

UBC eRecruit

Applying for Jobs



Apply for a Job Opening

Internal applicants and former employees can view job postings and apply for jobs via UBC's Faculty and Staff Self Service application at www.my.ubc.ca or www.msp.ubc.ca. Applicants must have a valid CWL account. Former employees must have had a CWL account prior to leaving the university, otherwise they must use the External applicant method described later in this chapter.

Go to the myCareer portal pagelet.

The screenshot displays the UBC Management Systems Portal interface. At the top, it shows the UBC logo, the text 'THE UNIVERSITY OF BRITISH COLUMBIA FINANCE AND HUMAN RESOURCES', and 'Management Systems Portal'. The date 'Fri, Feb 27, 09' is visible in the center, and 'Home Sign out' links are on the right. Below the header, there are several service pages:

- Self Service**: Includes 'Resources' and 'Personalize: Content Layout' options.
- myPersonal Info**: Contains links for 'Personal Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Citizenship & Visa Information', and 'Board Notice'.
- myPay**: Contains links for 'View Paycheque', 'Direct Deposit', 'Voluntary Deductions', 'Compensation History', 'myTotal Compensation', 'myExpense Reimbursements', and 'Year End Slips'.
- myBenefits**: Contains links for 'View Benefit Enrolments', 'myPension', and 'myPDR Summary (faculty only)'.
- myCareer**: This pagelet is highlighted with a red border and contains links for 'Careers - Staff' and 'Careers - Faculty'.
- myRecruitment**: Contains links for 'Review Applications' and 'Interview Schedule'.
- mySurveys**: Contains links for 'Entrance Survey' and 'Exit Survey'.
- myLearning**: Contains a link for 'Program Registration'.

Apply for a Job Opening

External Applicants log in to system via the Human Resources website at: www.hr.ubc.ca/careers

External Applicants can view and search for job postings but must register themselves in order to apply for jobs.

Careers

Enter your user name (email address) and password to login. If you have not yet registered, click on the 'Register Now' hyperlink below.

IMPORTANT INSTRUCTIONS ON USING THIS SITE:

1. When adding multiple phone numbers, ensure they are different types (home, cell, etc).
2. Never use the browser's back button.
3. Don't abandon an application mid-way without doing a 'Save for Later'.

Failure to abide by these instructions may result in you not being able to apply or re-apply for a job. Please note that any cover letters you wish to submit must be included in your Resume/CV document. Once you've added your Resume/CV and successfully submitted your application, you will not be able to alter your application in any way.

Click on [Register Now](#) to create a login ID and password

Basic Job Search

Keywords:

Posted:

[Search](#) [Advanced Search/Set Up Job Alerts](#) [Search Tips](#)

Use your Email Address to login

Email:

Password:

[Login](#) [Forgot your password?](#) [Register Now](#)

Latest Job Postings - The University of British Columbia

Job Information								
Select	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function	Department	Location
<input type="checkbox"/>	2009/05/06	2009/06/05	Professor (tenure)	5276	Faculty - BOG Appointees (FA)	Faculty	Surgery	Agassiz Research Centre
<input type="checkbox"/>	2009/05/06	2009/06/05	Professor (tenure)	5277	Faculty - BOG Appointees (FA)	Faculty	UBCO-BarberArts&SciencesUnit 4	Kelowna - UBC Okanagan
<input type="checkbox"/>	2009/05/06	2009/05/15	Support Services Asst II	5278	BCGEU UBC-Okanagan	Clerical/Secretarial/Library	UBCO - IT Services	Kelowna - UBC Okanagan

[Save Jobs](#) [Apply Now](#)

Apply for a Job Opening

Job postings appear in the lower portion of the page.

Step 1: Select the job(s) you'd like to apply for and then click the **Apply Now** button to continue.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome John

Basic Job Search

Keywords:

Posted: Anytime

[Advanced Search/Set Up Job Alerts](#) [Search Tips](#)

My Career Tools

- [0 Applications](#)
- [0 Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings - The University of British Columbia

Job Information

Select	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function	Department	Location
<input type="checkbox"/>	2009/05/06	2009/06/05	Professor (tenure)	5276	Faculty - BOG Appointees (FA)	Faculty	Surgery	Agassiz Research Centre
<input type="checkbox"/>	2009/05/06	2009/06/05	Professor (tenure)	5277	Faculty - BOG Appointees (FA)	Faculty	UBCO- BarberArts&SciencesUnit 4	Kelowna - UBC Okanagan
<input type="checkbox"/>	2009/05/06	2009/05/15	Support Services Asst II	5278	BCGEU UBC- Okanagan	Clerical/Secretarial/Library	UBCO - IT Services	Kelowna - UBC Okanagan

Full job descriptions and more details about the job can be viewed by clicking on the job title hyperlink.

