

# Applicant Portal System – Instructions

## Applicant Registration instructions

To apply for job opportunities at Vancouver Island University, you must first **register** by creating an **Applicant ID**. To do this, log onto VIU’s Careers webpage <https://employees.viu.ca/human-resources/careers-viu> and follow the steps below.

### **To register:**

If you are an **Existing employee**, please click on the “Internal postings” button. If you are **not currently a VIU employee**, please select the “External postings” button.

1. Click on “**Candidate Menu**” on the top right hand side of the page. Then, hit “**Register**”
2. Fill in the sections by answering all of the questions. Fields with a red asterisk \* are mandatory. **NOTE:** before you submit, please review your information to ensure accuracy.
3. Your profile is now complete and you can now apply for available job opportunities at VIU.
4. Please save your log-in information for the next time you wish to apply for job opportunities.


## Applying for available positions

Click on “Candidate Menu” on the top right hand side of the page, click on “**Current Vacancies**”


1. You can view all available opportunities by scrolling through the Current Vacancies page manually or by selecting one of the search options available at the top of the page.
  - a. Selecting the icon beside “View” will change the opportunity list from side-by-side to a single-list.
  - b. Opportunities can be searched and populated by categories, campus location, or keyword search. You can clear the criteria by clicking the “**reset**” button.
2. To **learn** more about a specific opportunity (and to **apply**) click on the heading.
3. To **apply**, scroll to the bottom of the page and select “**Apply for this job**”
4. You can apply by uploading your CV or by selecting Application Form.

### **To apply using CV Upload**

1. Select “**CV Upload**”, browse for the file and select Upload CV.
  - a. Fill in the questions in the pop up window.
  - b. The system will autofill certain sections of your application form from your uploaded resume.
  - c. Please fill in the remaining sections. All questions with a red asterisk \* are mandatory.
  - d. **Current VIU employees**, please check the “**VIU Employee?**” box.
  - e. You may be prompted to upload additional documents with your application (i.e. Cover letter, Transcripts, Teaching Philosophy, Evaluations, etc.)
2. Click Submit to move to the next section. Once you’ve completed a section, the number for that section will change from clear to green.

- a. **TIP:** click the  icon next to a question if you need assistance.
3. Under the Employment History section, click on the green plus sign to enter additional experience. If you have made an error in Employment History, click on the **red X** by the position title to delete the entry.
4. When prompted to do so, please provide names and contact information for three people who are willing to provide a reference for you.
  - a. **NOTE:** References **will only** be contacted after an interview has taken place and permission from you has been granted.
5. Before submitting your application, please read the **last page** carefully and check to ensure your information is accurate.
  - a. Prior to submitting your application you can go back to a section by clicking the number at the top of the form, but, you **cannot go back and change information** once the final submit button has been selected on section 9.
  - b. If you need to change your application after submitting, you must withdraw your application and reapply (before the opportunity closes).
  - c. Once your application has been submitted, you will receive a notification via e-mail that you have applied.

#### To apply using the Application form

1. Fill in the sections in the pop up window. Note: sections with a **red asterisk \*** are mandatory.
  - a. If you are a **current VIU employee**, please check the “**VIU Employee?**” box.
  - b. You may be prompted to upload additional documents with your application (i.e. Cover letter, Transcripts, Teaching Philosophy, Evaluations, etc.)
2. Click Submit to move to the next section. Once you’ve completed a section, the number for that section will change from clear to green.
  - a. **TIP:** click the  icon next to a question if you need assistance.
3. In the **Employment History** section, click on the green plus sign to enter additional experience. If you have made an error in Employment History, click on the **red X** by the position title to delete the entry.
4. When prompted to do so, please provide names and contact information for three people who are willing to provide a reference for you.
  - a. **NOTE:** References **will only** be contacted after an interview has taken place and permission from you has been granted.
6. Before you submit your application during the last section, please read the last page carefully and check to ensure your information is accurate.
  - a. Prior to submitting your application you can go back to a section by clicking the number at the top of the form, but, you **cannot go back and change information** once the final submit button has been selected on section 9.
  - b. If you need to change your application after submitting, you must withdraw your application and reapply (before the opportunity closes).
  - c. When your application has been submitted you will receive a notification via e-mail that you have applied.

## To Withdraw an Application

To withdraw an application click on “**Candidate Menu**”, select “**My Applications**” and then “[Click here if you wish to withdraw an application](#)”

# My Applications

This shows you a complete history of your job applications. [Click here if you wish to withdraw an application.](#)

Select the appropriate application from the drop down menu and withdraw your application. There is also an **optional** “**Comment**” section if you’d like to add why you are withdrawing your application.

Go to the “**My Applications**” section to confirm you have withdrawn your application. If you have made an error and withdrawn from the wrong competition, please re-apply for the position or contact [recruit@viu.ca](mailto:recruit@viu.ca) if the posting has closed.

## Candidate Menu Section Overview

### Candidate Home Page

In this section you are able to see the **status** of your applications. When your application has been processed the status of your application will change to “application under review”.

### Current Vacancies

In this section you are able to view and apply for current opportunities. For instructions on how to apply please refer to the section titled “Applying for available positions”.

### Security and Preferences

Under this section you can change your password.

### Personal Details

In this section you can add or change your personal information; i.e. home address, phone number, etc. Please fill in the information on this page and try to keep this information up to date.

- **NOTE:** At this time, we are **unable to change the e-mail** associated with an account. If you need to change your e-mail associated with your account, you will need to re-register and create a new applicant ID.

### Job Alerts

In this section you can sign up to receive emails when a new opportunity is posted on the Careers webpage. You can select criteria that pertains to the type of employment you are seeking at Vancouver Island University.

- If the information you are searching for is not stated, you can select “other” and manually type in criteria.
- You can also select the frequency of how often you wish to receive the notifications, i.e. which day of the week, daily, etc. and for a duration of up to one year.
- You can edit job alerts by returning to the Job Alerts section and clicking on the **Red X** button beside the name, or by clicking on the agent name and editing the alert criteria.

### **My Applications Section**

In this section you can **view** your submitted applications, review your documents, and check on the status. **TIP:** To view the job posting, click on the job title and a full job description will appear for the application.

### **Log off**

In this section you can log off once you are done using the Applicant Portal System.