

Create an Account & Apply Without Selecting a Job

Step 1: Create Your Account

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

Step 2: Apply Without Selecting a Job

On the job page, use "Apply Without Selecting a Job" to send us your resume. We keep your application on file and use it to assign you to specific jobs if qualified.

1. Click the **Apply Without Selecting Job** link.
2. Click **"I agree to these terms..."** option.
3. Click the **Next** button.
4. On the Resume page, choose from several options of uploading a resume. Follow the steps required for your option and click the **Next** button.
5. Click the **Submit Application** button.
You will be notified by email of any job offers. Please respond to the job offer by the expiration date mentioned in the email.

More Information

For more information and online training, go to [How to Use eHR](#) and see [Careers](#).