



Rotman School of Management
UNIVERSITY OF TORONTO

Rotman

CUPE 3902 ONLINE APPLICATION SYSTEM USER GUIDE - APPLICANT

Rotman School of Management uses an Online Application System for CUPE 3902 Unit 1 and Unit 3 positions (Sessional Lecturer, Course Instructor, Teaching Assistant and Sessional Instructions Assistant).

This guide is designed to assist you navigate and use the system.

For more information or assistance please contact:

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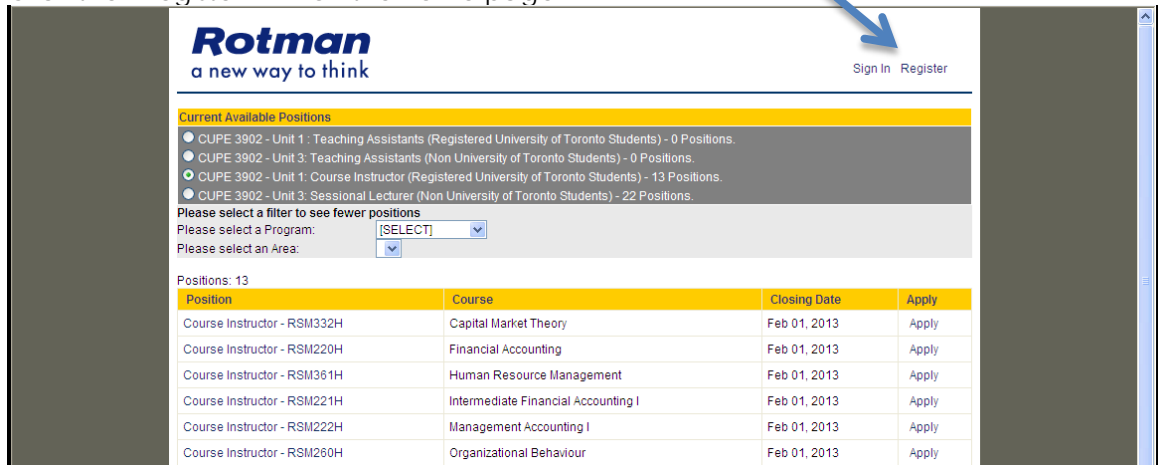
1. WEB ADDRESS:

<http://www-2.rotman.utoronto.ca/employment/tapositions/>

2. REGISTRATION

Accessing The Site: To apply to positions you will have to register and create a profile on the site.

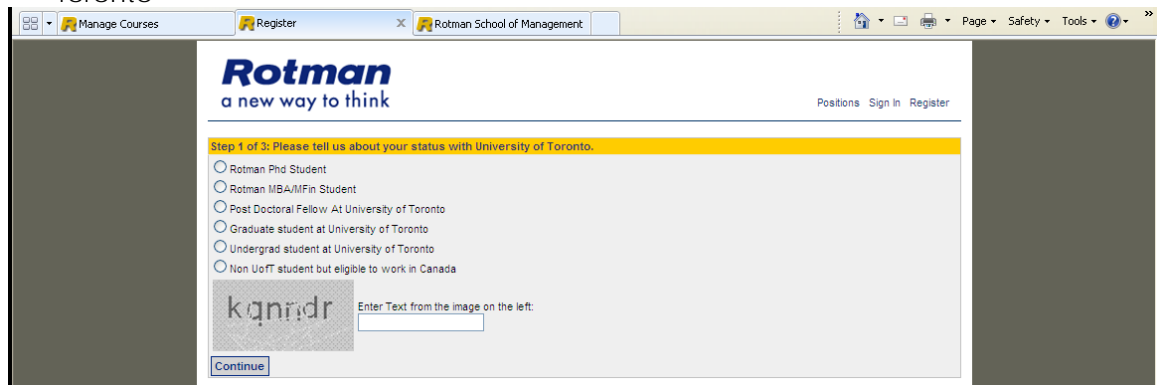
- i. Click the “Register” link on the home page.



The screenshot shows the Rotman website home page. The logo "Rotman a new way to think" is at the top left. On the top right, there are links for "Sign In" and "Register". A blue arrow points to the "Register" link. Below the logo, there is a section titled "Current Available Positions" with a list of job openings and their details. Below that, there are filters for "Please select a Program" and "Please select an Area". At the bottom, there is a table of positions with columns for Position, Course, Closing Date, and Apply.

Position	Course	Closing Date	Apply
Course Instructor - RSM332H	Capital Market Theory	Feb 01, 2013	Apply
Course Instructor - RSM220H	Financial Accounting	Feb 01, 2013	Apply
Course Instructor - RSM361H	Human Resource Management	Feb 01, 2013	Apply
Course Instructor - RSM221H	Intermediate Financial Accounting I	Feb 01, 2013	Apply
Course Instructor - RSM222H	Management Accounting I	Feb 01, 2013	Apply
Course Instructor - RSM260H	Organizational Behaviour	Feb 01, 2013	Apply

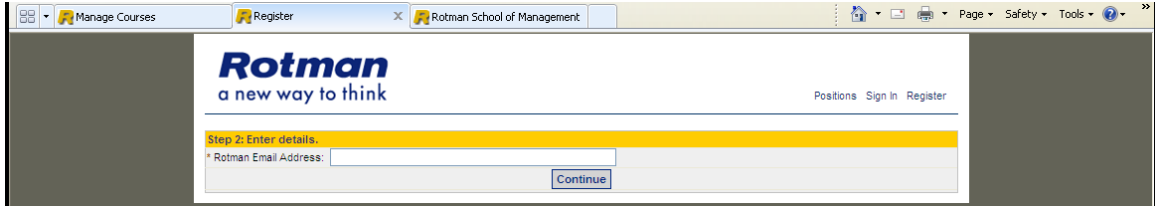
- ii. Select the description that fits your relationship with Rotman and the University of Toronto



The screenshot shows the Rotman website registration page. The logo "Rotman a new way to think" is at the top left. On the top right, there are links for "Positions", "Sign In", and "Register". A blue arrow points to the "Register" link. Below the logo, there is a section titled "Step 1 of 3: Please tell us about your status with University of Toronto." with a list of radio button options for different student statuses. Below the list, there is a CAPTCHA image and a text input field for the CAPTCHA. At the bottom, there is a "Continue" button.

