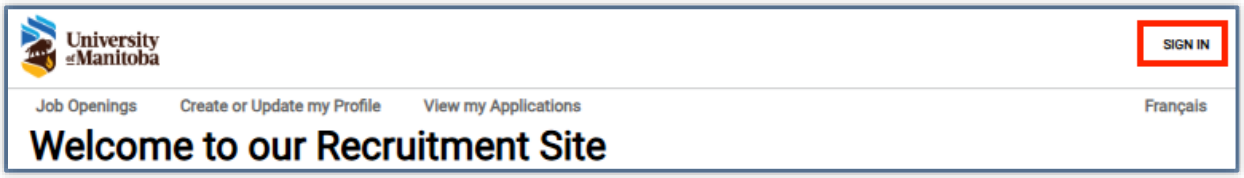
# Apply for a posting – UM Careers (external)

A guide for applying to postings on the external UM Careers website.

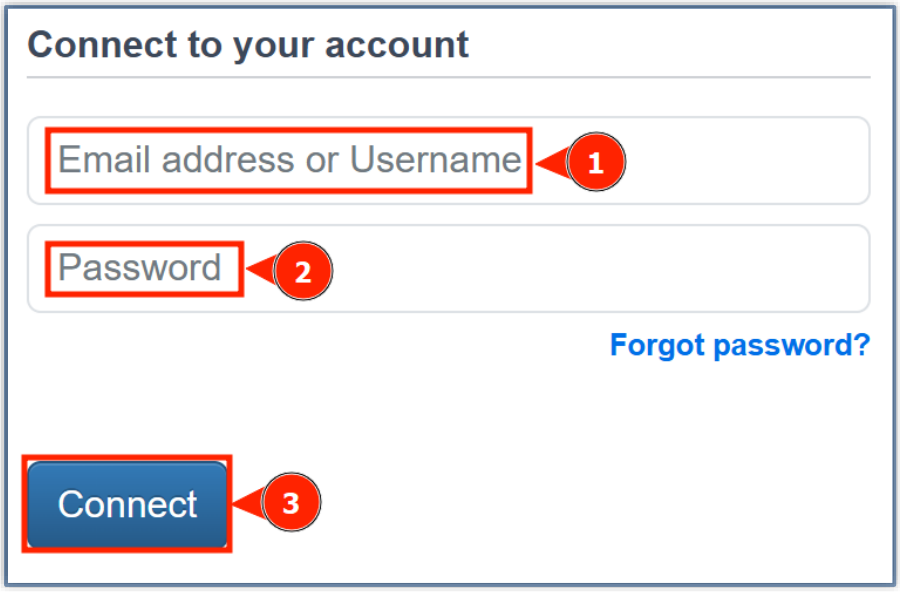
Accounts for UM Careers are external and should be created using a personal email address that you regularly access. Avoid using a work or student email that you might lose access to in the future.

## Logging into UM Careers

1. Navigate to the UM Careers website (https://viprecprod.ad.umanitoba.ca/).
2. From the UM Careers home page, click "**SIGN IN**" in the top right corner.



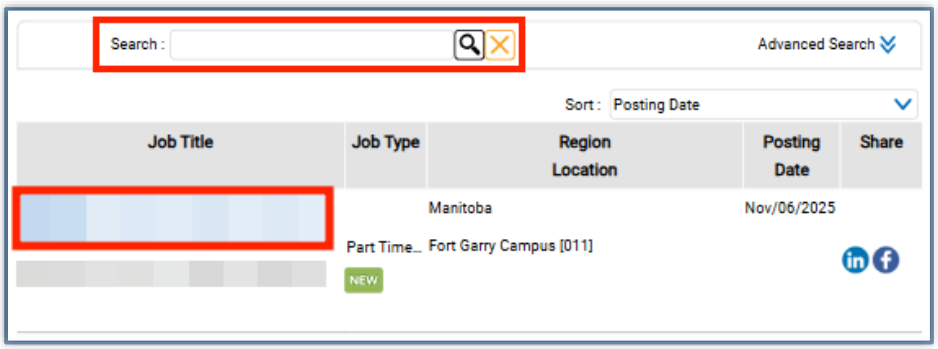

3. Login with the *username* or *email address* and *password* you created your account with and click the "**Connect**" button. If successful, you will be redirected to the UM Careers home page.