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home

Welcome John

Basic Job Search

Keywords:

Posted:

[Advanced Search/Set Up Job Alerts](#) [Search Tips](#)

My Career Tools

- [0 Applications](#)
- [0 Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

Notifications

You do not have any notifications.

Latest Job Postings - The University of British Columbia

Job Information

Select	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function	Department	Location
<input type="checkbox"/>	2009/05/06	2009/06/05	Professor (tenure)	5276	Faculty - BOG Appointees (FA)	Faculty	Surgery	Agassiz Research Centre
<input type="checkbox"/>	2009/05/06	2009/06/05	Professor (tenure)	5277	Faculty - BOG Appointees (FA)	Faculty	UBCO- BarberArts&SciencesUnit 4	Kelowna - UBC Okanagan
<input type="checkbox"/>	2009/05/06	2009/05/15	Support Services Asst II	5278	BCGEU UBC- Okanagan	Clerical/Secretarial/Library	UBCO - IT Services	Kelowna - UBC Okanagan

After reviewing the posting, you can save the job, apply for the job or [Return to Previous Page](#)

Job Posting

Job ID: 5146
Location: Vancouver - Point Grey Campus
Employment Group: Management&Professional (AAPS)
Job Category: Human Resources
Classification Title: Human Resources, Level A
Business Title: Human Resources Advisor
Department: Human Resources
Salary: \$42,108.00 - \$50,550.00 (Annual)
Full/Part Time: Full-Time
Desired Start Date: 2009/04/01 **Ongoing:** Yes
Funding Type: Budget Funded

Date Closed: 2009/02/27 **Available Openings:** 1

[Save Job](#) [Apply Now](#)

[Return to Previous Page](#)

Job Summary

To provide information and general advice to client departments regarding interpretation of collective agreements, other agreements and handbooks governing conditions of employment.

Organizational Status

Reports to the Team Leader, Human Resources Advisory Services. Works with HR Advisor, ER Managers, Organizational Training & Development Practitioners, Return to Work Co-ordinators, Pension Administrators and Benefit Administrators.

Work Performed

Major responsibilities include: coordinating job posting process by composing and monitoring preparation of weekly job postings; screening applications according to terms of collective agreements; advising client departments concerning appropriate recruiting practices; assisting in development of interview questions; providing information and general advice concerning issues, grievances, layoffs, terminations, Employment Standards, Human Rights Code, Freedom of Information and internal placement procedures; conducting position evaluation and re-evaluation; attending meetings; monitoring recall and internal placement process; responding to enquiries; coordinating and composing newspaper advertisements; reviewing and authorizing staff and student appointments, extensions and transfers; advising departments on salary administration and performance management practices; participating in development and delivery of training programs; and performing other related duties.

Supervision Received

Reports to Team Leader, Human Resources Advisory Services.

Supervision Given

Not applicable

Consequence of Error/Judgement

Implications of decisions or advice may result in legal and/or financial liability, restrictions on operations, damage to credibility, and poor relations with unions and employees.

Qualifications

Undergraduate degree in a relevant discipline. Degree in business administration or human resource management with generalist human resources experience preferably in a unionized environment. 3 years relevant experience or the equivalent combination of education and experience. Minimum of three years of related Human Resource and Business or the combination of education and experience, preferably at UBC. Experience in administration of collective agreements and labour relations in complex, unionized environment; Knowledge of provincial and federal legislation governing the employment relationship; Knowledge of PeopleSoft HRMS and eRecruit an asset.

UBC hires on the basis of merit is committed to employment equity, and encourages all qualified individuals to apply. However, Canadians and permanent residents of Canada will be given priority.

[Save Job](#) [Apply Now](#)

[Return to Previous Page](#)

Step 2: After **Apply Now** is selected, the next page asks how you'd like to proceed with your resume/CV submission.

Apply Now
Choose Resume / CV

The personal information you provide through the UBC online recruiting software is collected pursuant to Section 26 of the Freedom of Information and Protection of Privacy Act, RSBC 1996, c.165 ("FIPPA"). The required personal information is collected for the purposes of supporting and evaluating your application for employment with UBC and for aggregate statistical purposes. The personal information will be used, retained and disclosed by UBC in accordance with FIPPA. UBC will not disclose any personal information to external third parties unless permitted by law.

If you have any questions about the collection of information, please contact Human Resources by [Email](#) or by phone at 604/822-8111.

IMPORTANT INSTRUCTIONS ON USING THIS SITE:

1. When adding multiple phones, ensure they are different types (home, cell, etc).
2. Never use the browser's back button.
3. Don't abandon an application mid-way without doing a Save for Later.

Failure to abide by these instructions may result in you not being able to apply or re-apply for a job.

