

How to View and Apply for Jobs on CLN

View available jobs

Step 1: Go to cln.utoronto.ca and click on 'UTORid Login' under Students & Recent Grads.

The screenshot shows the homepage of the Career Learning Network (CLN) at the University of Toronto. The header includes the University of Toronto logo and the CLN name with locations: Mississauga, St. George, and Scarborough. A navigation menu lists: Home, Students & Recent Grads, Faculty & Staff, Employers & Partners, Casual Job Employer, Alumni, Postdocs, and CLN Staff. Below the menu is a large image of a modern building at night, labeled 'Mississauga'. The main content area is divided into four columns:

- STUDENTS & RECENT GRADS:** Text: "To access CLN, please log in using your UTORid and password." A blue button labeled "UTORid Login" is highlighted with a red box.
- FACULTY & STAFF:** Text: "To access CLN, please log in using your U of T email and password." Buttons for "Login" and "Register".
- EMPLOYERS & PARTNERS:** Text: "To access CLN, please log in or register below." Buttons for "Login" and "Register".
- CASUAL JOB EMPLOYER:** Text: "Individuals looking to hire a student or recent graduate (i.e. babysitter, private tutor), please log in or register below." Buttons for "Login" and "Register".

Step 2: Login using your UTORid and password.

The screenshot shows the UTORid login page on the University of Toronto website. The header features the University of Toronto logo and the text "UNIVERSITY OF TORONTO". Below the header is a dark blue bar with the word "weblogin". The main content area is divided into two sections:

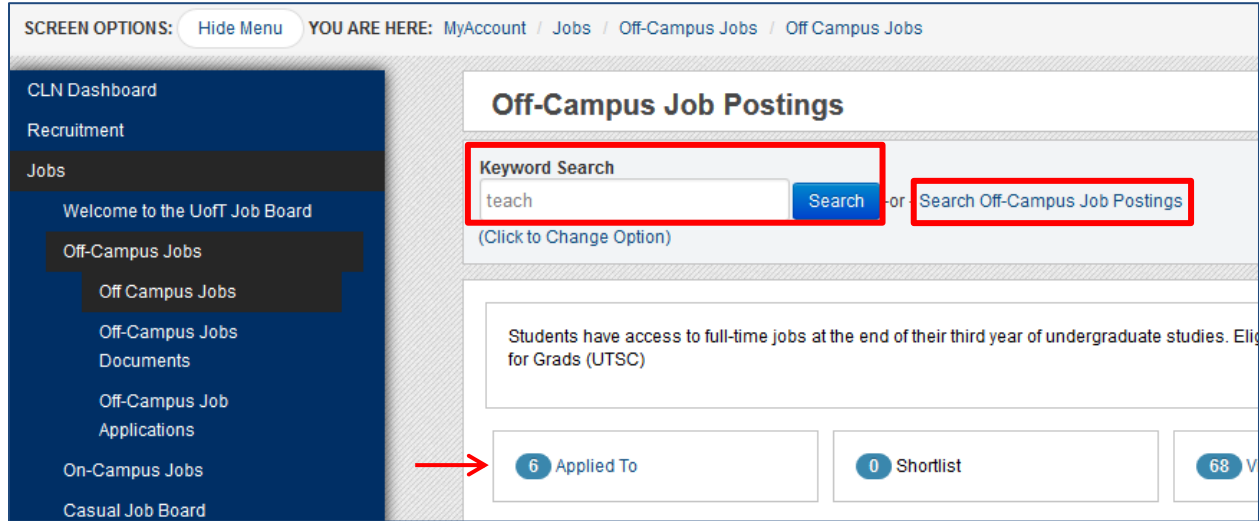
- Left Section:** A message "Please log in to identify yourself." is displayed. Below it is a login form with a red border. The form has two input fields: "UTORid / JOINid" with the text "myutorid" and "Password" with masked characters. A blue "Log in" button with a right arrow is at the bottom. A link for "Forgotten Password?" is below the button.
- Right Section:** A light blue box titled "Steps you can take to protect your account:" contains two green checkmarks:
 - Before you begin, make sure the weblogin page (URL) starts with: [https://weblogin.utoronto.ca/...](https://weblogin.utoronto.ca/)
 - Check your browser for a valid University of Toronto security certificate:At the bottom of this section are icons for Internet Explorer, Firefox, Chrome, and Safari, followed by the text "« Select your browser to see how".

