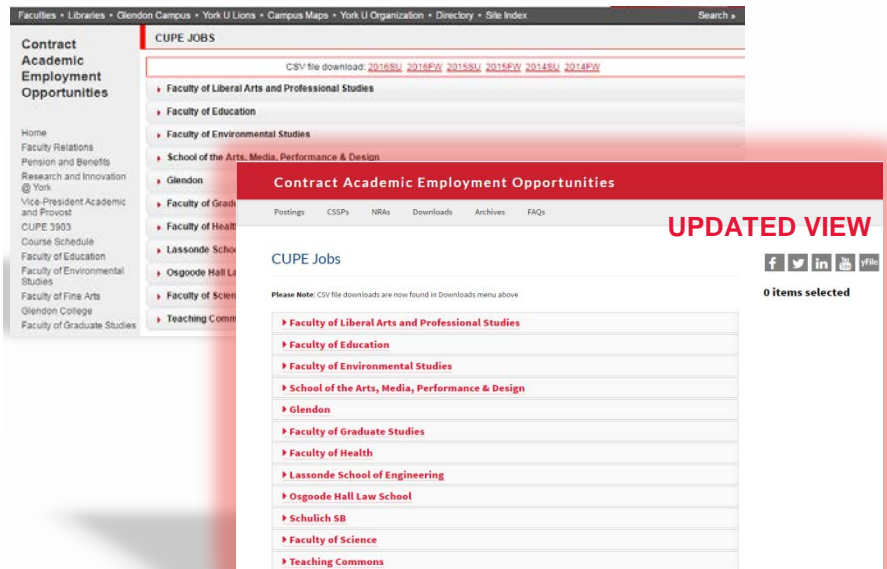


AN UPDATE HAS BEEN MADE TO THE CUPE JOB POSTINGS WEB PAGE

The update includes a fresh yet familiar design, and some new functionality.

UPDATED PAGE: cupejobs.uit.yorku.ca

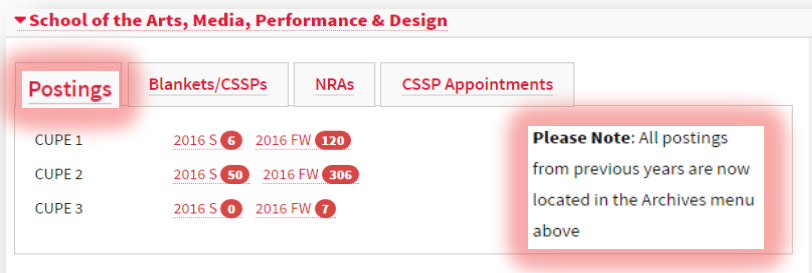


WHAT'S NEW?

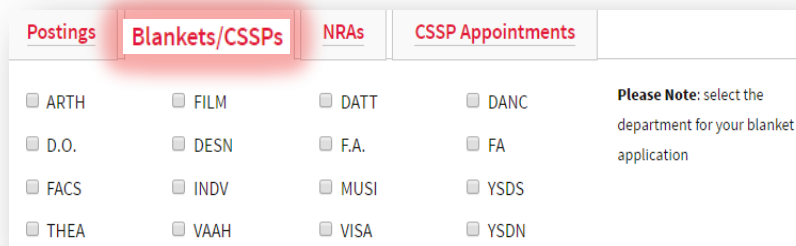
We have added an electronic application system that allows users to apply online for positions listed on the CUBE Jobs website. While this online application system is comprehensive, the option to submit a paper application is still available for users who wish to submit physical applications.

There are two major changes made to the CUPE Job Postings web page.

1. The **Postings** have been organized into its own tab, and now shows only current sessions. Postings from previous sessions are available in the Archives section of the web page.



2. The **Blankets/CSSPs** tab has been added to facilitate the process of making a blanket application, including CSSP applications.



POSTINGS

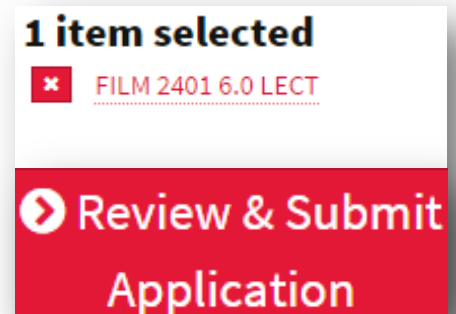
SCHOOL OF THE ARTS, MEDIA, PERFORMANCE & DESIGN
UNIT: CUPE-2 SESSION: FW 2016

If you are **not** registered as a full-time graduate student at York University, then please select postings for which you wish to submit an application

Search:

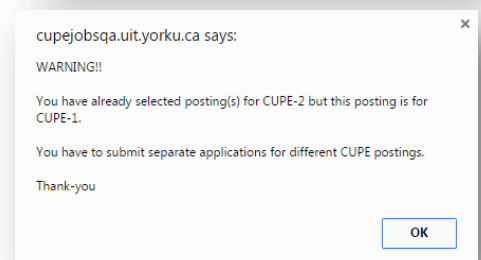
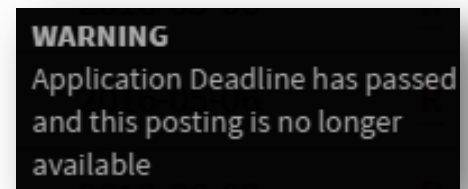
Select	Application Deadline	Posting Type	Session	Subject	Course	Course Title	Position Type
<input checked="" type="checkbox"/>	2016-10-31	R	F16-W17	FILM	FILM 2401 6.0 LECT	Film, Television and Society	CD
<input type="checkbox"/>	2016-10-31	E	F16-W17	FILM	FILM 4001 6.0 STDO	Fiction Workshop II	CD
<input type="checkbox"/>	2016-10-31	E	F16	VISA	VISA 2060 3.0 STDO	Introductory Photography: Black & White	CD
<input type="checkbox"/>	2016-10-31	E	F16	VISA	VISA 3063 3.0 STDO	Photo Studio II: Landscape and Place	CD
<input type="checkbox"/>	2016-05-06	R	W17	DANC	DANC 2320 3.0 LECT	Dance Kinesiology	CD
<input type="checkbox"/>	2016-05-06	R	F16	DANC	DANC 4220 3.0 STDO	Choreography	CD

1. On the **Postings** tab, a select column and search bar have been added. If users check a valid course in the select column, it will be added to the job basket located on the CUPE Jobs page.
2. The search bar will allow users to sort the table to find specific courses they would like to add.



There are two new intelligent rules applied to the **Postings** tab

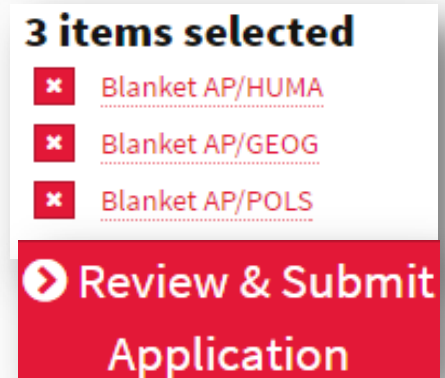
1. If users try to select a course that is past its application deadline, this error screen will appear, and they will be unable to select the course.
2. If users try to add a CUPE 1 course to the job basket, but a CUPE2 course is already selected in the job basket (or vice versa), this error message will appear and the course will not be added.



Blankets/CSSPs

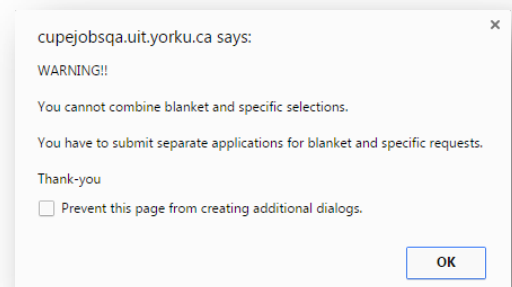
Postings	Blankets/CSSPs	NRAs	CSSP Appointments	
<input type="checkbox"/> ADMN	View departments to which you may make blanket applications	<input type="checkbox"/> ANTH	<input type="checkbox"/> BFND	Please Note: select the department for your blanket application
<input type="checkbox"/> BSMN	<input type="checkbox"/> COMN	<input type="checkbox"/> DES	<input type="checkbox"/> D.O.	
<input type="checkbox"/> ECON	<input type="checkbox"/> EN	<input type="checkbox"/> FR	<input checked="" type="checkbox"/> GEOG	
<input type="checkbox"/> GWST	<input type="checkbox"/> HIST	<input checked="" type="checkbox"/> HUMA	<input type="checkbox"/> HRM	
<input type="checkbox"/> HREQ	<input type="checkbox"/> ITEC	<input type="checkbox"/> DLLL	<input type="checkbox"/> MIST	
<input type="checkbox"/> DEAN	<input type="checkbox"/> PERS	<input type="checkbox"/> PHIL	<input checked="" type="checkbox"/> POLS	
<input type="checkbox"/> PPAS	<input type="checkbox"/> PUAD	<input type="checkbox"/> RYER	<input type="checkbox"/> REI	
<input type="checkbox"/> SOSC	<input type="checkbox"/> SOWK	<input type="checkbox"/> SOCI	<input type="checkbox"/> TYP	
<input type="checkbox"/> WMST	<input type="checkbox"/> WRIT			

1. A **Blankets/CSSPs** tab has been added to each faculty page. This addition allows for users to add blanket applications for whole programs to the job basket.



There is a new data rule applied to the **Blankets/CSSPs** tab

2. Users may add multiple blanket applications to the same job basket; however, if they try to add both specific applications and blanket applications in the same job basket, this error message will appear and the course/program application will not be added to the job basket.



Job Basket

JOB BASKET
Please confirm that these are the job postings for which you wish to submit an application

Search:

Confirm	Posting	Cupe Unit	Posting Type	Session	Subject	Course	Course Title	Position Type	Appli Dead
<input checked="" type="checkbox"/>	N/A	N/A	B	AP	GEOG	Blanket AP/GEOG	Blanket Application for AP/GEOG	B	2017
<input checked="" type="checkbox"/>	N/A	N/A	B	AP	HUMA	Blanket AP/HUMA	Blanket Application for AP/HUMA	B	2017
<input checked="" type="checkbox"/>	N/A	N/A	B	AP	POLS	Blanket AP/POLS	Blanket Application for AP/POLS	B	2017

Showing 1 to 3 of 3 entries

[Submit Application](#) [Return to Main](#)

The **Job Basket** that has been added to the CUPE Job Posting page collects and organizes selected course postings. This feature allows users to compile a list of course postings to which they wish to apply, review, add/delete selections, and submit a mass application for all selected course postings.

1. Once users select [Submit Application](#), the **Submit Application** screen will prompt them to either continue by logging into Passport York, or without logging in via Passport York.
2. If users opt to sign in with Passport York, many of their biographical details will be auto-filled.
3. If users choose to continue without signing in, they will have to manually input all required information.

SUBMIT APPLICATION

<p style="text-align: center;">If you <u>HAVE</u> a Passport York Login ID...</p> <p>If you have a valid Passport York login ID and you have used it to previously log into any YorkU application, such as Moodle or ONCE, then continue here.</p> <p>If you are still not quite sure then click here for more assistance</p> <p style="text-align: center;">Passport York Login</p>	<p style="text-align: center;">If you <u>DO NOT HAVE</u> a Passport York Login ID...</p> <p>If you know that you do not have a valid Passport York login ID, then continue with the application processing here</p> <p style="text-align: center;">Continue without Passport York Login</p>
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Submit Application

Once users choose to submit their application by logging into Passport York, they will be brought to the personal information screen and prompted to review/update their auto-filled contact information.

Employee Resources

CUPE 2 Online Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Personal info received from ARMS.

Personal Information

Please review / update your contact information.

IMPORTANT: Users must select the  button in order for any information they have input to be included in the application. If they jump steps simply by selecting the tabs menu links, the data they input will not be added.

STEP 2

At Step 2, if users are filling out a blanket application, a screen listing which departments/divisions are blanketed will appear, and a field will be available for users to input their course preferences.

Blanket Applications

Faculty	Department/Division
Faculty of Liberal Arts and Professional Studies	HUMANITIES

Note that a blanket application, to be considered, must be submitted between November 15 and January 31 (or by the next business day to commence during the twelve months following January 31). Any application after January 31 is specific to the position or positions listed.

If you have any questions about how to fill in this application, please call the CUPE 3903 office at 416-736-5154.

Additionally, eligible CSSP users submitting either blanket or specific applications will be asked if they'd like to participate in the Continuing Sessional Standing Program.

CSSP Eligibility (Continuing Sessional Standing Program)

ARMS data shows that you are not currently eligible for CSSP.
If you believe this to be an error, please contact Faculty relations.

Next Step

STEPS 4 & 5

Also, the required information on pages 4 & 5 may overlap with the information provided in your CV. If users feel this is the case, they may simply enter N/A into these fields and continue.

LAST STEP

Review and Submit

If you wish to include work history to supplement what is already in ARMS, you can upload the file here.

Upload Work History Document

no file selected

CV in ARMS last updated on Wed Oct 12 00:00:00 EDT 2016

Add new CV if desired

no file selected

Please review your application below. If you are content, click submit to send the application to the ARM System. If you would like to revise your application before submitting, go back through the Steps, make the changes, and

Personal Information

The last step is the 'Review and Submit' screen. **It is important that users verify that all data presented on this screen is correct. They can go back to a previous Step in order to add or update data, if necessary.**

Users also are given the opportunity to upload CV and Work History documents.

Finally, the option to complete the Employment Equity Self-Id section is presented to users.