Please note that any cover letters you wish to submit must be included in your Resume/CV document. Once you've added your Resume/CV and successfully submitted your application, you will not be able to alter you application in any way.

Resumes/CVs and Cover Letter Submission (Please append Cover Letter to Resume Document)

How would you like to proceed?

- Apply without using a resume/CV
- Upload a new resume/CV (Word(.doc) and Adobe(.pdf) document types only please.)
- Copy and paste resume text/CV text

Continue [Return to Previous Page](#)



Include any cover letters with your resume/CV document (combined into one file)

Selecting 'Apply without using a resume/CV' brings you directly to the on-line application page (see Steps 3 - 8).

Selecting 'Upload a new resume/CV', brings you to the following upload page.

Browse...

Upload **Cancel**

Click on **Browse...** button to select and upload your file.

Rename file if desired and click on [View Attachment](#) to ensure the correct file was uploaded.

Apply Now

Enter Resume/CV, Cover Letter

Resume/CV - Cover Letter Text

Resume Title:

Language:

File Name: [View Attachment](#)

[Return to Previous Page](#)

Selecting 'Copy and paste resume text/CV text' brings you to the following text box page where you can manually type in resume/CV text.

Apply Now

Enter Resume/CV, Cover Letter

Resume/CV - Cover Letter Text

Title:

Language:

Resume:

[Return to Previous Page](#)

Selecting 'Use an existing resume/CV' when you have applied for UBC jobs in the past and uploaded a resume/CV. Select from a list of uploaded resumes.

Apply Now

Choose Resume / CV

Resumes/CVs and Cover Letter Submission (Please append Cover Letter to Resume Document)

How would you like to proceed?

- Apply without using a resume/CV
- Upload a new resume/CV (Word(.doc) and Adobe(.pdf) document types only please.)
- Copy and paste resume text/CV text
- Use an existing resume/CV

[Continue](#)

[Return to Previous Page](#)

Step 3: Complete the on-line application – Preferences Section.

Apply Now


Complete Application

You are applying for:

[Human Resources Advisor](#)

[Remove](#)

[Add Another Job to Application](#)

[John_Smith_-_Resume.doc](#) 

[Use a Different Resume](#)

John Smith
2345 Main Street
Vancouver BC V7E 5R4

[Save for later](#)

[Submit](#)

[Close Application](#)

[Careers Home](#)

Complete Application

Preferences

Desired Start Date:



Regular/Temporary:

Desired Work Days:

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Full/Part-Time:

Desired Hours Per Week:

Step 4: Complete the on-line application – Work Experience section.

Click on [Add Work Experience](#) to add employment history details.

Enter your work experience below.

Work Experience

You have not added any employment information to your new application.

[+ Add Work Experience](#)

Step 5: Complete the on-line application – Education History section.

Select 'Highest Education Level' from list of values and enter education history by clicking on education hyperlinks.

Education History

Highest Education Level:

To add a secondary school, click the [Add Secondary Education History](#) hyperlink below. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Secondary School Information.

Note: This section does not appear for Faculty Job Applications

Secondary Education

You have not added any secondary education information to your application.

[+ Add Secondary Education History](#)

To add a degree, click the [Add Post-Secondary Education History](#) hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.

Post-Secondary Education

You have not added any education information to your application.

[+ Add Post-Secondary Education History](#)

Step 6: Complete the on-line application – Application Questionnaire section:

Application Questionnaire

Current Employment Status:

- Never worked at UBC
- Worked at UBC within the last year
- Worked at UBC more than a year ago
- Current UBC Faculty/Staff member or student employee

Are you a Canadian Citizen or have landed immigrant status?

- Yes
- No

Do you have a Canadian Social Insurance number which starts with a 9?

- Yes
- No

Step 7: Complete the on-line application – Referral Information section.

Select from list of referral sources. Complete 'Specific Referral Source' if referral source not listed.

Referral Information

How did you find out about the job?

Specific Referral Source:

Complete Application

Save for later Submit Close Application [Careers Home](#)

Click on **Submit** button to submit application. Note that once you've submitted your application, you will not be permitted to change or retract your application.

Step 8: **External Applicants only:** Review the Terms and Agreements. You will not be permitted to submit your application if you do not agree to the terms stipulated.

Submit Online Application

Terms and Agreements

As a condition of application/employment, I authorize investigation of all statements contained in this application. I understand that UBC's decision will be based solely on non-discriminatory considerations and that misrepresentation or omission of facts called for is just cause for the rejection of my application or dismissal.

I agree to these terms I do not agree to these terms

Submit Cancel [Return to Previous Page](#)

Confirmation of your application submission is displayed on the page below. You will also receive a confirmation email.

