



EngSoc Apply: A How to Guide

The EngSoc Apply online application system is the new way to apply for positions within the Engineering Society. The system allows you to apply for many jobs from one page and also allows you to easily check your interview times. This handy guide is designed to help new users feel comfortable using the online system.

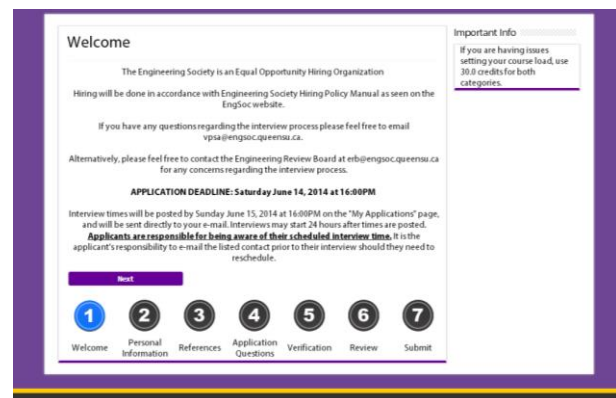
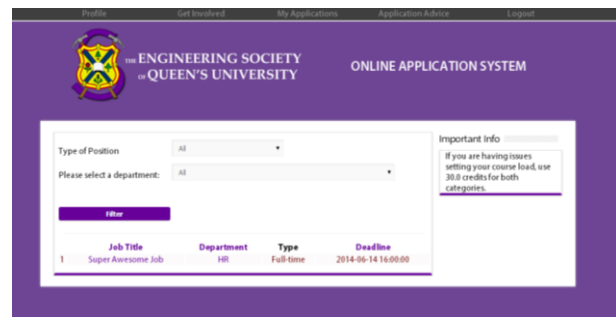
Creating an Account

When you first log into the EngSoc Apply system using your Queensu Net ID and Password, you will be presented with a form to create your very own profile. In this profile you will enter your faculty, discipline and credit hours. Since most engineering workloads actually go above the maximum credit hours given, just input 30 credit hours for both categories, it will not be taken into account.

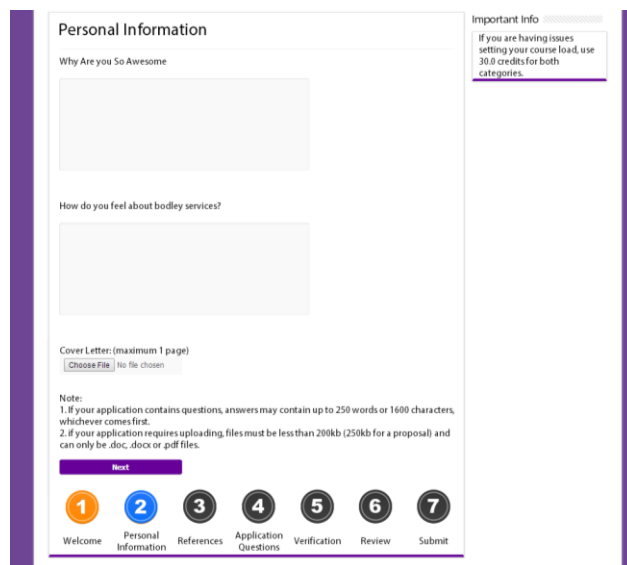
Filling Out an Application

1) Find an application on the 'Get Involved' tab of the EngSoc Apply homepage. The job summary gives an indication of whether it is a paid or volunteer position as well as what section of the society it falls under, government of services.

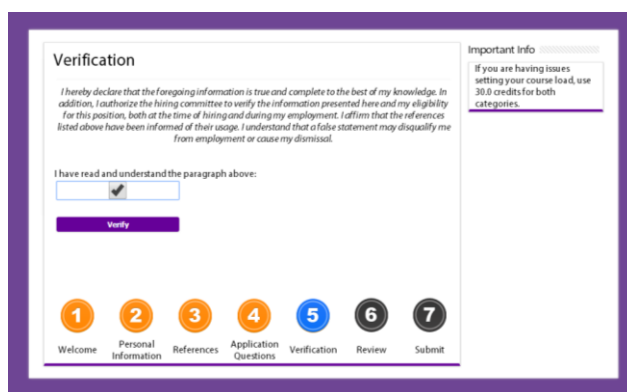
2) Click on a job application to see a longer description of the job duties and requirements. Click 'Apply Now!' to begin filling out your application. The first page will outline your rights and responsibilities as an applicant as well as when the application is due. You can save an application for later and the page will log you out if you take too long (similar to SOLUS).



3) Fill out your application following the steps outlined in the figure. The first page will be long personal questions, it is recommended that you fill the questions out in Word rather than directly in the field because it is possible for the site to time out and lose all of your work. You will also upload your cover letter and resume on this page. At this time, some symbols such as ‘ “ > < + and = are not supported by the program. You will receive an error message and should look in your answers to remove any symbols.



4) Verify and review your application. You will need to verify that the information you provide is accurate. You will also be given an opportunity to review your application and ensure that everything has been filled out properly. After you have reviewed your application, hit submit and you have successfully applied! You will receive an email confirming you application and telling you when to check for your interview time



Checking an Interview Time

Once you have completed your application, make sure to check back often to see when your interview time will be for the position. We offer interviews for all applicants so you are guaranteed an interview time. To see your application status, click on the ‘my applications’ tab. In this field, you will be able to see your interview time and location. For most of our applications, you will be asked to go to the Tom Harris Student Lounge (across from the Tea Room) 15 minutes before your scheduled time.

