Unit 2



⇔ Blanket ⇔ Application Instructions



cupejobs.uit.yorku.ca

Press this icon on the top right of the screen!





Log-in by scrolling down, clicking "Passport York" and then using your employee account.





Go to "Faculties" and pick the faculty you want to apply to, then select "Blankets/CSSPs".

Postings Blankets/CSSPs NRAs CSSPs CUPE1 Assns

Postings V St CS **Faculty of Liberal Arts and Professional Studies Faculty of Education** Faculty of Environmental and Urban Change School of the Arts, Media, Performance and Design Collège universitaire Glendon **Faculty of Graduate Studies** Faculty of Health **Lassonde School of Engineering** Osgoode Hall Law School **Schulich School of Business Faculty of Science Teaching Commons**





Faculty of Liberal Arts and Professional Studies							
0	ADMINISTRATION (ADMN)	0	ADMINISTRATIVE STUDIES (ADMS)	~	ANTHROPOLOGY (ANTH)	0	BUSINESS FUNDAMENTALS (BFND)
0	BUSINESS (BSMN)	~	COMMUNICATION & MEDIA STUDIES (CMDS)	0	DEAN'S OFFICE (D.O.)	0	OFFICE OF THE DEAN (DEAN)
0	DISASTER AND EMERGENCY MANAGEMENT (DEMS)		DEPARTMENT OF EQUITY STUDIES (DES)		LANGUAGES (DLLL)	0	ECONOMICS (ECON)
S	ENGLISH (EN)	0	FRENCH STUDIES (FR)	0	GLOBAL & COMMUNITY INTERNSHIP (GCIN)	0	GEOGRAPHY (GEOG)

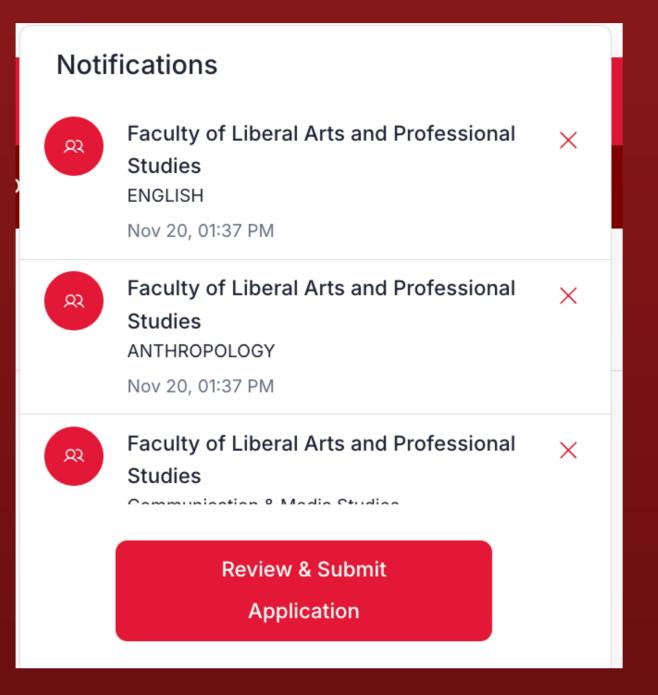
Select all of the hiring units/departments that you'd like to apply to. Make sure to pick ALL of the potential departments that you'd like to have consider your application.



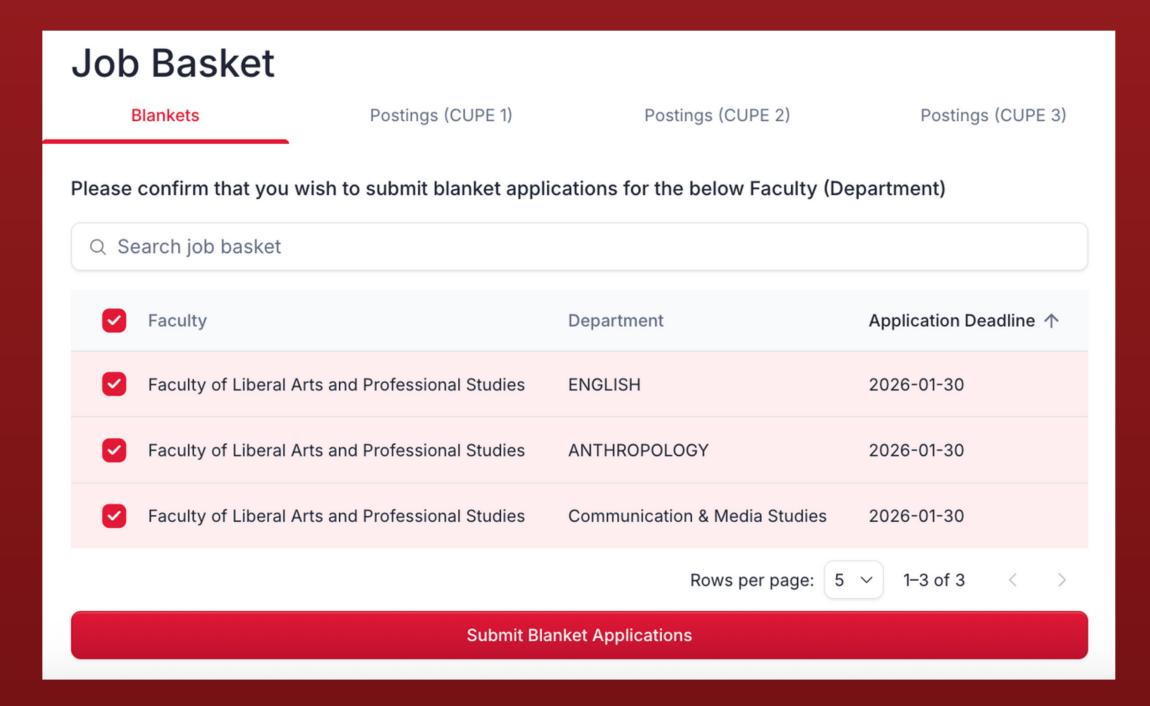
You should see the number of departments you selected reflected on the cart icon in the top right.