Your application status will be updated to indicate what stage of the recruitment process your application is at (ie, applied, interview, position filled, etc.)

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)




My Applications

You have successfully submitted your job application.

My Applications

Display applications from:

◀◀ [First](#) ◀ [Previous](#) | [Next](#) ▶▶ ▶▶ [Last](#)

Application	Status	Application Date
 Director	Applied	2008/12/22 2:05PM
 Farmer	Applied	2009/01/21 7:34PM
 Human Resources Advisor	Applied	2009/02/22 4:41PM

There are several methods to search for job openings.

Basic Searches can be performed on the Careers Home page or from the Job Search page – [Job Search](#) link. Search for jobs that contain key words that fall within specific posting dates.

The screenshot shows the top navigation bar with links: [Careers Home](#), [Job Search](#) (highlighted with a red box), [My Saved Jobs](#), [My Saved Searches](#), and [My Career Tools](#). Below the navigation bar, the page says "Careers Home" and "Welcome Jane". The main content area is divided into two columns. The left column is titled "Basic Job Search" and contains a "Keywords:" text input field, a "Posted:" dropdown menu set to "Anytime", a "Search" button, and links for [Advanced Search/Set Up Job Alerts](#) and [Search Tips](#). The right column is titled "My Career Tools" and contains links for [35 Applications](#), [4 Attachments](#), [9 Saved Resumes](#), and [My Profile](#).

Advanced searched enables you to enter additional search criteria. You can save your search criteria as a saved search or as a 'Job Alert'. As new job openings are posted, the system will automatically notify you if any new job openings match the search criteria set up in your Job Alert. You will receive an email with a link to the UBC Careers site and your job alert search results. The system also posts a notification in the Notifications box on the Careers Home page.

This screenshot is identical to the one above, showing the "Basic Job Search" section with the "Advanced Search/Set Up Job Alerts" link highlighted by a red box. The rest of the page content, including the navigation bar and "My Career Tools" section, remains the same.

Select criteria for Job Alert and then click on **Set Up Job Alert** to save and run your Job Alert.

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

Job Search/Set Up Job Alerts

Use Saved Search

Advanced Job Search

 [Basic Search](#) [Search Tips](#)

Enter Keywords:

Select Locations:

Select Empl. Group:

Select Job Function:

Full/Part Time:

Regular/Temporary:

Job Opening ID:

Desired Pay:

Find Jobs Posted Within:

Display Results Sorted By:

 [Basic Search](#) [Search Tips](#)

Save Search/Job Alert.

Save Search/Setup Job Alert

Save Search/Job Alert

*Name your search/Job Alert:

Use As Job Alert

Send Job Alert notification to this email Address:

Run the search manually or let the system notify you automatically. Click on [My Saved Searches](#) to access your saved searches/Job Alerts

[Careers Home](#) [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#)

My Saved Searches

Saved Searches and Job Agents

<u>Saved Search</u>	<u>Created On</u>	<u>Job Agent Email Address</u>	<u>Run Search</u>
NEW POSTINGS	2009-02-23	john.smith@gmail.com	Edit Delete <input type="button" value="Run Search"/>

My Profile – Internal Applicants

For internal applicants, profile information is retrieved from your personal data information entered in UBC's Human Resources Management System (HRMS). Therefore, any changes to your profile information appearing in myCareers must be made via UBC's Faculty and Staff Self Service application. Profile information appearing incorrect in myCareers needs to be corrected in Faculty and Staff Self Service prior to submitting your application.

My Profile

Need to update your Profile? Go to 'myPersonal Info' in UBC Faculty and Staff Self Service.

Name

Name Format: English
Name Prefix: Mister
First Name: John
Middle Name: M
Last Name: Smith
Name Suffix:

Address

Country: Canada
Address 1: 2345 Main Street
Address 2:
Address 3:
Address 4:
City: Vancouver **Province:** British Columbia
Postal: V7E 5R4

Email Address

Primary Email Type: Primary
Email Address: john.smith@ubc.ca

Phone

Alternate Phone Type: Campus
Phone Number: 222/222-2222 **Extension:**

Alternate Phone Type: Cellular
Phone Number: 777/777-7777 **Extension:**

Primary Phone Type: Home
Phone Number: 555/555-5555 **Extension:**

Save

[Return to Previous Page](#)

My Profile – External Applicants

For external applicants, profile information is created and maintained within eRecruit. Changes to Profile information should be made prior to submitting applications.

My Profile

You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.

