

Apply to Jobs

Applies to external and internal applicants

1. For external applicants navigate to <https://www.ryerson.ca/careers/>, then click **Staff Opportunities**. Confirm your employment relationship with Ryerson, click **"I am an external candidate"**, then click the **New User** link. On the register screen complete all the required fields.

For internal applicants, login at <https://my.ryerson.ca/>, click the **eHR** tab. On the Employee Self Service homepage, click **Careers**.

2. On the Careers page, click **View All Jobs**. To filter your search for a certain type of job, employee group, or department.

Applicants can search by employee group. Select an employee group in the filter pane to limit your results.

3. Click the **View Job Description** icon to review the job.
4. Compile a single document that includes a cover letter, and CV/resume.
5. Click the **Apply** button, click the **"I agree to the terms.."** option and then click the **Next** button.
6. Click the **Attach Resume** button. Click the **My Device** button and locate resume. Click the **Open** button. Click the **Upload** button, then **Done**.
7. Click the **Next** button. Answer any pre-screening questions. Click the **Next** button.
8. Click the **Submit** button. You have successfully submitted the job application.

More Information

For more information and online training, see these [tutorials for recruiting](#).