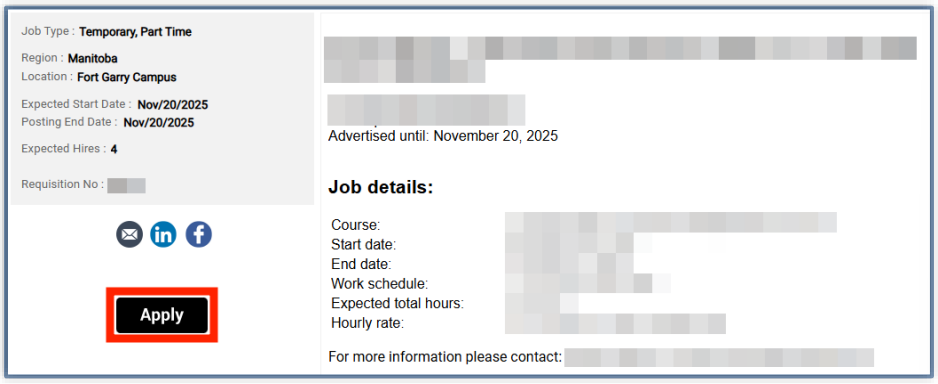

- If you do not have a UM Careers account, you can create one by clicking "**Create one**" below the "**Connect**" button.
- If you do not remember your password, click the "**Forgot password?**" link under the *password* field and continue follow the prompts to reset your UM Careers password.

# Applying to a posting

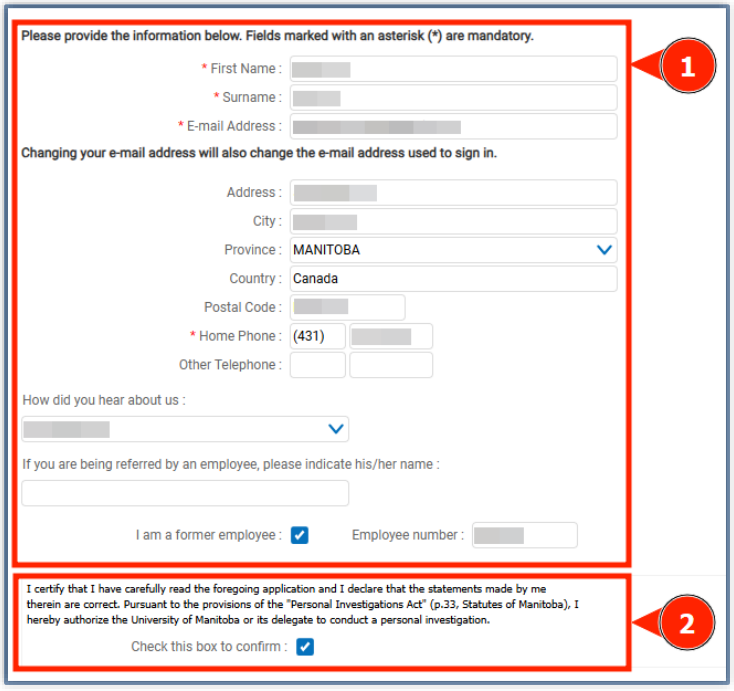
1. Click or search for a posting/requisition you would like to apply for.




2. Read through and understand the posting details and click the "**Apply**" button.




3. Complete **Step 1** by entering or updating your personal and complete the applicable fields, dropdowns, and checkboxes as necessary.




- Once the above is completed, click the "**Next**" button in the bottom right to continue to **Step 2**.

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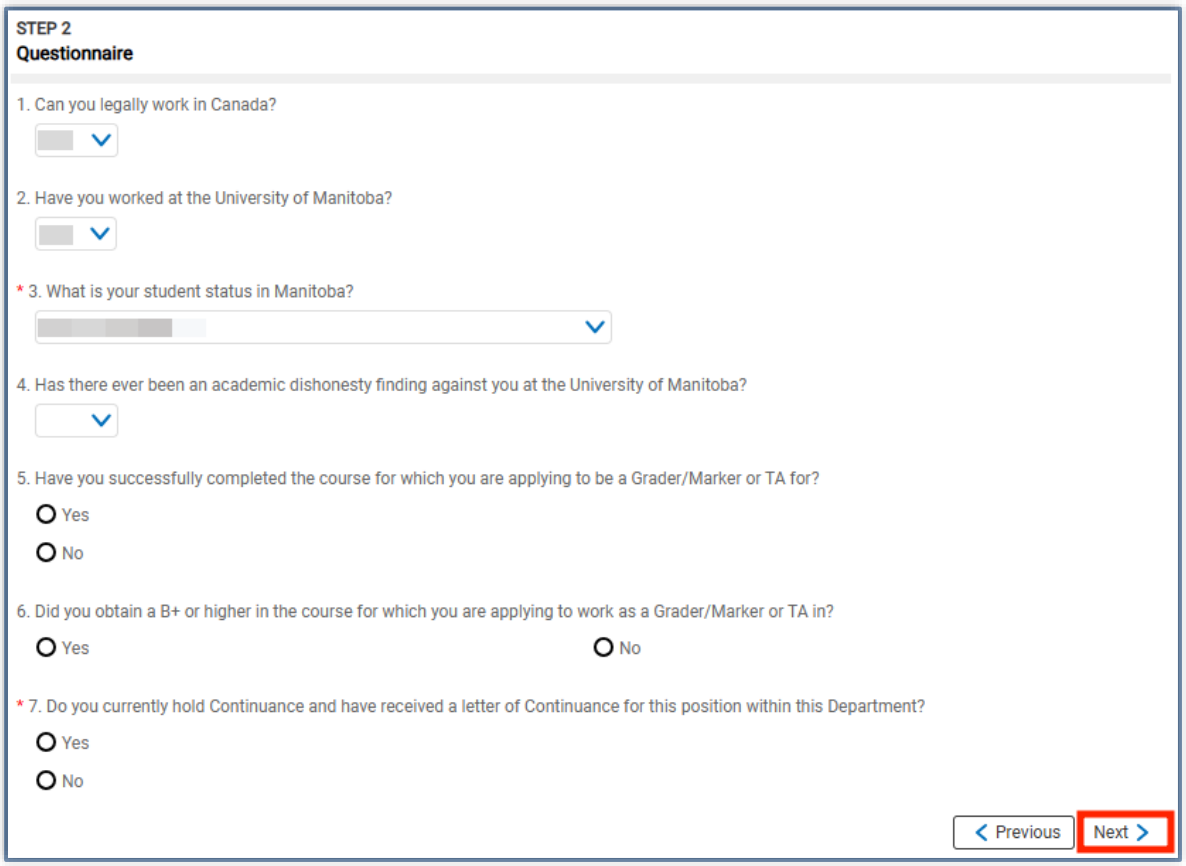
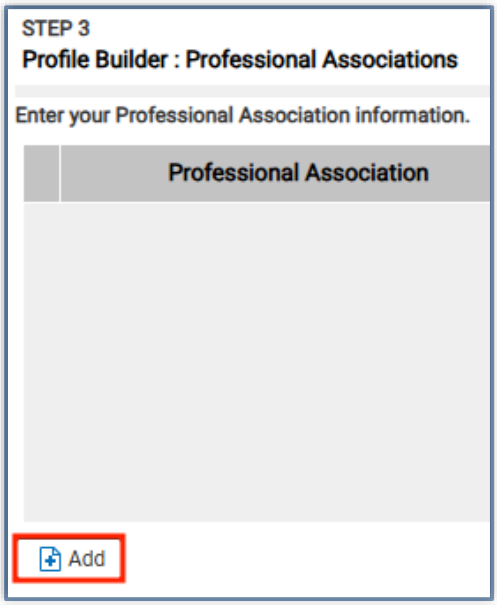
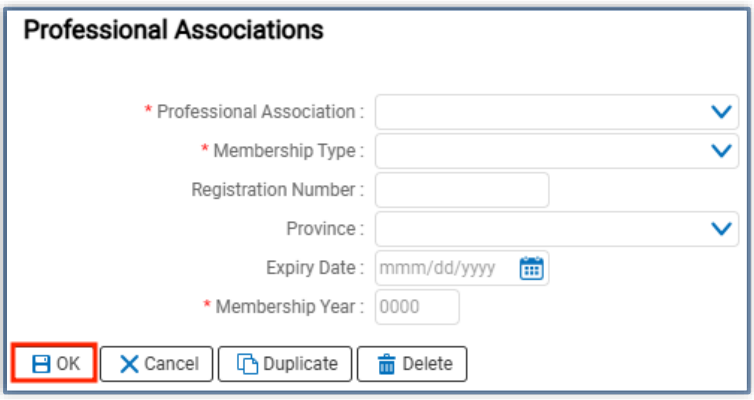
4. Complete **Step 2** by answering the applicable questions on the questionnaire and click the "**Next**" button in the lower right to continue to **Step 3**.




