

RESEARCH CATALOGUE

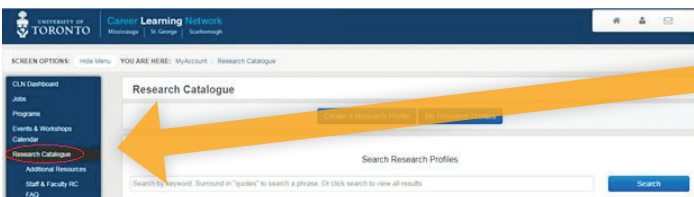
A quick guide for faculty

After logging in to the Career Learning Network (CLN) using your UTORid and password, find the Research Catalogue in the menu on the left side of your screen. Then you can:

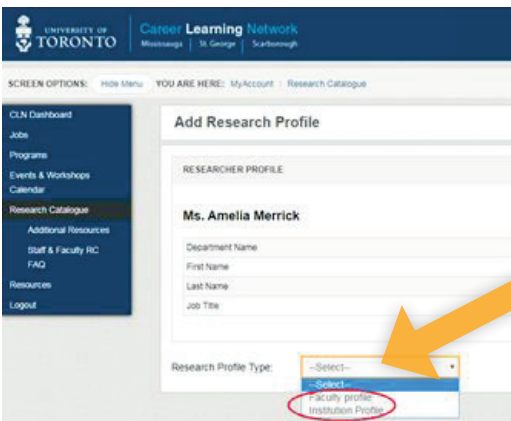
1. Create a research profile
2. Edit your research profile
3. Connect with students

4. Link to a research position on the CLN's job board
5. Track student applications on the CLN's job board

1. Create a research profile

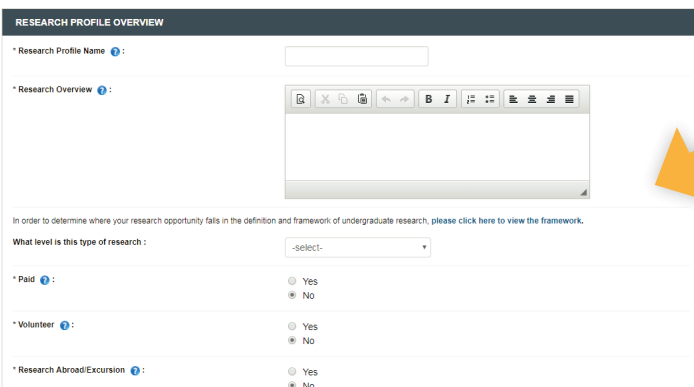


From the Research Catalogue home page, click the *Create a Research Opportunity* button to create a new profile. Choose the profile type that is right for you.



Faculty profile: A short description of your own research and how you work with undergraduate students.

Institution profile: A profile of programs, departments and other institutions affiliated with U of T that provide opportunities for undergraduate students and whose work you oversee.



Take about five minutes to answer 19 questions, including a description of your research, the programs through which you work with undergraduates (summer studentships, Work Study, etc.), the qualifications or pre-requisites you look for in research assistants, and how you would like to be contacted.

The information you provide will help students connect with a suitable research supervisor and discourage students from emailing every faculty member in a department.

2. Edit your research profile

RESEARCH PROFILES

TOTAL RESULTS: 1 DISPLAYING: 1 - 1

Research Profile Name: Sample research profile

Research Profile Type: Faculty profile

From the Research Catalogue home page, click the *My Research Profiles* button. Next, scroll to the research profile name and click on it.

Sample research profile

Print Project Edit Delete

RESEARCH PROFILE OVERVIEW RESEARCHER PROFILE

Select the *edit* button to revise information in your profile.

How should students contact you :

SELECT ALL

- Apply to open position via link
- Email
- Office hours
- Wait for open positions via CLN
- Other: _____

Once you made your changes, scroll to the bottom of the page and click save.