A. If you are a Rotman PhD, MBA or MFIN student or Rotman Post-Doctoral Fellow: [Back to top](#)

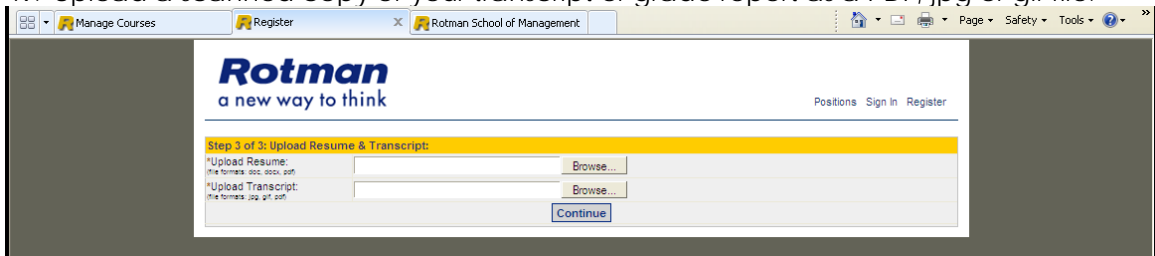
iii. Enter your Rotman email address when requested. Your contact information will be pulled from Rotman records



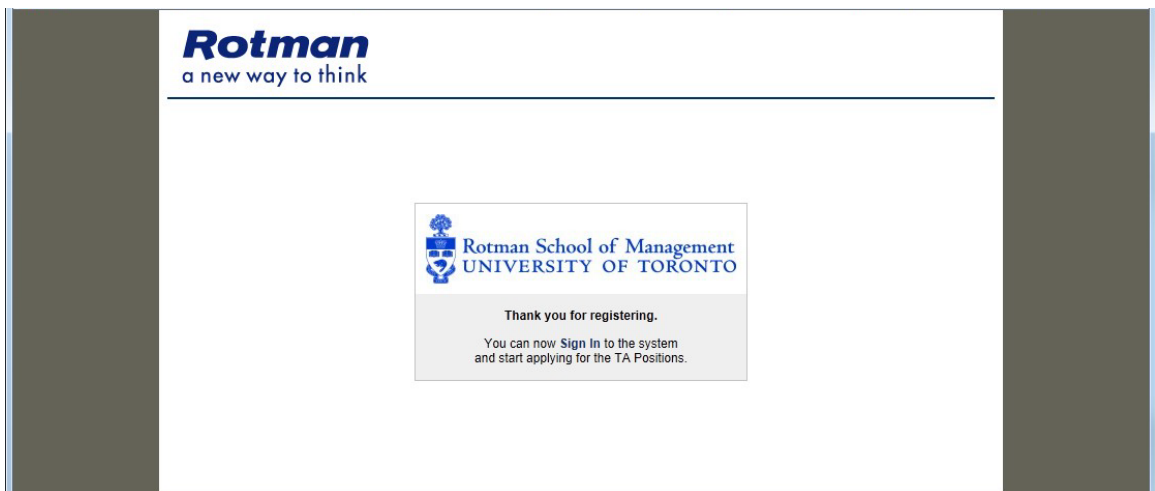
The screenshot shows a web browser window with the URL 'Rotman School of Management'. The page features the Rotman logo and the tagline 'a new way to think'. Below the logo, there are links for 'Positions', 'Sign In', and 'Register'. A yellow banner indicates 'Step 2: Enter details.'. Below this, there is a form with a label '* Rotman Email Address:' and a text input field. A 'Continue' button is positioned below the input field.

iii. Upload a copy of your Resume/CV as a doc (Word version 97 – 2003), docx (Word 2007 and above) or PDF file.

iv. Upload a scanned copy of your transcript or grade report as a PDF, jpg or gif file.



The screenshot shows the same web browser window as the previous one. A yellow banner indicates 'Step 3 of 3: Upload Resume & Transcript:'. Below this, there are two rows of upload fields. The first row is labeled '*Upload Resume:' and the second is '*Upload Transcript:'. Each row has a text input field and a 'Browse...' button. A 'Continue' button is located below the second row.



You will now be able to login and apply to active Unit 1 positions.

- B. If you are a Post-Doctoral Fellow, Graduate Student, Rotman Commerce Student or Undergrad student at University of Toronto: [Back to top](#)

iii. Enter your contact and education information where indicated.