Step 3: Click on Jobs.

Step 4: Click on the type of jobs you wish to view. For example, let's select 'Off-Campus Jobs' by clicking on the sidebar or on the appropriate link in the content area.

Step 5: This page gives you information about the number of off-campus jobs you've applied to, shortlisted, or viewed, as well as how many postings have been added in the last 2 days, have been added since you last logged in, or will expire today. These links are useful for active job seekers who check the job board regularly.

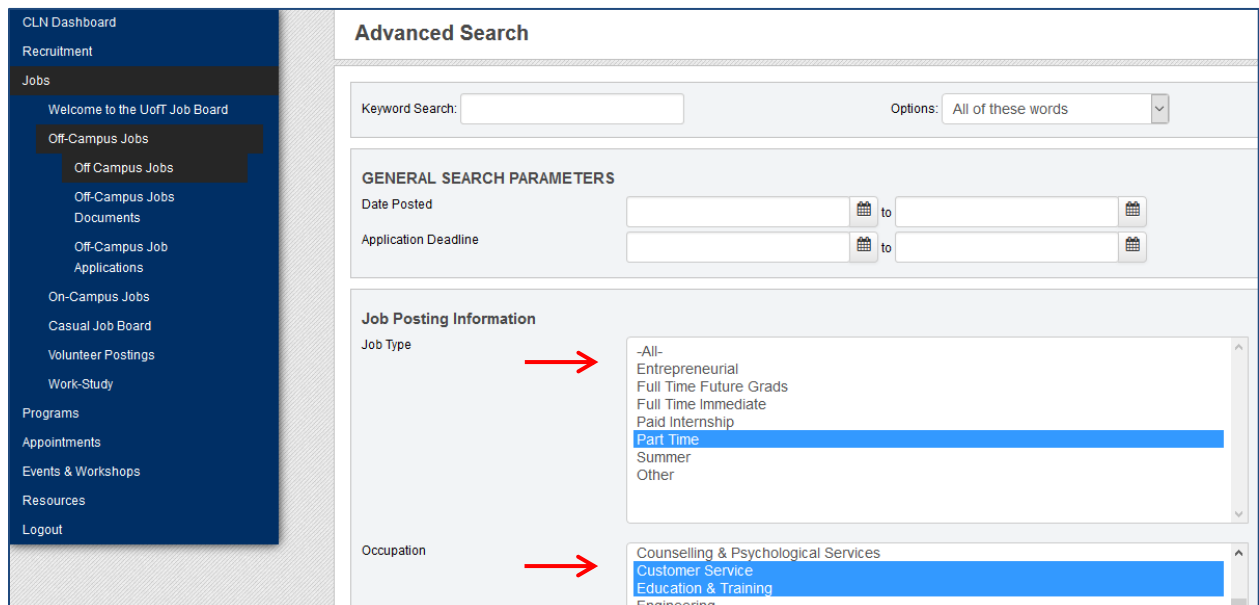
First time visitors or non-active job seekers should search posting by keyword or by selecting 'Search Off-Campus Job Postings'.



Step 6: While it is not required, you may search job postings by selecting one or more criteria. If you want to view all postings, skip this step.

A good starting point is filtering the results by Job Type, Occupation, Job Location, or Industry. Don't apply too many filters the first time as this may heavily limit your options. You can always come back and revise.

Note: Hold the Ctrl key to select more than 1 option within each box. If you leave the box untouched, it will automatically select all criteria.



