

QUICK TIP: PRINTING A JOB POSTING FROM THE CAREER SITE

Once the position is on the appropriate career site, you must obtain a copy for inclusion in the appointment file once an offer of employment is ready for approval.

The most important thing to remember is that you **MUST** get a copy of the job posting on the career site before the closing date to prove that the job was in fact posted on the University of Toronto website. Having a copy of the requisition will not prove the job was posted. A copy of the actual job posting is required as part of the process of hiring a non-Canadian/non-permanent resident.

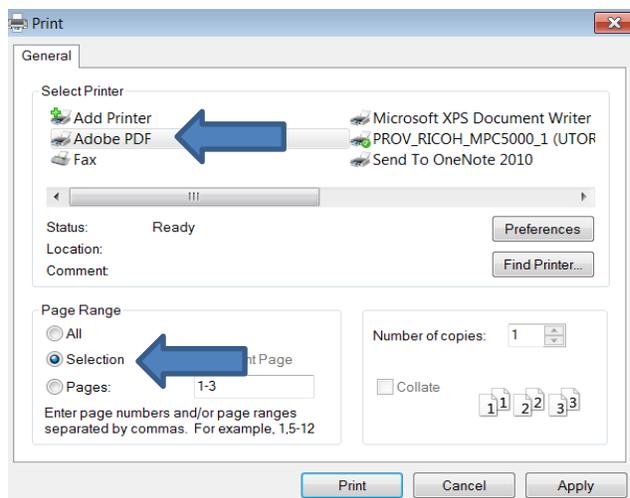
The other important thing is that the copy of the job posting **MUST** include the equity statement and the Canadians priority statement as they appear on the career site. (Faculty positions: <https://utoronto.taleo.net/careersection/10050/jobsearch.ftl?lang=en> Clinical positions: <https://utoronto.taleo.net/careersection/10055/jobsearch.ftl?lang=en>).

Here is how you print the information you need.

****WARNING: Do not use the printable format link.****

(I know it doesn't make sense, but that format does not include the required statements.)

1. In your browser (Internet Explorer or Firefox), go to the career site and find the job posting you want to print.
2. Highlight the all of the text of the job posting including the required statements
3. Hit CTRL + P on your keyboard to initiate the print process (hint: you can use CTRL + P for all printing—quick and easy!)
4. In the printer dialog box choose “Print to PDF” or “Adobe PDF” and in the Page Range field choose Selection. This means it will only print what was highlighted.



5. Click Print and you will be prompted to name the PDF file. I suggest the job title and requisition as the filename so you can easily find it.

6. The file will look something like this:

Requisition Title: Assistant Professor - Cupcakes and Pies

Job Field: Tenure Stream

Faculty / Division: VPFAL

Department:

Campus: St. George (downtown Toronto)

Job Posting: Sep 18, 2013, 2:59:51 PM

Job Closing: Dec 01, 2013

Description:

<> <>

Liquorice pastry cheesecake sweet. Liquorice biscuit fruitcake jelly. Halvah chupa chups tiramisu liquorice jelly muffin tiramisu jujubes. Marshmallow chocolate bar marzipan gummi bears tootsie roll marshmallow bonbon chocolate bar pie. Gummies jujubes topping macaroon. Donut applicake marzipan caramels pie chocolate bar pie. Chocolate bar cookie bear claw gummies marzipan pie. Croissant donut lollipop gingerbread. Pastry jelly beans liquorice topping caramels soufflé cupcake apple pie. Lollipop cake lollipop chocolate cake danish unerdwear.com cheesecake tart soufflé. Apple pie fruitcake gummies. Danish pudding unerdwear.com sweet dragée soufflé. Cake gummies jelly soufflé wafer macaroon biscuit croissant. Caramels bear claw chupa chups unerdwear.com liquorice lollipop. Brownie applicake jelly muffin sesame snaps. Bonbon powder chocolate tootsie roll oat cake lemon drops halvah caramels chocolate bar. Candy jelly-o sesame snaps. Donut topping carrot cake macaroon gingerbread apple pie. Macaroon jujubes lollipop macaroon. Pastry sweet candy pudding carrot cake pudding applicake pie. Ice cream toffee dessert caramels tart sugar plum fruitcake tiramisu chocolate bar. Applicake danish cheesecake candy muffin marshmallow cotton candy tart chocolate cake. Marzipan oat cake oat cake gummi bears icing wafer pudding. Sesame snaps sugar plum jujubes sesame snaps. Sweet candy canes caramels liquorice fruitcake ice cream tootsie roll dessert. Gummi bears gummi bears candy canes topping cheesecake unerdwear.com oat cake gummi bears cake.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.