Member Information

User Name: johnsmith@hotmail.com
Password: [Change Password](#)
Preferred Method of contact: Email

Legal Name (as it appears on your Birth Certificate)

Name Prefix:
***First Name:** John
Middle Name:
***Last Name:** Smith

Address

Country: Canada
Address 1: 1234 Main Street
Address 2:
Address 3:
Address 4:
City: Vancouver **Province:** British Columbia
Postal: V7B 2H8

Email Address

Primary Email Type: Primary
Email Address: johnsmith@hotmail.com [Remove](#)

Phone

Primary Phone Type: Home
Phone Number: 555/555-5555 **Extension:** [Remove](#)

[+ Add Another Phone Number](#)

[Save](#)

[Return to Previous Page](#)

Save Jobs

Save jobs that you may be interested in and apply to these jobs at a later date (but before the closing date). View your saved jobs by clicking on the [My Saved Jobs](#) link.

Latest Job Postings - The University of British Columbia

Job Information Department/Location

Select	Open Date	Close Date	Job Title	Job ID	Employment Group	Job Function
<input checked="" type="checkbox"/>	2009/02/22	2009/03/20	Associate Professor, Tenured	5127	Faculty - BOG Appointees (FA)	Faculty Positions
<input type="checkbox"/>	2009/02/11	2009/03/13	Professor, Barber School	5138	Faculty - BOG Appointees (FA)	Faculty Positions
<input type="checkbox"/>	2009/02/05	2009/03/07	Professor (tenure)	5129	Faculty - BOG Appointees (FA)	Faculty Positions
<input type="checkbox"/>	2008/10/23	2009/11/22	Postdoctoral Research Fellow	5100	Faculty - BOG Appointees (NFA)	Faculty Positions
<input type="checkbox"/>	2008/10/20	2009/10/20	Assoc Professor (qrnt ten-trk)	5094	Faculty - BOG Appointees (FA)	Faculty Positions

Save Jobs Apply Now

Draft or Incomplete Applications

You can save a draft of your application and submit the application at a later time (but before the closing date). To save a draft, click the 'Save for Later' button at the bottom of the application page.

Complete Application

Save for later Submit Close Application Careers Home

Access your applications by clicking on the Applications link in my Career Tools.

My Career Tools

- 2 Applications
- 0 Attachments
- 0 Saved Resumes
- My Profile

Your saved application appears under status 'Draft'.

My Applications

Display applications from: Within Last Week Refresh

First Previous Next Last

Application	Status	Application Date
Associate Professor, Tenured	Applied	2009/02/23 2:18PM
Financial Proc. Spec 3 (Gr5)	Draft	2009/02/24 1:25PM

Attachments

Occasionally you may need to provide additional documents for some job openings. This can easily be done via the 'Attachments' link in 'My Career Tools'.

My Career Tools

- [2 Applications](#)
- [0 Attachments](#)
- [0 Saved Resumes](#)
- [My Profile](#)

To submit an attachment, click on the 'Attachments' link in My Career Tools. This will bring you to the 'Add Attachments' page.

My Career Tools

Catherine Anderson
1234 W.16th Avenue
Vancouver BC V6T 1Z1

My Applications

Display applications from: Refresh

First Previous Next Last

Application	Status	Application Date
Support Services Asst II	Applied	2009/02/18 8:38AM
Postdoctoral Research Fellow	Applied	2009/02/24 8:41AM
Assoc Professor (grnt ten-trk)	Applied	2009/02/24 11:09AM

Resumes

Resume Title	Attached File	Created
Resume		2008/08/26 10:26AM
Resume.doc	Resume.doc	2009/01/26 3:14PM
Resume JO5130	Resume.doc	2009/01/26 3:59PM

Attachments

File Name	Attachment Type	Uploaded	
References.doc	Other	2008/08/26 10:20AM	Edit Attachment

[+ Add Attachment](#)

[Return to Previous Page](#)

Select an 'Attachment Type' (Other or Reference). If 'Other' selected, complete the 'Attachment Purpose' field.

Click on [Add Attachment](#) to browse for and upload your document. Click on 'Save & Return' to save the attachment or 'Save & Add More' to upload more attachments. Note only Microsoft Word and PDF format documents can be uploaded.

Other Attachments

Please do not attach resumes/CVs and/or cover letters here.
When you apply for a specific job posting/ad, you will be asked to upload your resume/CV and cover letter.
This screen is only used to upload additional documents.
All attachments must be in Word format (.doc) or Adobe Acrobat (.pdf) format.

Attachments

*Attachment Type: ▼
Attachment Purpose:
[Add Attachment](#)

Attachments can be viewed and/or deleted via the Attachments grid on the My Career Tools page.

Note: **All** hiring managers will be able to view all attachments uploaded here. Resume attachments however, uploaded when you apply for a specific job, are only viewable by the hiring manager for that particular job you've applied for.

Interview Schedules

Hiring managers can elect to notify applicants of upcoming interviews by email and via a notification on the applicant's myCareer home page. Click the subject link in the Notifications area to access the Interview Details page.