Step 7: Scroll to the very bottom of the page and click on ‘Search Job Postings’.

Community & Social Services

Organization funding

- All-
- Government
- Not for Profit
- Private for Profit
- Unknown
- Other

Search Job Postings

Step 8: You will now see a list of job postings that match your criteria. You can sort the results by different criteria, such as Application Deadline, Location, etc., by clicking on the arrows. If there are more than 100 results, they will be listed under several pages, which you can navigate by clicking on the page numbers.

Note: If you see very few or no results, try to adjust your search criteria by changing or removing some of the filters you applied earlier. Click on ‘New Search’, ‘Update Search Criteria’, or hit the browser’s back button.

Account / Jobs / Off-Campus Jobs / Off Campus Jobs

Search Results

Q Search Results

YOU SEARCHED FOR: Job Type like (Part Time) and Occupation like (Customer Service or Education & Training)

FILTERS: Match all criteria (AND) Match any of the criteria (OR)

-Keyword Search- Organization Job Type Is this a research opportunity? Contract or Permanent?

Apply Filters **New Search** **Update Search Criteria** **Save My Search Results**

TOTAL RESULTS: 133 DISPLAYING: 1 - 100

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ID	Job Title	Organization	Position Type	Number of Openings	Location	Application Deadline
81989	Ontario Certified Teacher Primary Division	Tutor Doctor	Part Time	10	GTA North	Aug 17, 2016 11:59 PM
81983	Math tutor/ group incharge	Mississauga Math Skills Development Project	Part Time	2	GTA West	Aug 17, 2016 11:59 PM
81994	Tutor	Reingold Tutoring Inc	Part Time	15	GTA North	Aug 18, 2016 11:59 PM
82051	Program Development Coordinator	Boys & Girls Club of East Scarborough	Part Time	1	Toronto	Aug 18, 2016 11:59 PM

Step 8A: If you want to save the search criteria you've applied for future use, click 'Save My Search Results' and follow the directions on the screen. Otherwise, skip this step.

To view your saved searches, go to the corresponding job type(s), e.g. Off-Campus Jobs, and click on the drop-down menu under 'MY SAVED SEARCHES' to choose the one you want to open.

Note: You can save as many searches as you need, corresponding to different criteria. Any new jobs added to CLN that match your filters will be automatically added to your saved searched.

The screenshot shows the 'Search Results' page. At the top, there is a breadcrumb trail: 'Account / Jobs / Off-Campus Jobs / Off Campus Jobs'. Below this is a search bar with the text 'Search Results'. A summary line reads: 'YOU SEARCHED FOR: Job Type like (Part Time) and Occupation like (Customer Service or Education & Training)'. There are filter options: 'MATCH all criteria (AND)' (selected) and 'MATCH any of the criteria (OR)'. Below the filters are input fields for '-Keyword Search-', 'Organization', 'Job Type', 'Is this a research opportunity?', and 'Contract or Permanent?'. A row of buttons includes 'Apply Filters', 'New Search', 'Update Search Criteria', and 'Save My Search Results' (highlighted with a red box). Below the buttons, it says 'TOTAL RESULTS: 133' and 'DISPLAYING: 1 - 100'. At the bottom, a table header is visible with columns: 'ID', 'Job Title', 'Organization', 'Position Type', and 'Number of Openings'.

The screenshot shows a 'Save this search as:' dialog box overlaid on the search results page. The dialog has a title bar with a close button (X). The main text says 'Save this search as:' followed by a text input field containing 'Part time jobs - teaching'. Below this is a checkbox that is currently unchecked, with the text 'Check the box if you also want to be notified by email when new Job Postings that match this criteria are added'. At the bottom right of the dialog are two buttons: 'Save' (highlighted with a red box) and 'Close'.