The screenshot shows a web browser window with the following tabs: 'Manage Courses', 'Register', and 'Rotman School of Management'. The page header features the 'Rotman a new way to think' logo and navigation links for 'Positions', 'Sign In', and 'Register'. The main content area is titled 'Step 2 of 3: Please give us details about yourself.' and contains a registration form with the following fields:

- *First Name:
- *Last Name:
- Preferred Name:
- *Email:
- *Confirm Email:
- *Password:
- *Password Confirm:
- *Address 1:
- Address 2:
- *City:
- *Postal Code:
- *Phone (Home): ### ### ####
- Phone (Cell): ### ### ####
- *Highest Degree:
- *Granting Institute:
- *Department:
- *Date Conferred: Month Day Year

A 'Continue' button is located at the bottom of the form. A note at the bottom left states: '*denotes response is required.'

Please note: An active utoronto.ca domain email address is required to register as a University of Toronto student

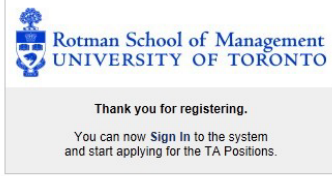
iv. Upload a copy of your Resume/CV as a doc (Word version 97 – 2003), docx (Word 2007 and above) or PDF file.

v. Upload a scanned copy of your transcript or grade report as a PDF, jpg or gif file.

The screenshot shows the same web browser window as the previous image, but the page content has changed to 'Step 3 of 3: Upload Resume & Transcript:'. The form contains two upload fields:

- *Upload Resume: Browse...
- *Upload Transcript: Browse...

A 'Continue' button is located at the bottom of the form. The file format requirements are listed as: *.doc, *.docx, *.pdf for Resumes and *.pdf, *.jpg, *.gif for Transcripts.



You will now be able to login and apply to active Unit 1 positions.

C. If you are not currently a registered student at the University of Toronto or will not be a student during the term of the assignment: [Back to top](#)

iii. Enter your contact, education and teaching experience information in the indicated fields.

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Positions Sign In Register

Step 2 of 3: Please give us details about yourself.

*First Name:
 *Last Name:
 Preferred Name:
 *Email:
 *Confirm Email:
 *Password:
 *Password Confirm:
 *Address 1:
 Address 2:
 *City:
 *Postal Code:
 *Phone (Home): ### ## ####
 Phone (Cell): ### ## ####
 *Highest Degree:
 *Granting Institute:
 *Department:
 *Date Conferred: Month Day Year
 (enter NA if not applicable)
 *Academic Rank at U of T:
 *UoT Experience (most recent at top)
 No teaching or assisting experience at UoT.

Course Load	Course Code	Course Name	Department	Duties	Year (eg 2000)
[SELECT]	<input type="text"/>	<input type="text"/>	<input type="text"/>	[SELECT]	Year
[SELECT]	<input type="text"/>	<input type="text"/>	<input type="text"/>	[SELECT]	Year
[SELECT]	<input type="text"/>	<input type="text"/>	<input type="text"/>	[SELECT]	Year

 Non UoT Experience (most recent at top)
 No teaching or assisting experience.

Course Load	Course Name	Department	University	Duties	Year (eg 2000)
[SELECT]	<input type="text"/>	<input type="text"/>	<input type="text"/>	[SELECT]	Year
[SELECT]	<input type="text"/>	<input type="text"/>	<input type="text"/>	[SELECT]	Year
[SELECT]	<input type="text"/>	<input type="text"/>	<input type="text"/>	[SELECT]	Year

*denotes response is required.

Note: U of T academic Rank and teaching experience are required fields.

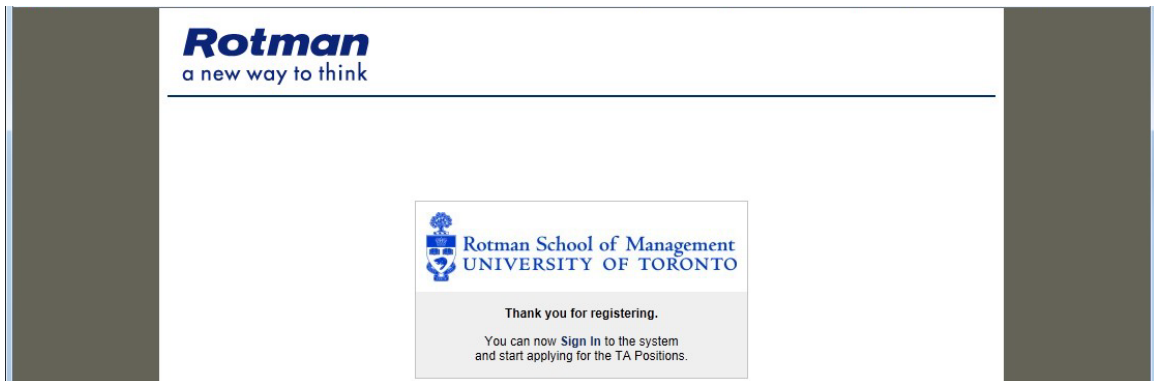
iv. Upload a copy of your Resume/CV as a doc (Word version 97 – 2003), docx (Word 2007 and above) or PDF file.

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Positions | Sign In | Register

Step 3 of 3: Upload Resume:

*Upload Resume:
(file formats: doc, docx, pdf)



You will now be able to login and apply to active Unit 3 positions.