Careers Home

Welcome John

Basic Job Search

Keywords:

Posted: ▼

[Advanced Search/Set Up Job Alerts](#) [Search Tips](#)

My Career Tools

- [11 Applications](#)
- [1 Attachments](#)
- [8 Saved Resumes](#)
- [My Profile](#)

Notifications

◀◀ First ◀ Previous | Next ▶▶ Last ▶▶

From	Subject	Received
<input type="checkbox"/> University of British Columbia	Interview Schedule:Staff Physician	2009/02/24 2:22PM

[Select All](#) [Deselect All](#)

The interview schedule includes the date and time, the name of each interviewer, and location of the interview.

Staff Physician Interview Details

Interview details for John Smith

When: 2009-03-15

Position: [5068-Staff Physician](#)

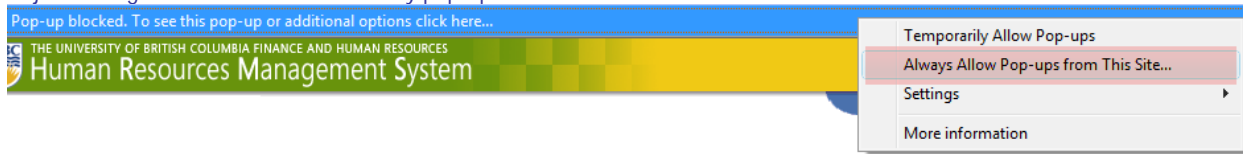
Agenda

<u>Start Time</u>	<u>End Time</u>	<u>Date</u>	<u>Interviewer</u>	<u>Location</u>
9:00AM	10:00AM	2009/03/15	Jane Smith	GENERAL SERVICES ADMIN. BUILDING

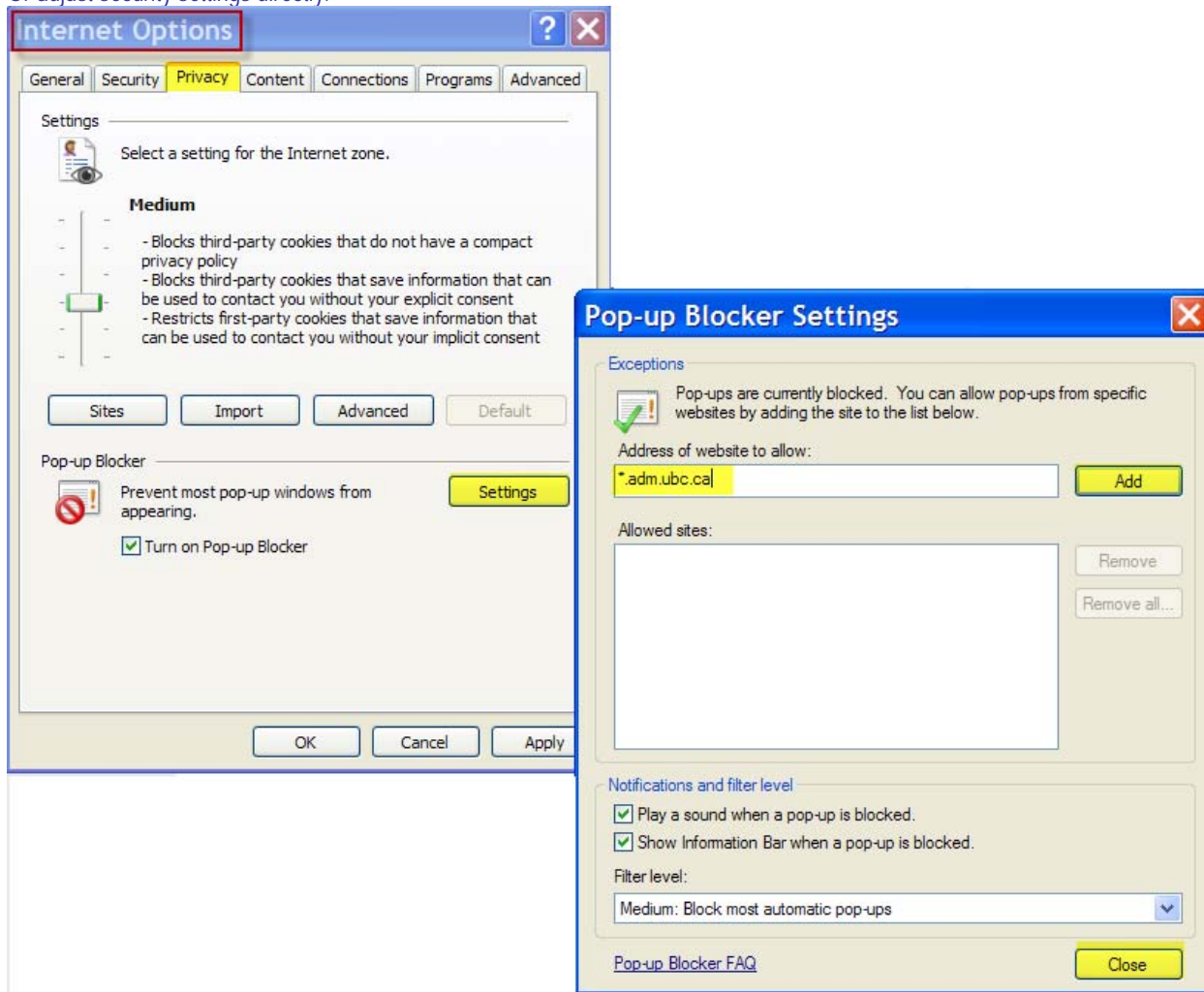
Question: My pop-up blocker is not allowing me to open my Resume or other attachment.
Answer: Adjust security settings to allow pop-ups from *.adm.ubc.ca:

Internet Explorer Settings:

Adjust settings when the site is blocked by pop-up blocker:

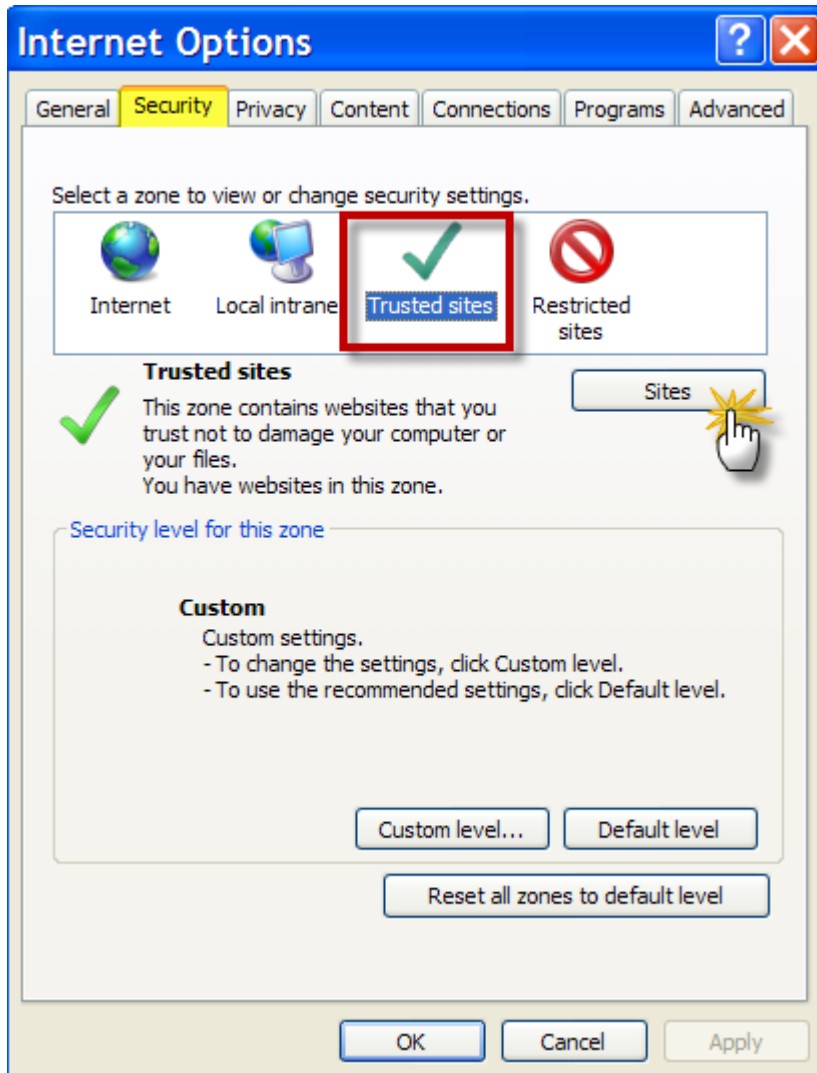


Or adjust security settings directly:

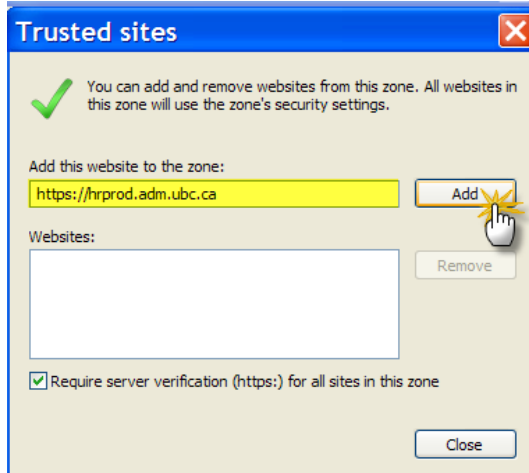


You can also try adding our system as a 'Trusted Site'.

