

Accessing UTORecruit: The Process for Academic Search Administrators

Requesting Access

All requests to access UTORecruit for academic searches must come from the Academic Search Administrator. The ASA must fill out an online form to request access. Details about requesting access can be found here: <https://www.aapm.utoronto.ca/requesting-access-utorecruit>

It is recommended that ASAs request access for their Chair and Search Committee as soon as these people are confirmed for the search. This allows us time to set up the users and allows them time to log in to the system and ensure their computers meet the system requirements

<https://www.aapm.utoronto.ca/technical-requirements>. It is important that you indicate the search for which access is required. We need to verify that the search has been approved before granting access.

All academic search access is for 1 year. This applies to ASAs, Search Committees and the Chair. There will be a note every time you log in reminding you of the end date of that access.



If you need to extend access, email utorecruit@utoronto.ca and make the request BEFORE the end date.

Communicating Access Details

Once a request for access is processed, we will send the ASA an email with the user names and temporary passwords for each new user. It is up to the ASA to send this information to the relevant people. Do not just forward the message to a group as it contains information that should not be widely shared. We recommend including the link to the search committee instructions in your communication <https://www.aapm.utoronto.ca/instructions-search-committees>.

Forget your password?

If you or a member of the search committee forgets their password, they can reset it using the Forget Password link underneath the login fields.

User Sign In

To access the application, please sign in. Mandatory fields are marked with a red indicator.

Select a language
English ▾ Refresh

Remember my selection

* User Name

* Password

Forgot your password?

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Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at uoft.careers@utoronto.ca. Mandatory fields are marked with a red indicator.

* User Name

* Email Address

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Please do not contact utorecruit@utoronto.ca to reset a password as we will direct you to the Forget Password link. If that process is not successful, then do contact us. We can assist you more quickly if you include the steps you have already tried and screen shots of the results.