3. Viewing And Applying To Available Positions

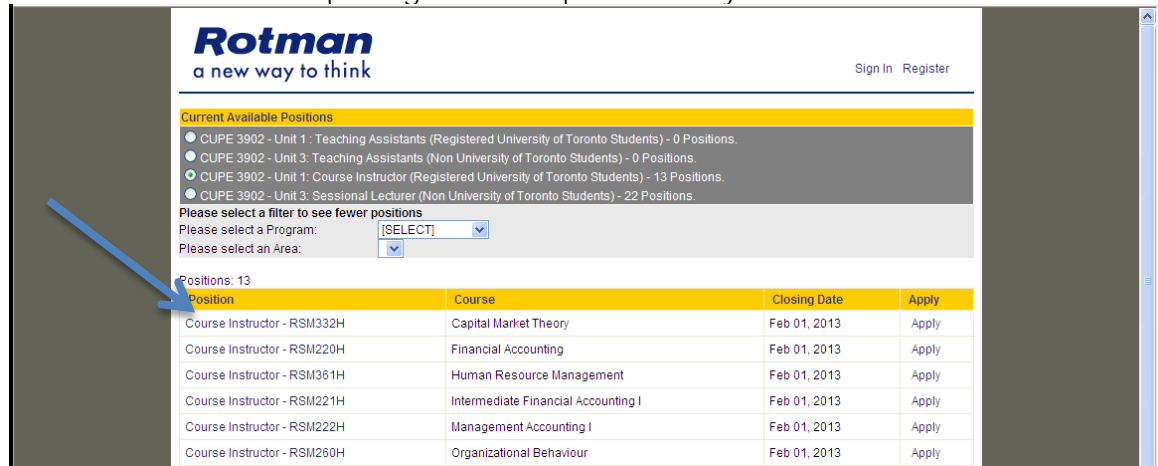
[Back to top](#)

A. Viewing the details of the posting

When you visit <http://www-2.rotman.utoronto.ca/employment/tapositions/>

You will see a list of available positions by Bargaining Unit CUPE 3902 Unit 1 (current U of T student) and CUPE 3902 Unit 3 (non U of T students).

To view the detail of the posting select the position title you are interested in.



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Sign In Register

Current Available Positions

- CUPE 3902 - Unit 1 : Teaching Assistants (Registered University of Toronto Students) - 0 Positions.
- CUPE 3902 - Unit 3: Teaching Assistants (Non University of Toronto Students) - 0 Positions.
- CUPE 3902 - Unit 1: Course Instructor (Registered University of Toronto Students) - 13 Positions.
- CUPE 3902 - Unit 3: Sessional Lecturer (Non University of Toronto Students) - 22 Positions.

Please select a filter to see fewer positions

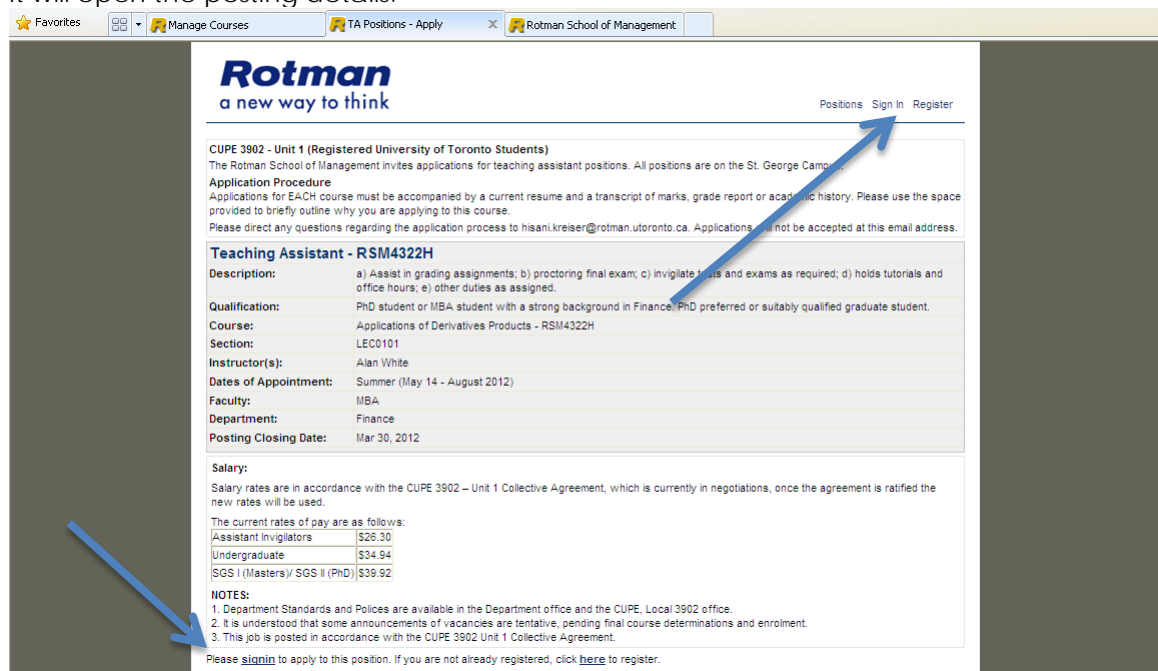
Please select a Program: [ISELECT] ▾

Please select an Area: ▾

Positions: 13

Position	Course	Closing Date	Apply
Course Instructor - RSM332H	Capital Market Theory	Feb 01, 2013	Apply
Course Instructor - RSM220H	Financial Accounting	Feb 01, 2013	Apply
Course Instructor - RSM361H	Human Resource Management	Feb 01, 2013	Apply
Course Instructor - RSM221H	Intermediate Financial Accounting I	Feb 01, 2013	Apply
Course Instructor - RSM222H	Management Accounting I	Feb 01, 2013	Apply
Course Instructor - RSM260H	Organizational Behaviour	Feb 01, 2013	Apply

It will open the posting details.



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Positions Sign In Register

CUPE 3902 - Unit 1 (Registered University of Toronto Students)

The Rotman School of Management invites applications for teaching assistant positions. All positions are on the St. George Campus.

Application Procedure

Applications for EACH course must be accompanied by a current resume and a transcript of marks, grade report or academic history. Please use the space provided to briefly outline why you are applying to this course.

Please direct any questions regarding the application process to hisani.kreiser@rotman.utoronto.ca. Applications will not be accepted at this email address.

Teaching Assistant - RSM4322H

Description: a) Assist in grading assignments; b) proctoring final exam; c) invigilate tests and exams as required; d) holds tutorials and office hours; e) other duties as assigned.

Qualification: PhD student or MBA student with a strong background in Finance; PhD preferred or suitably qualified graduate student.

Course: Applications of Derivatives Products - RSM4322H

Section: LEC0101

Instructor(s): Alan White

Dates of Appointment: Summer (May 14 - August 2012)

Faculty: MBA

Department: Finance

Posting Closing Date: Mar 30, 2012

Salary:

Salary rates are in accordance with the CUPE 3902 – Unit 1 Collective Agreement, which is currently in negotiations, once the agreement is ratified the new rates will be used.

The current rates of pay are as follows:

Assistant Invigilators	\$26.30
Undergraduate	\$34.94
SGS I (Masters/SGS II (PhD))	\$39.92

NOTES:

1. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.
2. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment.
3. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.

Please [login](#) to apply to this position. If you are not already registered, click [here](#) to register.

If you wish to apply to the position you will have to sign in using the link at the top or bottom of the page

B. Applying To Available Positions

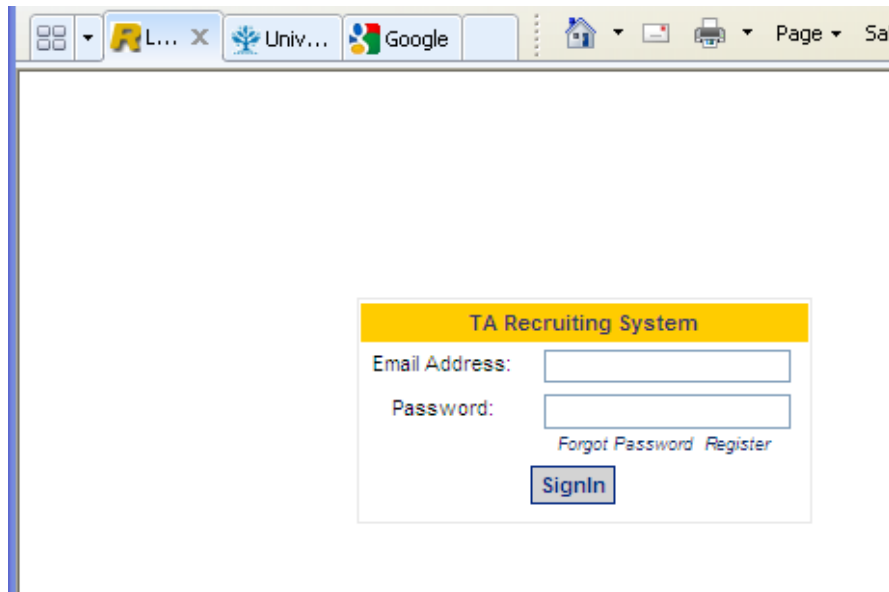
[Back to top](#)

Once you are logged in to the system you will see a list of available positions by Bargaining Unit.

If you are a member of Unit 1, you will not be able to apply to unit 3 positions and vice versa.

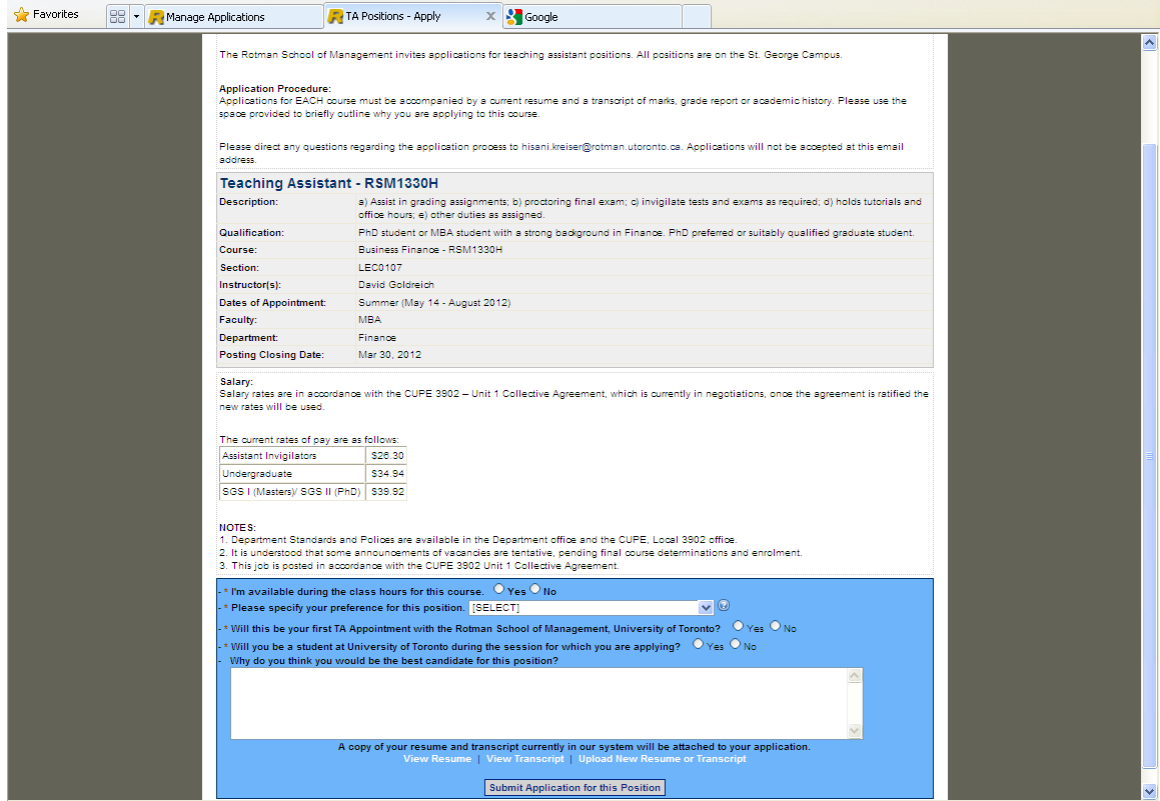
I. CUPE 3902 Unit 1 Application Process

- i. Enter your system credentials (the email address and password you registered) to log in.



The screenshot shows a web browser window with a yellow header for the 'TA Recruiting System'. Below the header, there are two input fields: 'Email Address:' and 'Password:'. Below the password field, there are two links: 'Forgot Password' and 'Register'. At the bottom of the form is a blue 'SignIn' button. The browser's address bar shows 'L...', 'Univ...', and 'Google'.

- Once you are logged in, the application screen for the position you selected will be seen



- Answer the questions in the blue field of the of the page. Note that all fields are required.
- Use the “Why do you think you would be the best candidate for this position” field as you would a cover letter. Highlight the aspects of your education, work experince, training and intrests that make you an excellent candidate. This is also a required field.
- The system will use the resume and transcript on file or you can upload a new resume and transcript for this posting.
- When you have entered all the information in the system, hit the “Submit Application for this Position” button.

[Favorites](#) | [Manage Applications](#) | [TA Positions - Apply](#) | [Google](#)

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[Positions](#) | [Profile](#) | [Logout](#)

CUPE 3902 - Unit 1 (Registered University of Toronto Students)

The Rotman School of Management invites applications for teaching assistant positions. All positions are on the St. George Campus.

Application Procedure:
 Applications for EACH course must be accompanied by a current resume and a transcript of marks, grade report or academic history. Please use the space provided to briefly outline why you are applying to this course.

Please direct any questions regarding the application process to hisani.kreiser@rotman.utoronto.ca. Applications will not be accepted at this email address.

Teaching Assistant - RSM1330H

Description: a) Assist in grading assignments; b) proctoring final exam; c) invigilate tests and exams as required; d) holds tutorials and office hours; e) other duties as assigned.

Qualification: PhD student or MBA student with a strong background in Finance. PhD preferred or suitably qualified graduate student.

Course: Business Finance - RSM1330H

Section: LEC0107

Instructor(s): David Goldreich

Dates of Appointment: Summer (May 14 - August 2012)

Faculty: MBA

Department: Finance

Posting Closing Date: Mar 30, 2012

Salary:
 Salary rates are in accordance with the CUPE 3902 – Unit 1 Collective Agreement, which is currently in negotiations, once the agreement is ratified the new rates will be used.

The current rates of pay are as follows:

Assistant Invigilators	\$26.30
Undergraduate	\$34.94
SGS I (Masters)/ SGS II (PhD)	\$39.92

NOTES:
 1. Department Standards and Policies are available in the Department office and the CUPE, Local 3902 office.
 2. It is understood that some announcements of vacancies are tentative, pending final course determinations and enrolment.
 3. This job is posted in accordance with the CUPE 3902 Unit 1 Collective Agreement.

[You have successfully applied for this position. View more positions.](#)

- You will receive confirmation that your application was successful
- The next time you view your profile page, you will see the list of positions you applied to and their current status

[Favorites](#) | [Manage Applications](#) | [TA Positions - Profile](#) | [Google](#)

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[Positions](#) | [Profile](#) | [Logout](#)

Positions Applied

Position	Date Submitted	Status
Teaching Assistant - RSM4322H	3/6/2012 10:41:39 AM	Decision Pending
Teaching Assistant - RSM1103H	3/6/2012 10:46:11 AM	Decision Pending
Teaching Assistant - RSM1330H	3/7/2012 10:30:01 AM	Decision Pending

1

Update Documents

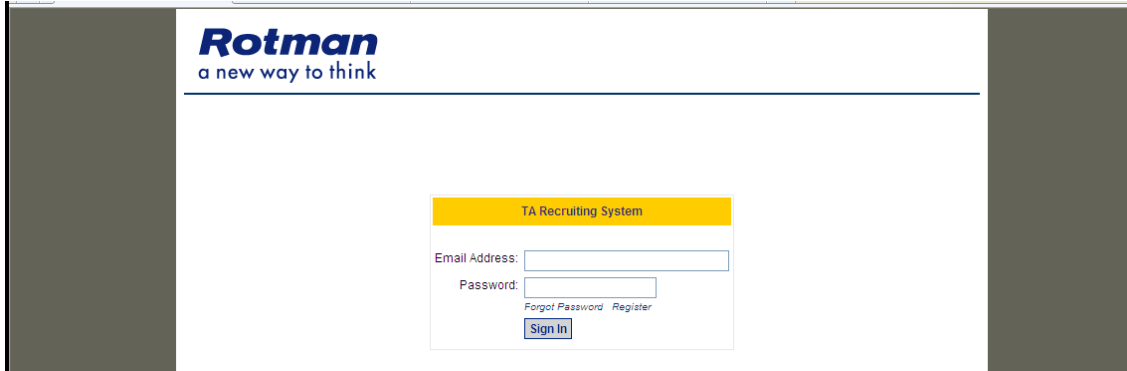
*Upload Resume:

*Upload Transcript:

II. CUPE 3902 Unit 3 Application Process

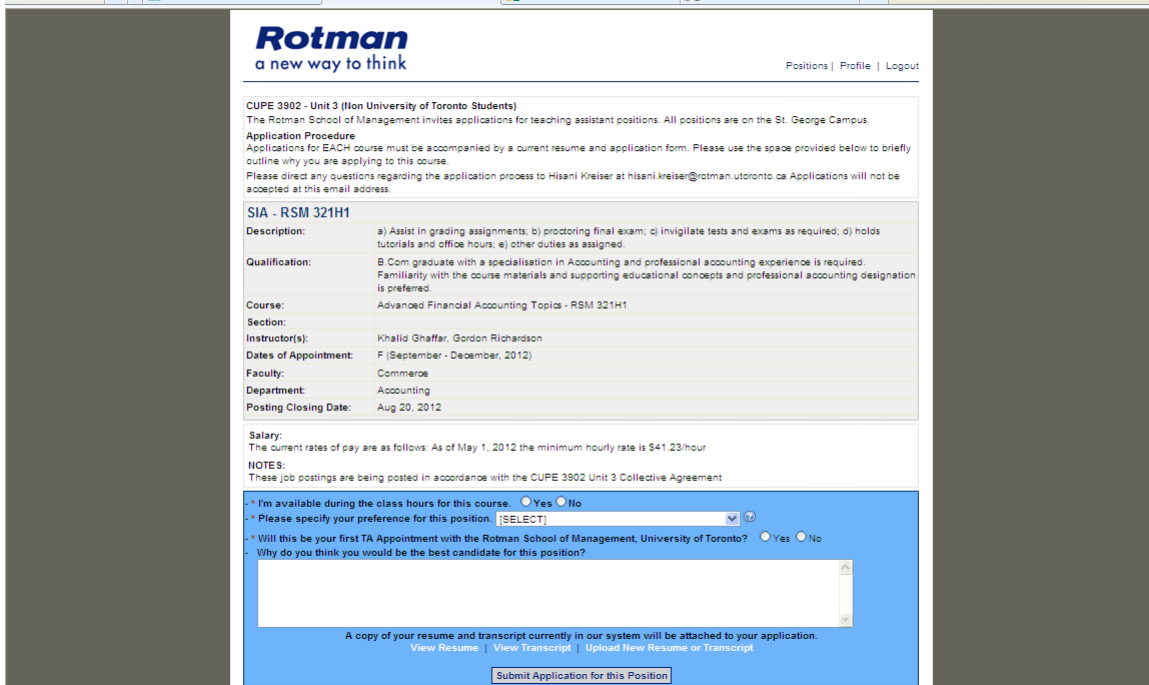
[Back to top](#)

- i. Enter your system credentials (the email address and password you registered) to log in.



The screenshot shows the Rotman logo at the top left with the tagline "a new way to think". Below the logo is a yellow header for the "TA Recruiting System". The login form includes fields for "Email Address:" and "Password:". Below the password field are links for "Forgot Password" and "Register", and a "Sign In" button.

- ii. Once you are logged in, the application screen for the position you selected will appear.



The screenshot shows the Rotman logo and tagline at the top left. On the right, there are links for "Positions | Profile | Logout". The main content area is titled "CUPE 3902 - Unit 3 (Non University of Toronto Students)" and contains the following information:

Application Procedure
The Rotman School of Management invites applications for teaching assistant positions. All positions are on the St. George Campus. Applications for EACH course must be accompanied by a current resume and application form. Please use the space provided below to briefly outline why you are applying to this course. Please direct any questions regarding the application process to Hisani Kreiser at hisani.kreiser@rotman.utoronto.ca Applications will not be accepted at this email address.

SIA - RSM 321H1

Description:	a) Assist in grading assignments; b) proctoring final exam; c) invigilate tests and exams as required; d) holds tutorials and office hours; e) other duties as assigned.
Qualification:	B Com graduate with a specialisation in Accounting and professional accounting experience is required. Familiarity with the course materials and supporting educational concepts and professional accounting designation is preferred.
Course:	Advanced Financial Accounting Topics - RSM 321H1
Section:	
Instructor(s):	Khalid Ghaffar, Gordon Richardson
Dates of Appointment:	F (September - December, 2012)
Faculty:	Commerce
Department:	Accounting
Posting Closing Date:	Aug 20, 2012

Salary:
The current rates of pay are as follows: As of May 1, 2012 the minimum hourly rate is \$41.23/hour

NOTES:
These job postings are being posted in accordance with the CUPE 3902 Unit 3 Collective Agreement

The bottom section is a blue field with the following questions and a text area:

- * I'm available during the class hours for this course. Yes No
- * Please specify your preference for this position. [SELECT]
- * Will this be your first TA Appointment with the Rotman School of Management, University of Toronto? Yes No
- Why do you think you would be the best candidate for this position?

Below the text area is a note: "A copy of your resume and transcript currently in our system will be attached to your application." and links for "View Resume", "View Transcript", and "Upload New Resume or transcript". At the bottom is a "Submit Application for this Position" button.

- iii. Answer the questions in the blue field of the page. Note that all fields are required.

- Use the "Why do you think you would be the best candidate for this position" field as you would a cover letter. Highlight the aspects of your education, work experience, training and interests that make you an excellent candidate. This is also a required field.
- The system will use the resume on file or you can upload a new resume for each posting.
- When you have entered all the information in the system, hit the "Submit Application for this Position" button.

[Back to top](#)

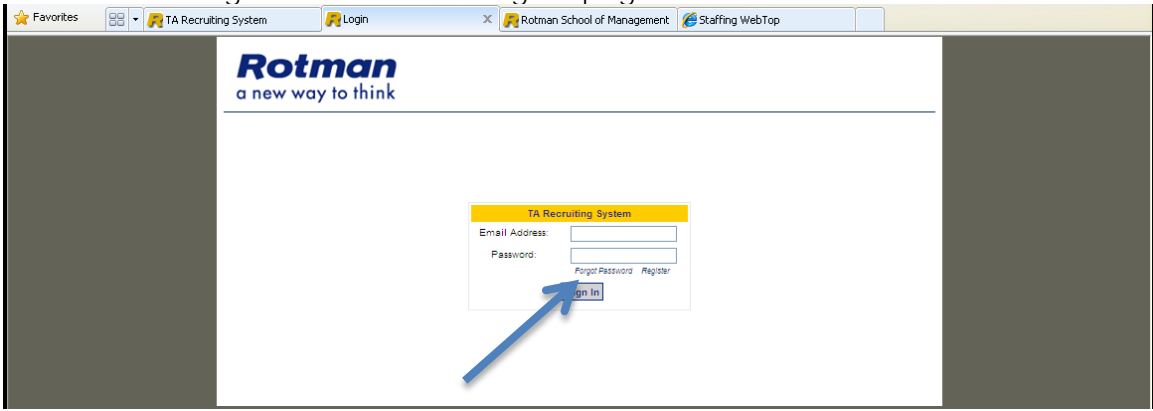
- You will receive confirmation that your application was accepted.
- iv. The next time you view your profile page, you will see the list of positions you applied to and their current status
- You will also be able to update your teaching experience by clicking the “Add / Edit Experience” button

Troubleshooting

[Back to top](#)

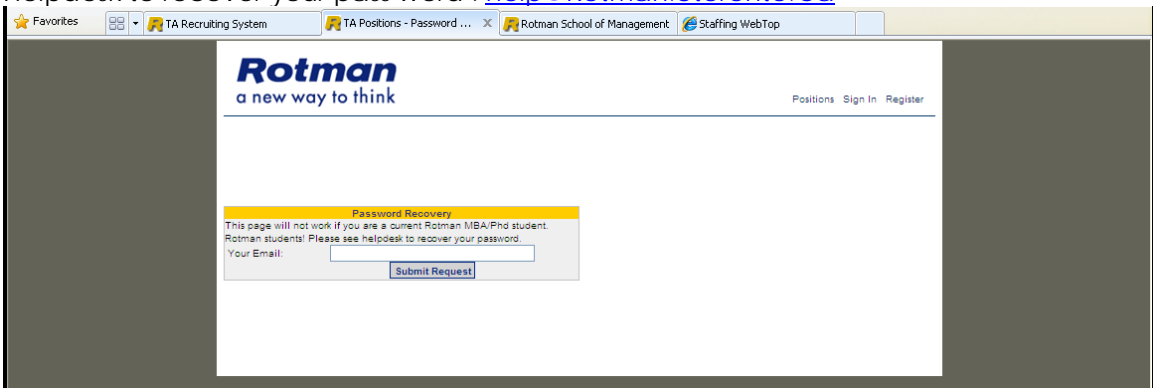
If you forgot your password, use the password recovery tool.

1. Select Forgot Password on the sign in page

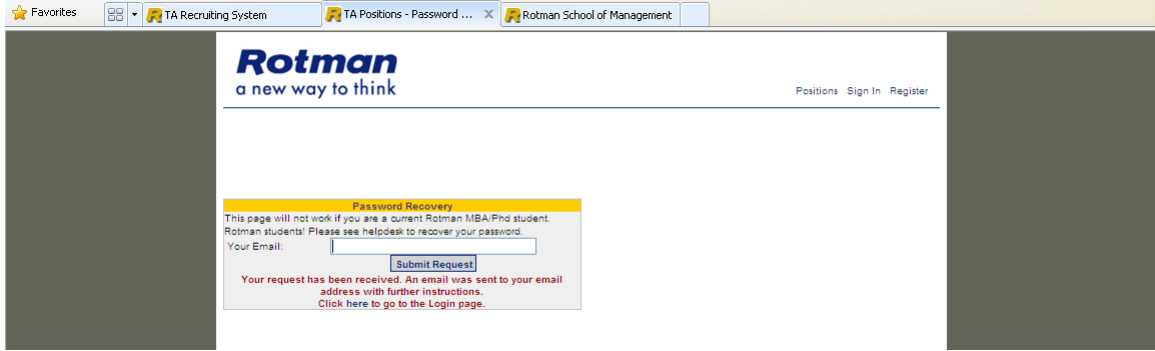


2. Enter the email address you registered with the system

Note if you have an @rotman email address you will have to contact the Rotman Helpdesk to recover your password : help@Rotman.Utoronto.Ca



3. Your password will be sent to your email address



For more information or assistance please contact:
Hisani Kreiser - Human Resources Advisor, Academic
Phone (416) 946-8539
hisani.kreiser@rotman.utoronto.ca