

Guide to Applying Online

Reach the Job Posting

Find the position by searching it on either of these:

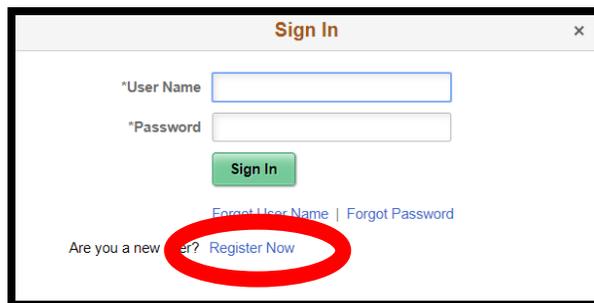
- <https://www.uwo.ca/fm/careers/>
- <https://recruit.uwo.ca/>

Start the online application

Start the online application by clicking the green “Apply for Job” button shown in the red circle below:

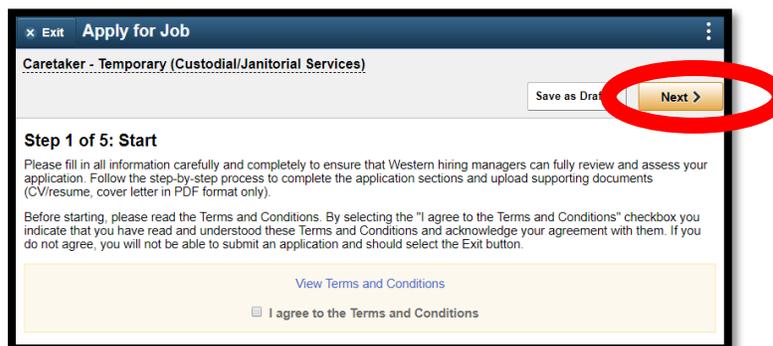


When you click on “Apply for Job”, it will ask you to sign in. You need to create an account if you do not already have one. Click “Register Now” shown in the red circle below to create an account. Once you put in your information to create an account, the website will automatically start the application process.



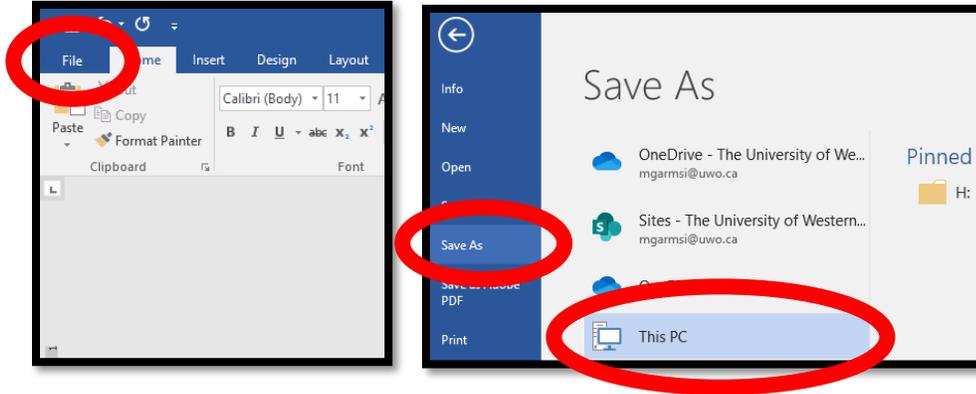
Step 1: Progressing through the online application

Read the information on screen to help you understand what is required during each step. Click on the yellow “Next >” button to progress through the steps.

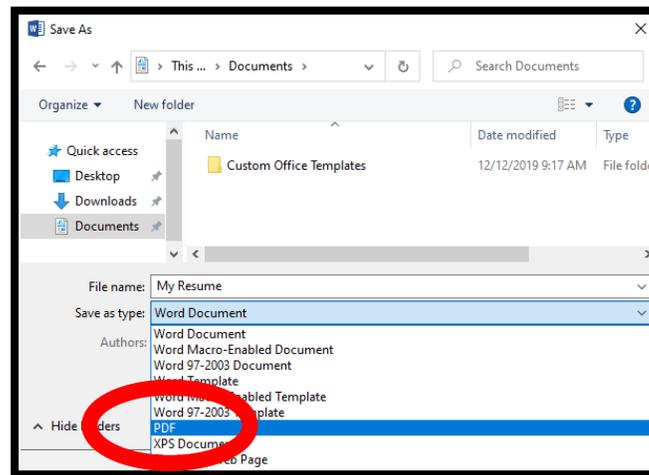


Step 2: Uploading your Resume and/or Cover letter as a PDF

In Step 2, you will have to attach your document(s) in PDF format. To save a word document into a PDF format, open your Word document and then click on “File” on the top left hand corner. Next, click on “Save As” and then click on “This PC” and select a folder where you will be able to find it.



When the “Save As” menu pops up as shown below, click the drop-down menu for “Save as type:” and click on “PDF”. Name and save your document(s). Return to the website and upload your document(s).



Steps 3-5: Only fill out what is required

Facilities Management really only requires the document(s) you upload. For Steps 3 to 5, fill out the other required information and feel free to provide what other information you would like us to read. Do not re-enter your work experience and qualifications if they are already on your resume. On Step 5, you will have a chance to review your application to ensure all your documents are attached before you submit. Thank you for your interest in joining our team!

Extra Help

For a more detailed guide, see: https://uwo.ca/hr/form_doc/working/applying_at_western.pdf