5. Complete **Step 3: Professional Associations**. If applicable, you can add a professional association by clicking the "Add" button at the bottom.



- If applicable, complete the necessary fields and dropdowns and click the “OK” button to save the record to your application.



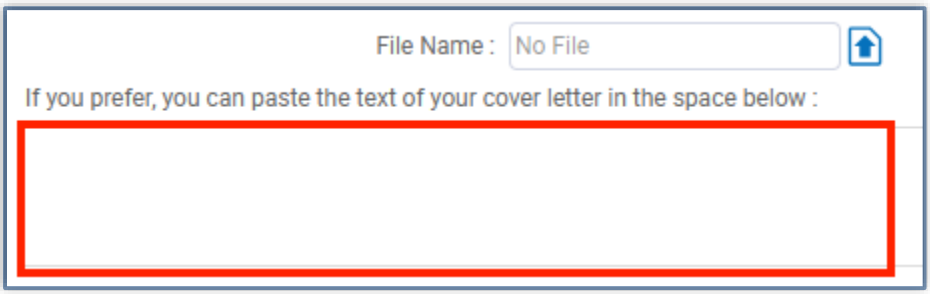

- Once completed or if not applicable, click the “**Next**” button in the bottom right to continue to **Step 3: Cover Letter and Resumé/CV**.


6. Complete **Step 3: Cover Letter and Resumé/CV** by uploading or pasting both your cover letter and resumé/CV.

- If uploading documents, ensure each document is less than 1MB in size. Click the blue up arrow icon next to the *File Name* field to choose a document to upload for both your cover letter and resumé/CV.

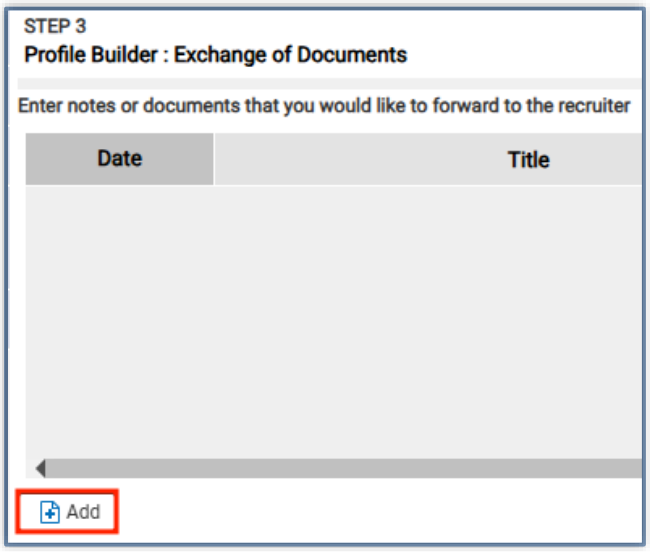

  i. If you have any additional documents, they can be added in **Step 3: Exchange of Documents** (instructions below).

- If pasting text, it can be provided in the white boxes below the file upload option.




- Once both your cover letter and resumé/CV are uploaded or pasted in, click the “**Next**” button in the bottom right to continue to **Step 3: Exchange of Documents**.