Click it, and you should see something like this!
Click "Review & Submit Application".





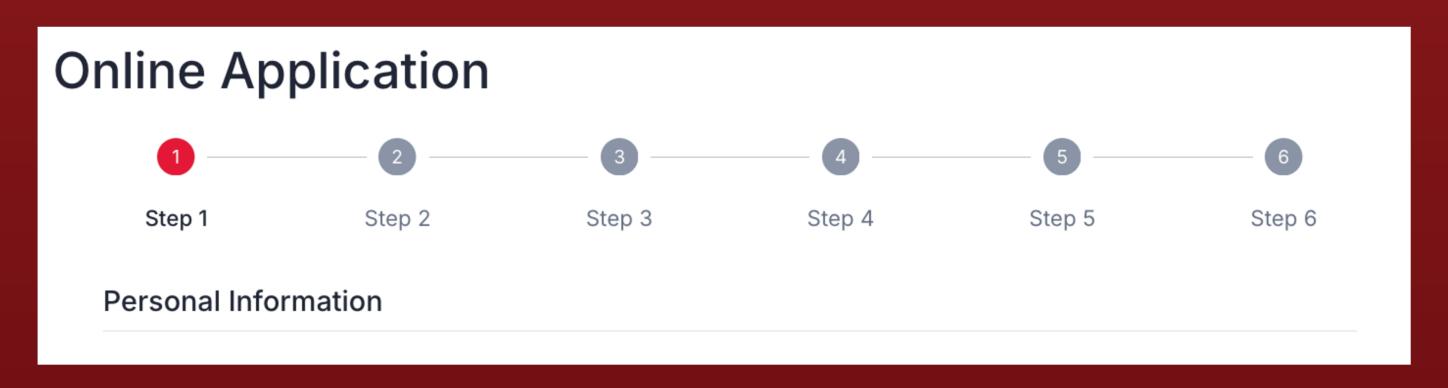




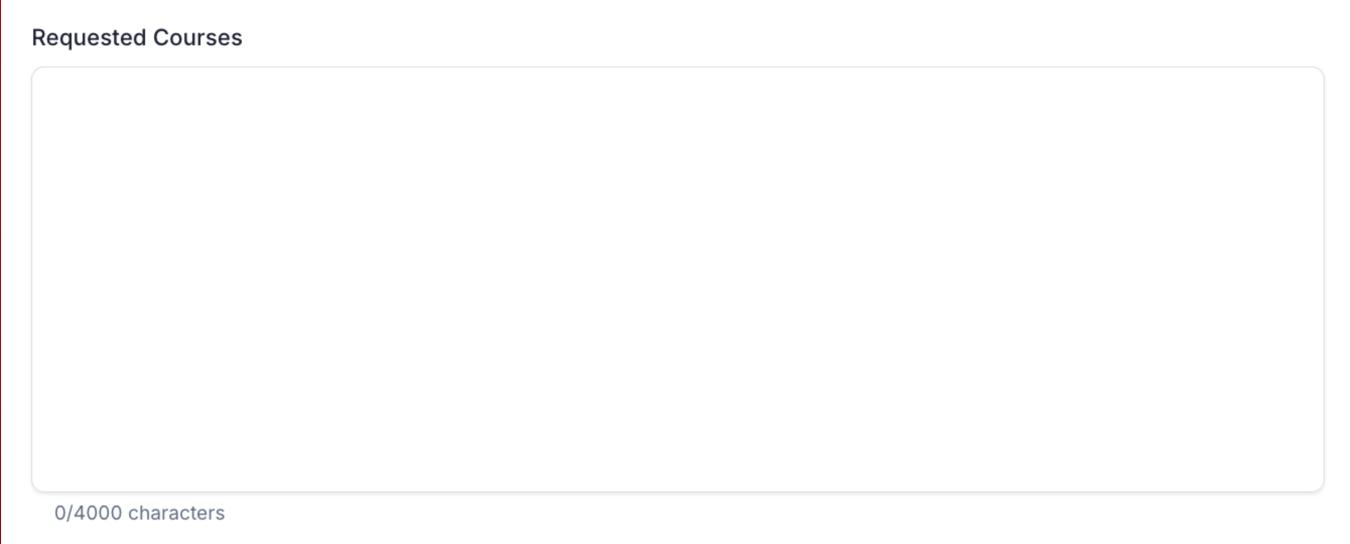
Make sure that **every department** you want to apply to is checked off, then click "**Submit Blanket Applications**". (This is not the last step yet!)

