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 clicking 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.

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.

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

Navigating job listings

- **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 to finalize all changes

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.