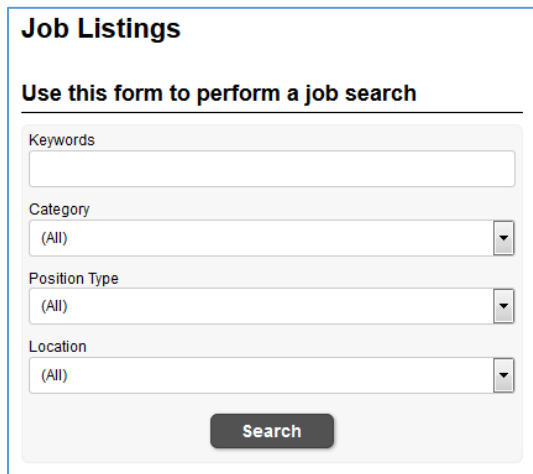
Updating your profile

When logged into the UWaterloo Talent Acquisition System (iCIMS):

1. From the dashboard, click on **Update your profile**
2. Upload a resume or click **Replace** to replace an existing resume, if desired
   Note: your profile can only have one resume attached, but *you can use different resumes for specific jobs*. The version saved on your profile is what will be used when you apply to a new role.
3. Enter or update your name, address, and any other additional information
4. Select **Update Profile** to submit your changes

Searching for a job

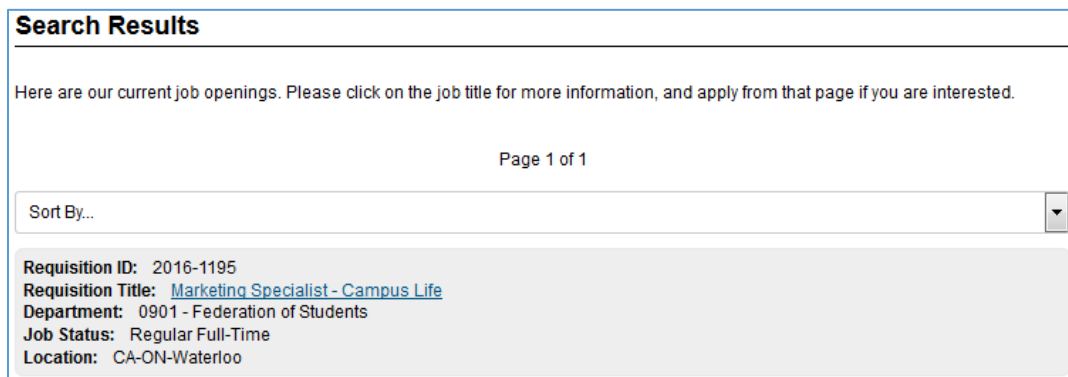From the dashboard, click on **View current job opportunities**.

All jobs will appear below the Job Listings search box automatically; scroll down to review. To complete a search, fill in keywords, select a 'Category', 'Position Type' and/or 'Location', then click on **Search**.

Job Listings

Use this form to perform a job search

Keywords

Category

(All)

Position Type

(All)

Location

(All)

Search

Tip: The keyword search will search for *all* of the words you enter

Navigating job listings

Search Results

Here are our current job openings. Please click on the job title for more information, and apply from that page if you are interested.

Page 1 of 1

Sort By...

Requisition ID: 2016-1195
Requisition Title: Marketing Specialist - Campus Life
Department: 0901 - Federation of Students
Job Status: Regular Full-Time
Location: CA-ON-Waterloo

- **Sort jobs:** Click on the **Sort By…** drop down to re-order the job search results.
- **Page Navigation:** Navigate to a specific page by using the page dropdown or by selecting the appropriate arrow icon (if available) to toggle forward or backward one page.

Managing job search agents

Candidates can set up job search agents to receive email notifications when new jobs fitting their criteria become available.

1. From the 'Job Listings' page, enter keywords or other criteria to search for positions from a job search screen, and then click **Search**
2. Locate the **Job Search Agent Options** at the bottom of the search results:
   a. Enter a name for this job search agent (e.g., *Coordinator Jobs*) in the Name of Agent field, then click **Create Agent**
3. To delete or renew an agent, select the **Manage My Agents** link available beneath the **Create Agent** button
   a. Select the appropriate checkbox(es): select **Delete Selected Agents** to remove an agent, or **Renew Selected Agents** to renew an agent.

Applying for positions

1. Click the **Job Title** of the appropriate job within the career portal
2. Select **Apply for this job online**
3. Select **Create with Resume** to upload a resume and populate profile fields with that information

Tip: Following an application, you will become part of our searchable talent database. ***All positions applied to will see the most recent version of your application.*** If you are applying to more than one job simultaneously, ensure your resume is reflective of your skills and experience applicable to the job(s). We encourage you to refresh your application in your personal profile to ensure it is kept up-to-date for our recruiters and potential hiring managers.

4. Select one of the available options to upload a resume (e.g., My Computer, Google Drive, or Dropbox)
5. Select **Submit Resume** to continue
6. Review the information parsed from your resume and fill in required login and password information. Select **Submit Profile** to continue
7. Enter contact information and complete any additional sections of the job application. Select **Finish Later** to finish the application at another time, or click **Submit Profile** to continue

Tip: You can monitor your progress with the application via the numbered steps available near the top of the application process screen. These steps are provided for awareness and are not clickable links. Once you have progressed through a page, you will not be able to return to that information during the initial application process.

8. Fill out or opt out of **Voluntary Information** questions. Select **Finish Later** to finish the application at another time, or click **Submit** to finalize all changes
9. Continue filling out required fields and forms as necessary, clicking **Finish Later** to stop and resume at a later date or **Submit** to finish
10. Once the application process is complete, a new page with a confirmation message will display, indicating that the application was submitted successfully

Referring a friend

To refer a job listing to a friend or colleague:

1. From the **Job Listings** page, select the title of the job for which you want to refer a friend.
2. Select **Email this job to a friend**.
3. Complete the available fields, and then click **Email your Friend**. (**Note:** If you are not already logged in to the Portal, you will be asked to provide your name and email address in additional to your friend's information.)

Tips:

- Friends who are not University staff cannot be referred to internal postings because they are not eligible to apply
- Both you and the friend you are referring will receive an email notification with further details
- You can refer a person to any job to which they have not yet applied for; allowing individuals to be referred to multiple job openings, potentially by different referrers
    - If the system recognizes the email provided, the existing profile for your referral will be attached to the new job
    - If a person has already been associated with a particular job opening (determined by the unique Job ID), you will receive a message indicating that this person has already been placed into consideration for that job and the system will not process the referral

Managing email subscriptions

The email subscription allows notifications to be sent regarding jobs, including job offers; only update this section if you no longer wish to be considered for employment by the University of Waterloo.

1. Log in and select **Manage your email subscriptions**
2. Select the checkbox 'I no longer wish to receive any future mass emails of any kind'
3. Click **Save**

Warning: This is an unsubscribe from all mass email option. If you unsubscribe from future mass emails of any kind, you may not receive notifications about interviews, future considerations, career opportunities, etc., especially if those emails are sent to multiple individuals at once. For this reason, it is **not** recommended to unsubscribe from all mass emails.