3. Connect with students

Research Catalogue

Save My Search Results

TOTAL RESULTS: 2 DISPLAYING: 1 - 2

The Canadian family

Psychotherapies, Humanities and Educational Scholarship

Through the Research Catalogue, students from any program of study can search by keyword or filter by the type of research program.

CONTACT INFORMATION

Link to further information: : <http://individual.utoronto.ca/ngn>

Link to open position(s) (if applicable): :

Application instructions: : Please submit a cover letter and/or cv listing relevant experience, any training in linguistics and your heritage language that you have, your level of fluency, and contact information for 2 references who can speak to your work ethic and reliability.

UofT students only.

How should students contact you : Email
Wait for open positions via CLN

Students will contact you via your preferred method: by email, during office hours, when you have an active job posting on the CLN or through an external job posting site.

4. Link to a research position on the CLN's job board



When you're actively looking to fill a student position, link the CLN job posting to your research profile.

5. Track student applications on the CLN's job board

A screenshot of an applicant tracking tool. The table has columns for 'Add to Bundle', 'Application Status', 'Application Package', 'Student ID', 'First Name', 'Last Name', 'Faculty', 'Program', and 'Date Applied'. An orange arrow points to the first row of the table.

Add to Bundle	Application Status	Application Package	Student ID	First Name	Last Name	Faculty	Program	Date Applied
<input type="checkbox"/>	Application Submitted	Parik/Agnel Application Submission Leadership Program Facilitator Health House 2016-17	agrawa65	Parikaj Kumar	Agnel	Health House	Leadership Program - Facilitator	Sep 26, 2016 11:00:53 AM
<input type="checkbox"/>	Application Submitted	Resume	32125					Sep 28, 2016 11:00:27 AM
<input type="checkbox"/>	Application Submitted	Resume Chong		Joseline	Chong		SP BIOMEDICAL TOXICOLOGY	Sep 21, 2016 01:35:03 PM
<input type="checkbox"/>	Application Submitted	Resume from Sun	congna	Sun	Cong		Psychology - Specialist	Sep 29, 2016 03:03:19 PM
<input type="checkbox"/>	Application Submitted	Humaira Hasan	hasnum	Humaira	Hasan		Management & HR - Specialist	Sep 22, 2016 10:05:04 PM
<input type="checkbox"/>	Application Submitted	Resume	husein42	Shaide	Husein		MA ENGLISH	Sep 30, 2016 01:10:47 AM
<input type="checkbox"/>	Application Submitted	Application 2	hutch101	Jazelle Hutchison	Hutchison		Major Program in Health Stud	Sep 29, 2016 06:23:07 PM
<input type="checkbox"/>	Application Submitted	Resume Parik Application 2016	parik68	Parikaj	Parikaj		Human Biology - Major	Sep 26, 2016 01:08:02 PM
<input type="checkbox"/>	Application Submitted	Resume For Position	patel61	Eliak Kean	Patel			Sep 29, 2016 10:07:43 PM
<input type="checkbox"/>	Application Submitted	Resume	qassem10	Kamal	Qassem		Sociology - Major	Sep 22, 2016 06:02:56 PM
<input type="checkbox"/>	Application Submitted	Resume	samsaki	Sakina	Sam		Studio - Major	Sep 22, 2016 02:31:58 PM
<input type="checkbox"/>	Application Submitted	Leadership Program Facilitator	skierhac	Leganesobla	Skierhacumar		Psychology - Major	Sep 22, 2016 10:54:26 AM
<input type="checkbox"/>	Application Submitted	Manojing Sun	sunmang	Manojing	Sun		Management & Finance - Special	Sep 28, 2016 08:01:43 PM
<input type="checkbox"/>	Application Submitted	Barneeta Zainab Application Leadership Program Facilitator Health House	zaynab54	Barneeta	Zaynab		Sociology - Major	Sep 26, 2016 07:00:51 PM

Use the CLN's applicant tracking tool to collect applications, schedule interviews and communicate with your applicants.

Questions?

Contact researchcatalogue@studentlife.utoronto.ca

RESEARCH
CATALOGUE