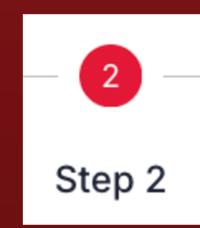


In Step 1, fill in your personal information and make sure it's up to date.





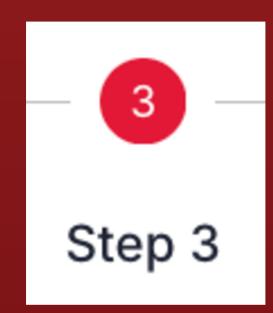




Step 2: You have to list courses that you're interested in! Include all the info about them, like their course #, title, academic session, etc.



Step 3: You can view your assignments from last year at York if you'd like, then move along to the next step.



View your Assignments from last year



Education

NOTE: If you have included these fields in your CV or you feel they don't apply, please enter 'N/A' in the field before clicking 'Next'.

Begin with the most current.



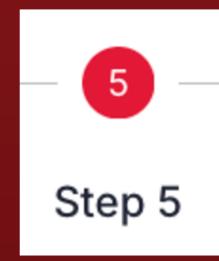
Step 4

Step 4: Fill out your educational information (or if you'd like, put N/A if it's clearly available in your CV).



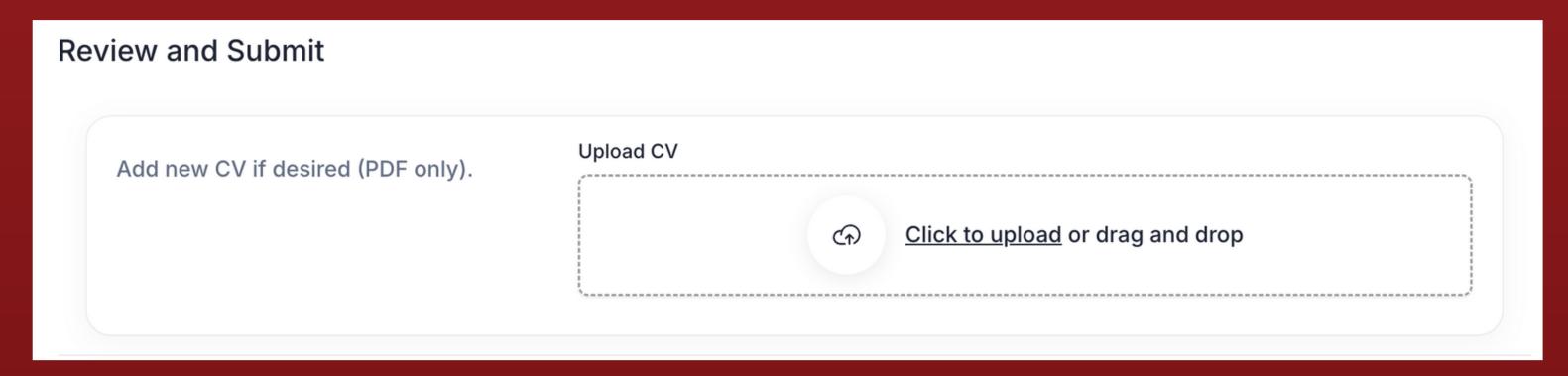
Other Work and References

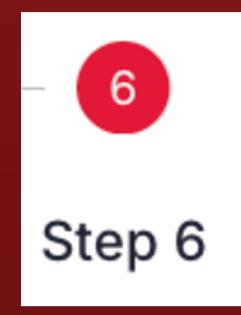
NOTE: If you have included these fields in your CV or you feel they don't apply, please enter 'N/A' in the field before click 'Next'



Step 5: Fill out your other work and references (and again, if you'd like, put N/A if it's clearly available in your CV).







Step 6: Make sure to review all of your information before submitting, and don't forget to upload your CV.



Wait! Before you hit submit, make sure you fill out the Employment Equity Self-Identification Survey.

Employment Equity Self-Identification Survey

Confidential when completed. The survey will not be part of your employee file.

"Count yourself in!" We need everyone to complete the Employment Equity Self-Identification Survey.

It's **optional** to complete, but filling out this **confidential** survey provides data to help improve **equity** in **hiring** and the **workplace** at York.



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Make sure to check the blanket app deadline: January 31st!





Tips for a York U Contract Faculty CV

Check out this webpage about how to tailor your CV for work at York!



More info.



Useful Forms & Documents



Members' Manual & Handbooks