The screenshot shows the 'Off-Campus Job Postings' page. At the top left, there is a navigation menu with 'Off-Campus Jobs' highlighted. A red arrow points from this menu item to the 'Off-Campus Job Postings' section of the page. The page has a header 'YOU ARE HERE: MyAccount / Jobs / Off-Campus Jobs / Off Campus Jobs'. Below the header is a 'Keyword Search' box with a 'Search' button. A summary line reads: '-or- Search Off-Campus Job Postings'. Below this is a paragraph of text: 'Students have access to full-time jobs at the end of their third year of undergraduate studies. Eligibility at UTM and UTSC requires attendance at an Orientation Session. Visit CLN that I'm Graduating, Whats Next (UTM) or Jobs for Grads (UTSC)'. There are four statistics boxes: '6 Applied To', '0 Shortlist', '93 Viewed', and '89 New Posting Since Last Login'. Below these is a box for '20 Application Deadlines Today'. At the bottom, there is a 'MY SAVED SEARCHES' section with a dropdown menu. A red arrow points to this dropdown, which is open and shows three options: '- select -', '- select -', and 'Part time jobs - teaching' (highlighted in blue). Below the dropdown is another 'SEARCH POSTING' section with a text input field and a 'Search' button.

Step 9: Click on the job title to view the full job posting details.

Note: You may open the job posting in a new tab by right-clicking on it. If you have opened the job posting on the same tab, you may use the browser's back button to go back to the results page or simply click on 'Back to Search Results'.

The screenshot shows a search results page with the following elements:

- Navigation: MyAccount / Jobs / Off-Campus Jobs / Off Campus Jobs
- Section: Search Results
- Search Query: Search Results
- Filters: Match all criteria (AND) / Match any of the criteria (OR)
- Search Criteria: -Keyword Search-, Organization, Job Type, Is this a research opportunity?, Contract
- Buttons: Apply Filters, New Search, Update Search Criteria, Save My Search Results
- Results Summary: TOTAL RESULTS: 133, DISPLAYING: 1 - 100
- Table with columns: ID, Job Title, Organization, Position Type
- Table Data:

ID	Job Title	Organization	Position Type
74521	Tutor	Tutor Doctor	Part Time
82553	CI	Osteo Tuina	Part Time
81962	Tu	Prep Academy Tutors	Part Time
- Context Menu (over 'Tutor'):
 - Open Link in New Tab
 - Open Link in New Window
 - Open Link in New Private Window
 - Bookmark This Link

The screenshot shows a job posting page with the following elements:

- Job Title: HR - Operations Admin Assistant
- Location: Amazon - Mississauga
- Job Type: Full Time Immediate
- Department: Human Resources & Labour Relations
- Job Description: The Operations Administrative Assistant role provides support to the HR team and requires ability to work on the fulfillment center floor for up to ten hours per shift. Tasks include:
 - Data entry in a variety of systems including Excel files, KNET, and other miscellaneous reports
 - Copying and laminating forms and supplies, as needed
 - Entering performance management data in Amazon and Temporary systems
 - Print Amazon attendance counselings sent out by HR and organize with other counselings that need delivering so managers have one complete set of what they need to deliver.
 - Filing and setting up new hire files
 - Creating and updating orientation packets
 - Scheduling calendar appointments for new manager orientation sessions and ensuring successful completion of orientation modules
 - Generating various letters and distributing them to associates and/or managers
 - Research associates counseling history as needed to confirm correct level for next counseling, dates of prior counselings, etc. or
- Actions: Print, I intend to apply, Shortlist, Not Interested, Back to Search Results (highlighted with a red box), New Search
- Tags: Deadline in 32 day(s), Viewed

Apply for jobs

Step 1: Follow Steps 1 to 9 from the previous section.

Step 2: Carefully review the Application Information box, located at the bottom of the posting. If the Application Procedure is to apply through CLN, you can apply by clicking on the 'Apply for this Position' button, located on the top right of the page and follow the directions given there.