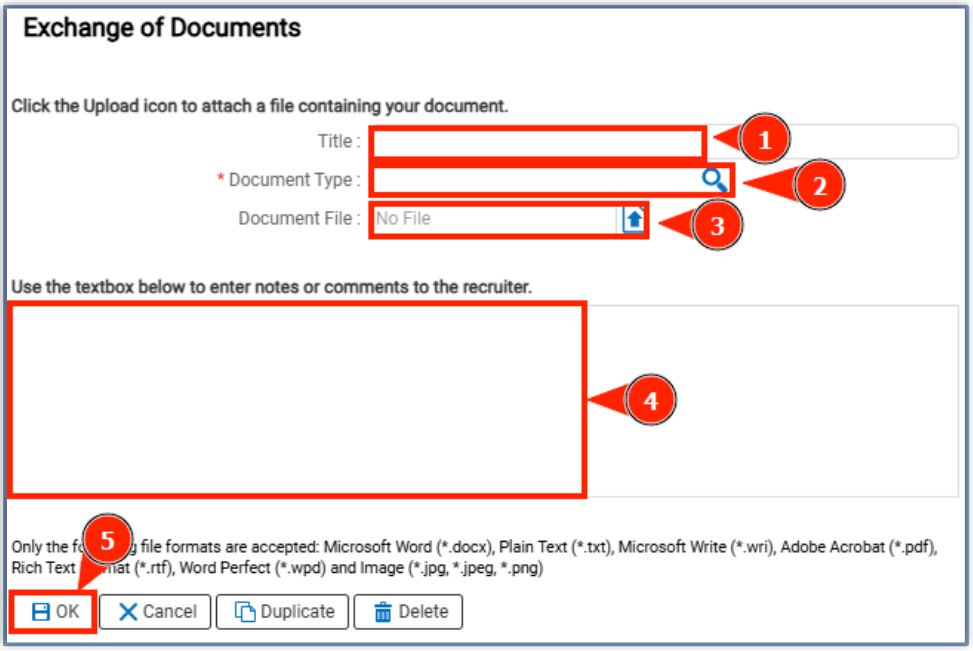
7. Complete **Step 3: Exchange of Documents** if applicable, by clicking the "**Add**" button at the bottom.




- 1 - Enter the *title* of the document
- 2 - Choose the *document type* from the list by clicking the magnifying glass and choosing the applicable document type.

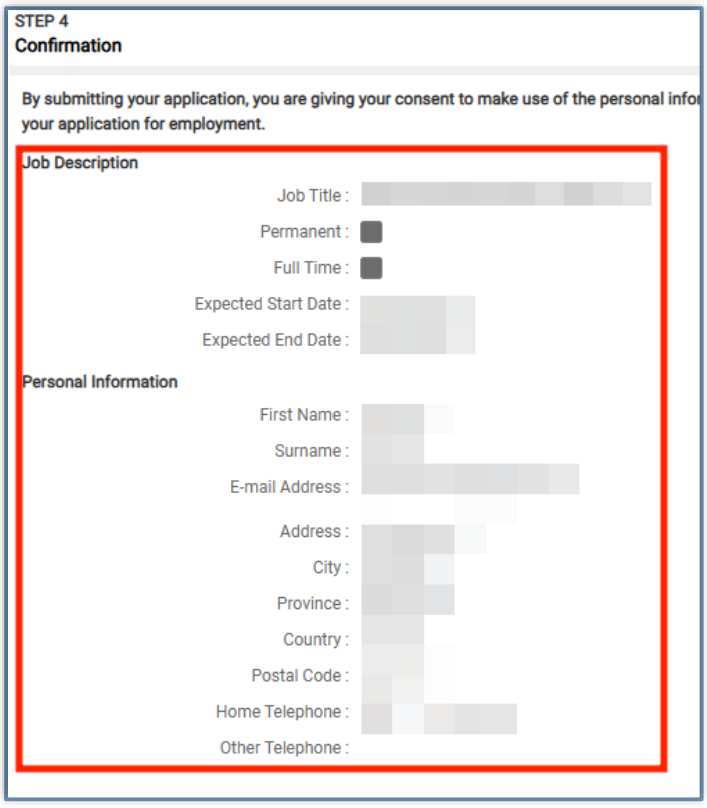

- 3 - Upload the applicable document by clicking the **blue up arrow** to the right of the *Document File* field.
- 4 - Any extra notes or comments can be added in the *text box*.
- Click the "**OK**" button to save the record.

- If you have any additional documents, click the “**Add**” button and follow the steps above.



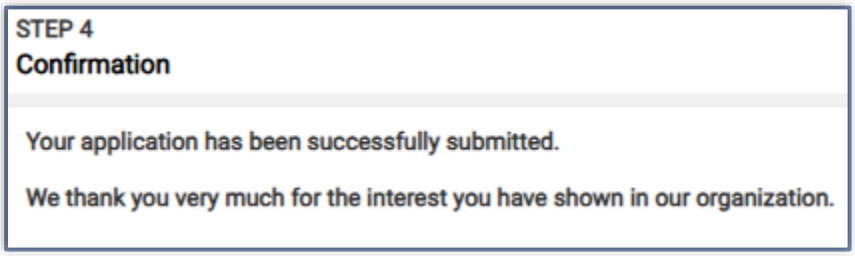

- Once completed or if not applicable, click the “**Next**” button in the bottom right to continue to **Step 4**.


