



**UNIVERSITY  
OF ALBERTA**

# **UNIVERSITY OF ALBERTA**

## **U of A Careers**

Learn how to apply and join us in shaping a brighter tomorrow.



# How to Apply

The U of A stands proudly as one of Canada's premier institutions, [consistently ranked among the best in the world](#). We are a beacon of inspiration and opportunity for individuals like you, seeking to fulfill their purpose and make a meaningful impact.

- 1. Explore Opportunities:** Find [current job postings](#) that align with your skills and interests.
  - Ensure you save a copy of the applicable job posting(s) for future reference.
- 2. Prepare Your Application:** Review the "How to Apply" section of the job posting to ensure you have provided all of the requested documentation. This typically includes a well-crafted resume and tailored cover letter (addressed to the hiring faculty/unit/department) that highlights your relevant experiences and qualifications.
  - Preferably in Adobe PDF format (combined max. 40 MB for all uploaded files).
- 3. Complete the Online Application:** Click the "Apply" button on the job posting to access the online application form. Fill in your personal details, answer any screening questions and upload your application (along with any other requested documentation).
  - For internal employees, ensure you log in with your CCID before applying for a competition to identify your internal status.
- 4. Review and Submit:** Double check your application to ensure accuracy and completeness. Take a moment to review all of the information before clicking the "Submit application" button.
- 5. Confirmation:** You will receive an email confirmation once your application has been successfully submitted.
- 6. Application Review:** Our team will carefully review your application and only those shortlisted for an interview will be contacted.
- 7. Interview Process:** Selected candidates will have the opportunity to interview with us.
- 8. Next Steps:** Successful candidates will be invited to proceed to the next stage of our hiring process (e.g. second interviews, reference checks, etc.).
- 9. Joining our Team:** If selected, you will be contacted and offered the opportunity to join our team.

# Frequently Asked Questions

Here are some frequently asked questions for individuals interested in applying for positions at the U of A.

## How do I search for a job?

Visit our [job postings site](#), enter the job title or competition number using the “Search all open postings” field on the right hand side of the page and click the “Search” button.

## Who can I contact if I am experiencing technical difficulties submitting my application?

Please reach out to the Staff Service Centre at 780-492-8000 or [Submit a General Inquiry](#) referencing the competition number.

## How do I know if my application was received?

If you have applied online, you will receive an automatic email confirmation along with a copy of the posting (check your spam folder). If you did not receive a confirmation email, please reach out to the Staff Service Centre at 780-492-8000 or [Submit a General Inquiry](#) referencing the competition number.

## How long does it take to receive a response for an interview?

Generally it takes 10 business days after a competition closes for a response; however, that may vary depending on the number of applicants and other recruitment circumstances. Please note that only candidates selected for an interview will be contacted.

## I require an accommodation during the recruitment process, how do I request this?

We are committed to creating an inclusive and accessible hiring process for all candidates. If you require an accommodation, please reach out to the Staff Service Centre at 780-492-8000 or [Submit a General Inquiry](#) referencing the competition number and we will make every effort to accommodate your needs.

## Am I able to receive any feedback on my application?

Due to the volume of applications we receive we are unable to provide individual feedback. Candidates are selected based on how closely they meet the qualifications and requirements outlined on the job posting. If you are an U of A student, you can connect with the [Career Centre](#) for additional support in career searches.

## Can I edit or replace my previous application with a new one?

You are not able to edit your application in our system, however, you can re-apply to the competition (using the same email address) and you will be automatically emailed information on how to delete your previous application.

# Frequently Asked Questions

## **How do I withdraw my application?**

Please reach out to the Staff Service Centre at 780-492-8000 or [Submit a General Inquiry](#) indicating the competition number you wish to withdraw from. Please note that we are not able to delete or replace any applications in our system.

## **Can I submit an application to be kept on file for future vacancies?**

We only accept applications for posted positions. Please check our careers site regularly for new postings, as you'll need to apply separately to each competition.

## **Do you hire foreign workers?**

It depends on the type of position as well as what kind of applicant pool the department receives. [Information for foreign nationals.](#)

## **What kind of benefits does the U of A offer for employees?**

We prioritize your well-being and provide exceptional total rewards. [Learn more.](#)

## **How can I protect myself from job opportunity scams claiming to be from the U of A?**

Scams have targeted applicants, staff, students and alumni, falsely claiming that the recruitment department has received your resume and is making a job offer. We will never extend a job offer without meeting you or ask for expense payments or credit card information. It's crucial to stay vigilant and not assume that an email is safe just because it came from a "ualberta.ca" address. If you are unsure, reach out to the Staff Service Centre at 780-492-8000 or [Submit a General Inquiry](#) to verify the legitimacy.