Navigate to Tools>Internet Options. Click on 'Security' tab, select 'Trusted sites' zone, and then click on 'Sites' button:



If you're already in the Careers site, the website will automatically populate for you. Otherwise, type the website address below manually and then click on the 'Add' button:

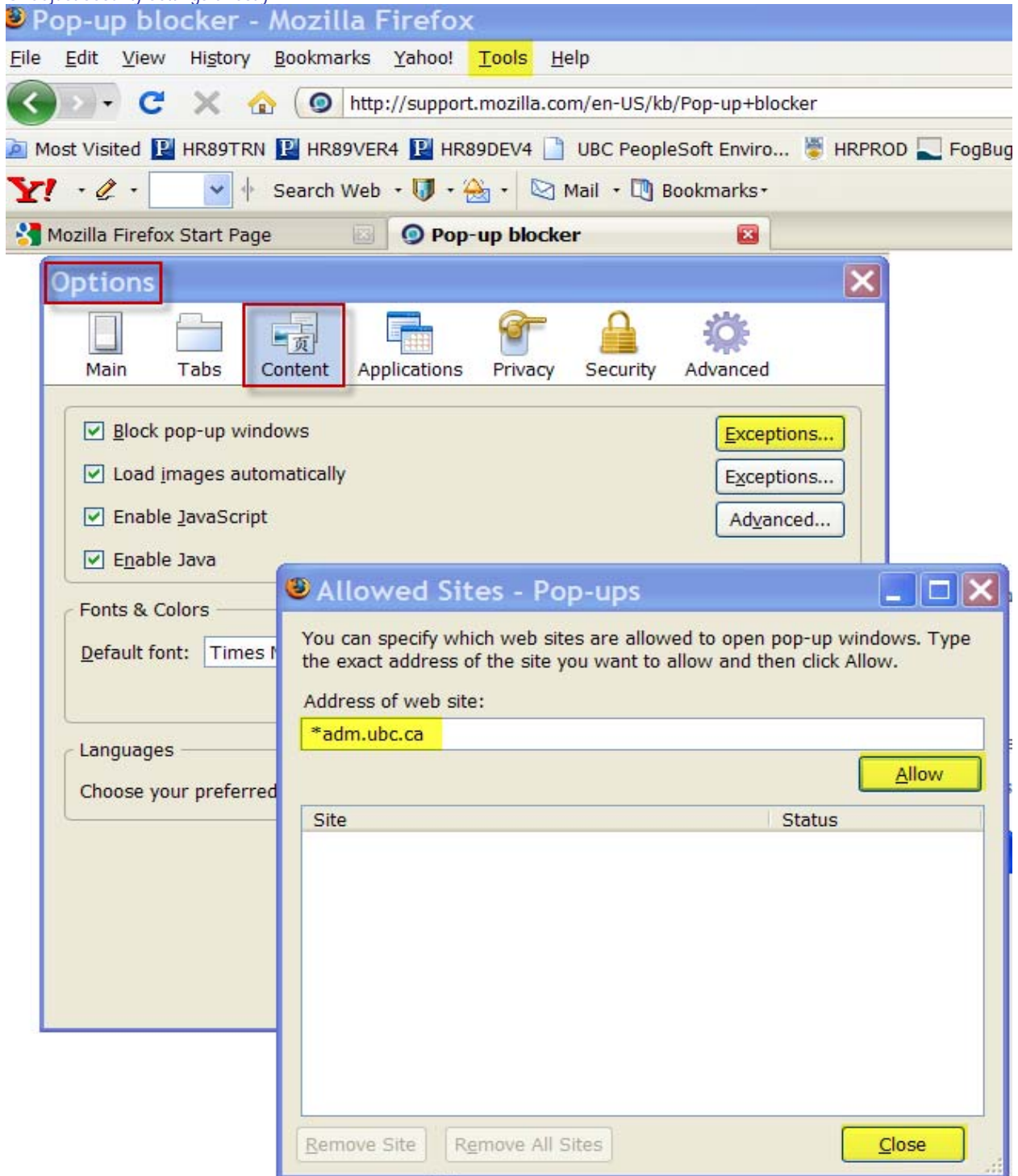


Firefox Settings:

Adjust settings when the site is blocked by pop-up blocker:



Or adjust security settings directly:



Question: When I try to open the attachment using Internet Explorer, a new window appears briefly and then disappears.

Answer: Adjust Internet Explorer security to allow downloads.