Hours Per Week:	1-10
Target All Programs:	Yes
Application Information	
Application Deadline:	Sep 2, 2016 11:59 PM
Application Procedure:	Employer Email
If by eMail, send to:	hcroft@tutordoctor.com
Application Material Required:	Cover Letter Resume
ORGANIZATION INFORMATION	
Organization:	Tutor Doctor
Industry:	Education
Organization funding:	Private for Profit
Division:	Head Office
Website:	www.tutordoctor.com/mississaugaorthandsouth

Program Coordinator, Comparative Program on Health and Society

University of Toronto - Faculty of Arts & Science

Print

Apply for this Position

Shortlist Not Interested

Back to Search Results New Search

TAGS
Deadline in 33 day(s) Viewed

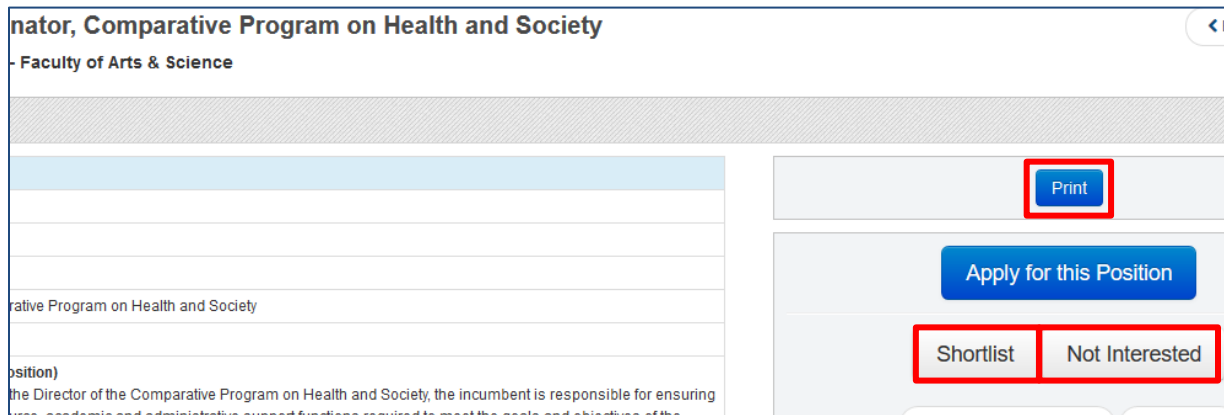
<p>Staff</p> <p>Part Time</p> <p>No</p> <p>Program Coordinator, Comparative Program on Health and Society</p> <p>Administrative & Clerical</p> <p>Program Coordinator (40% position)</p> <p>Under general supervision of the Director of the Comparative Program on Health and Society, the incumbent is responsible for ensuring that the financial, human resource, academic and administrative support functions required to meet the goals and objectives of the Program are provided.</p> <p>Duties include: ensuring the Director is informed of all financial, human resource, academic and administrative support matters for the effective and efficient functioning of the Program; assisting the Director with financial and human resource issues regarding Fellowship applications and contracts; facilitating, with the Business office of the Munk School of Global Affairs, the processing of invoices, expense reimbursements and internal transactions; preliminary financial planning and forecasting at the beginning of the budget cycle; advising</p>

Additional Tips

Tip 1: Click on the 'Print' button if you want to print or save the job posting. You can use your browser's Print to PDF function to save the page to your records.

Tip 2: Click on 'Not Interested' if you don't want to view this posting in search results.

Tip 3: Click on 'Shortlist' if you want to save the posting to your account, in case you want to go back and review it. Keep in mind that the posting will be automatically removed when it expires, even if you shortlisted it.



Tip 4: When you apply to postings through CLN, they get saved to your account. Go to 'MyAccount' and click on 'My Postings/Applications' to see a list of all jobs you have applied to. If the employer requests a different application method, you may still add the posting to this list by clicking on 'I intend to apply', located on the top right corner of the job posting.

