

Instructions for Students

Using the MSU Website Jobs Portal to apply for student positions within the MSU

To apply for a job via the MSU Job Portal please use the following instructions:

1. Log in to the MSU Website (<http://www.msumcmaster.ca>) with your MACID
2. On the “My Account” page click the “Jobs” tab



3. Under “Search Options” you will see the subtitle “Quick Searches:” click the “All Active Postings” option to show all available jobs OR type in the position you are searching for into the “Search by Keyword” option
4. Click on “My Resumes” as shown in the illustration below.



5. In this step you will be uploading documents to create your “Application Package”



Select the “Upload Document” tab, shown above. You’ll be taken to a new page that looks like this:

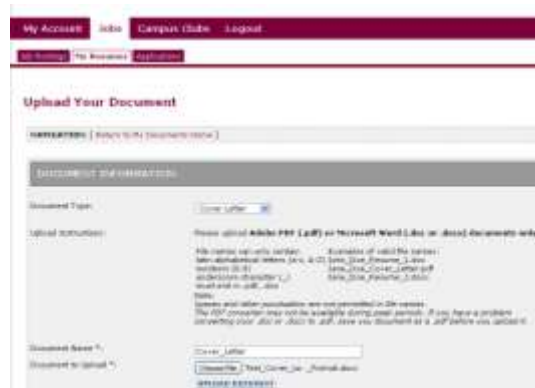


- MSU Jobs require applicants to upload three documents to create an “Application Package”.
- Documents are: **resume, cover letter, and class schedule.**

- In the “Document Type” drop down menu shown above, you can select the type of document you’ll be uploading.

Please Note: Each document you upload must be named according to the instructions set out on the Jobs Page and shown in the illustration below. No spaces or special characters can be included in either the file name or the name you give to your documents when uploading. Documents can be either in PDF format or DOC, DOCX format (Microsoft Word or Adobe PDF). The best and easiest way to upload documents is to name them:

1. Resume
2. Cover_Letter
3. Class_Schedule



6. Once you’ve uploaded your resume, cover letter and class schedule, you’ll **“Create Package”** to bundle your three documents into an Application Package that you can submit for each job posting you’re interested in applying for.



7. Select the **“Create Package”** tab under PACKAGES.

- Select the position you're interested in applying for and then **"Apply for this Position"**.



- From the onscreen drop down menu labelled **"Select a Package"** choose the name of the Application Package you created earlier.
- Then select the **APPLY** button.



- If your application has been submitted successfully, you'll see a **confirmation message** on screen as shown below:

