

Student Guide: Job Search



Login



Login to Career360 by visiting career360.smu.ca. Click 'Students' on the top navigation bar, click 'Login' and enter S# and password.

STEP 1

Search



1. On the left navigation bar, click 'Dashboard'
2. Click the blue 'Search Postings' button and select which type of posting you want to search
3. Click the blue 'View all available postings' button or to view postings by type (i.e. on-campus, full-time, part-time etc.) click the blue 'Job Search' button to refine search categories
4. To review a posting, click on the Job Title to view the full posting

STEP 2

Review



Review all job information and if applicable, press the green 'Apply' button. Make sure to review the application requirements (i.e., Resume, Cover Letter, etc.).

STEP 3

Select



1. Choose to apply with an 'Existing Application Package' or 'Customized Application Package'
 - a. 'Existing Application Package': previously uploaded package
 - b. 'Customized Application Package': customized/new package
2. If 'Existing Application Package', select the package you'd like to use
3. If 'Customized Application Package', enter the 'Package Name', and select the required documents. If you need to upload a new document, press the blue 'Click if you need to upload a new document' button and upload your documents as required.
***Note: all documents must be uploaded in PDF format**

STEP 4

Submit



When complete, click the blue 'Submit Application' button at the bottom of the page.

STEP 5

Still Have Questions?

Please contact Career Services at career360@smu.ca for any further questions and assistance.

4th Floor, Student Centre | smu.ca/career360 | career360.smu.ca