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

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

Select the edit button to revise information in your profile.

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

3. Connect with students

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

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

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

Questions?
Contact researchcatalogue@studentlife.utoronto.ca