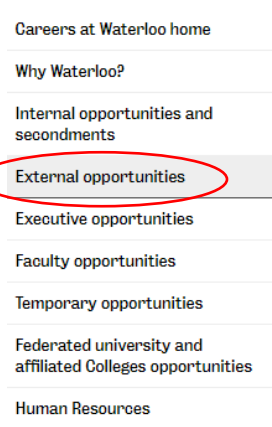
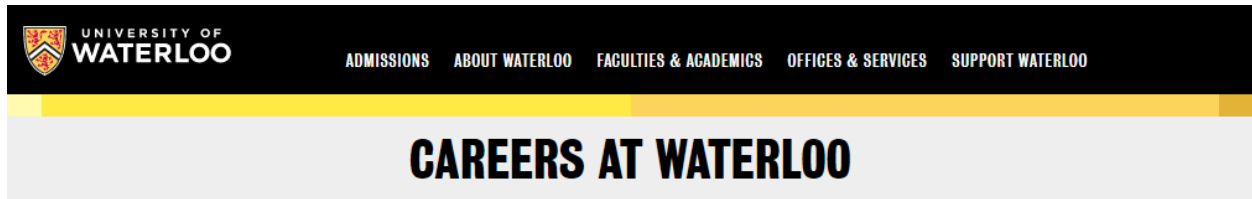


How to Create a Profile in iCIMS

In order to create a profile in our applicant tracking system, iCIMS, you will first need to visit our careers website, [here](https://uwaterloo.ca/careers/). <https://uwaterloo.ca/careers/>

Next, click 'External Opportunities'



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Welcome

The University of Waterloo respects, appreciates, and encourages diversity. We welcome and encourage applications from all qualified individuals regardless of race, ethnic origin, religion, age, colour, gender, sexual orientation, ability or disability. Canadian citizens and permanent residents will be given priority.

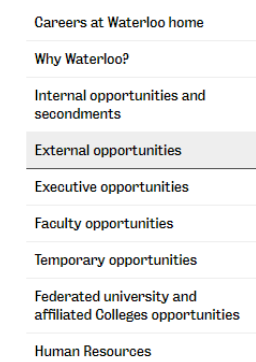
The job openings are posted until the position has been filled. Due to the number of applications received, only applicants who are selected for an interview will be contacted.

The University of Waterloo is committed to accessibility for persons with disabilities. If you have any interview or workplace accommodation requests, please contact Human Resources at hhelp@uwaterloo.ca or 519-888-4567, ext. 35935.

Employees of Waterloo are paid in accordance with the [University Support Group \(USG\)](#), corresponding with their evaluated job description. For information regarding CUPE salary grades see the [collective agreement \(PDF\)](#).

Or, if you prefer, you can simply [submit your resume](#) for general consideration.

Then, click 'submit your resume'



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Next, create your profile by selecting 'Create with Online Form'

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Resume Submission

Please create your profile

Build your profile from an external social account [\(What is this?\)](#)

Create with Facebook

Create with Google+

Create with LinkedIn

Create with Microsoft

OR build your profile online

Create with Online Form

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Upload your resume and fill in the *required fields to create your profile

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Your Profile

A field marked with * indicates that the information is required.

Resume

- Provide your resume below to pre-fill your profile. Existing data in the form will be replaced:

Please upload your application as one document (we recommend using a cover letter and resume). Once you've completed your application, your relevant experience will become part of our searchable talent database. For any position(s) applied to, Hiring Manager(s) will only see the last uploaded version of your application (older versions will be overridden). Therefore, if you are applying to more than one job simultaneously, ensure your application is reflective of your skills and experience applicable to the job(s). We encourage you to keep your resume up-to-date in Your Profile. (Max size: 5MB)**

My Computer

Google Drive

Dropbox

OneDrive

Create a login

Login*

To complete your submission, click 'Submit Profile'

From where you want to submit:

Please specify*

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