8. Complete **Step 4** by confirming the details on the screen are correct. If not, navigate to a previous step to correct them.



- Once you've confirmed the details are correct, click the "**Submit**" button in the bottom right to submit your profile.

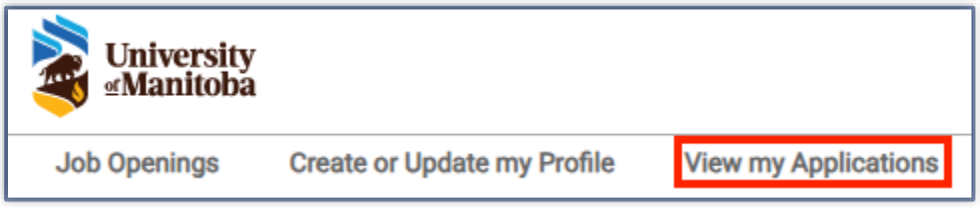

9. You will be greeted with a confirmation screen.



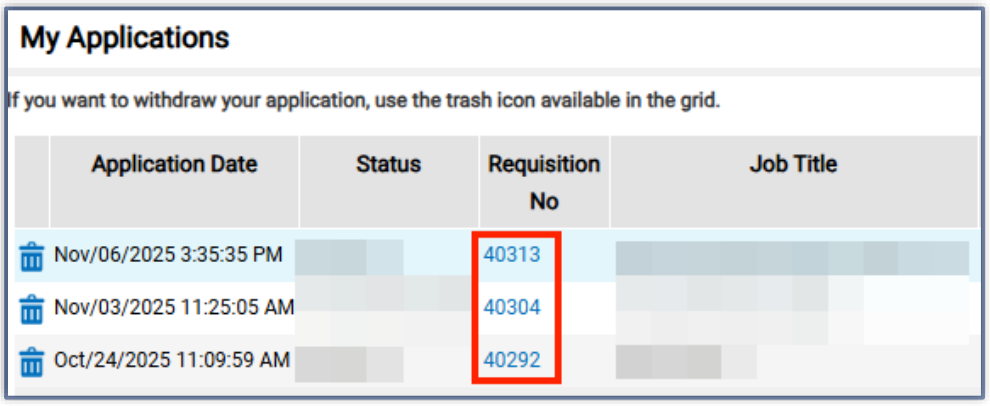

- Click the "**Close**" button in the bottom right.

## Updating or withdrawing your application

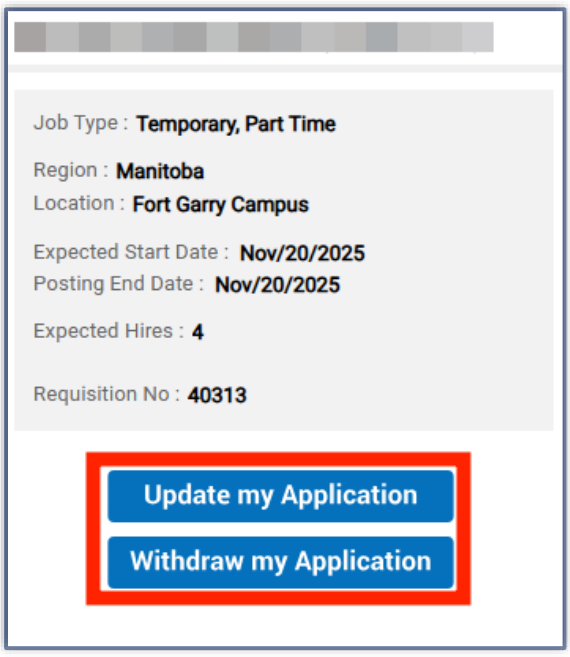
1. If you would like to update or withdraw your application, you can do so by navigating to “View my Applications” at the top of the UM Careers home page.




2. Click the requisition number you would like to update your application for or withdraw from.




3. Click on the “**Update my Application**” or “**Withdraw my Application**” button as applicable.




- Please note that if you choose to withdraw your application, this action cannot be undone. You will need to reapply if applicable.

If you have any questions or encounter any issues with the UM Careers application process, contact hris@umanitoba.ca for assistance.

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