

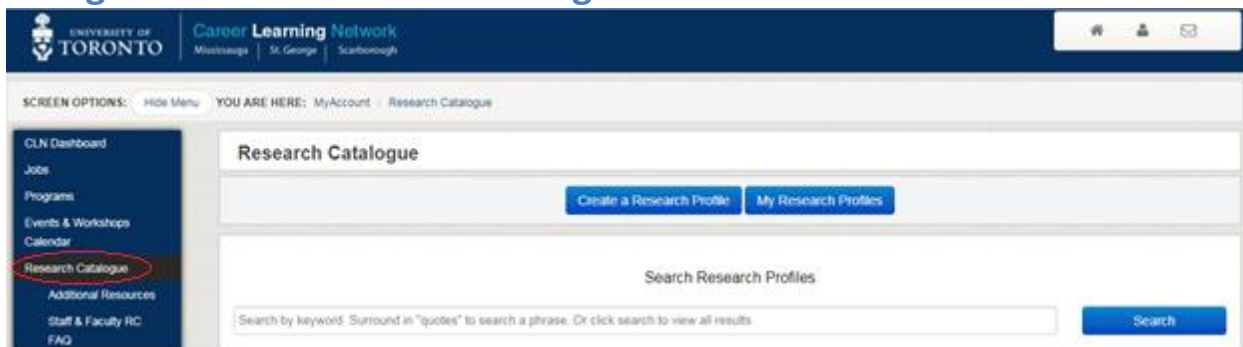
# Career Exploration & Education

## Research Catalogue Quick Guide for Faculty.

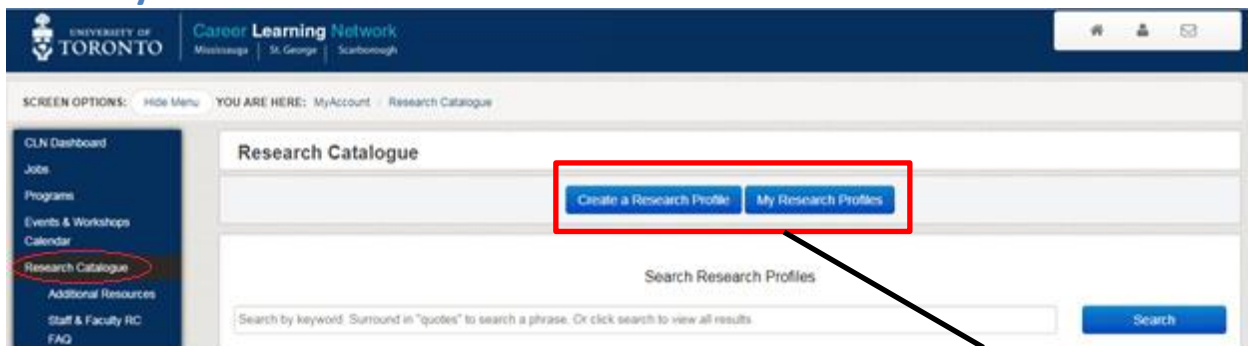
After logging on to the Career Learning Network (CLN) using your Utorid and password, you can:

1. Create a Research Profile
2. Edit your Research Profile
3. Connect with Students
4. Link a Research Position on CLN's Job Board
5. Track Student Applications on CLN's Job Board

### Navigate to the Research Catalogue on the LEFT-hand bar of CLN



### 1. Create your Research Profile



From the Research Catalogue home page, click the *Create a Research Opportunity* button to create a new research profile, or to manage an existing profile.

If you are editing a pre-existing research profile, click the *My Research Profiles* button.

November 23, 2017

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UNIVERSITY OF TORONTO Career Learning Network  
Messages | St. George | Scarborough

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount | Research Catalogue

CLN Dashboard  
Jobs  
Programs  
Events & Workshops  
Calendar  
Research Catalogue  
Additional Resources  
Staff & Faculty RC  
FAQ  
Resources  
Logout

### Add Research Profile

RESEARCHER PROFILE

**Ms. Amelia Merrick**

Department Name  
First Name  
Last Name  
Job Title

Research Profile Type: -Select-  
-Select-  
**Faculty profile**  
Institution Profile

If you are creating a new research profile, you will choose between creating a faculty profile or institution profile.

Faculty profile: A short description of your own research and the manner in which you work with undergraduate students.

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

### RESEARCH PROFILE OVERVIEW

\* Research Profile Name ? :

\* Research Overview ? :

In order to determine where your research opportunity falls in the definition and framework of undergraduate research, [please click here to view the framework.](#)

What level is this type of research : -select-

\* Paid ? :  Yes  No

\* Volunteer ? :  Yes  No

\* Research Abroad/Excursion ? :  Yes  No

Answer 19 questions (takes about five minutes) 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 by students.

The information provided will help students from across the university to connect with a suitable research supervisor and discourage students from mass-emailing every faculty member in a department.

November 23, 2017

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### 2. Edit your EXISTING Research Profile

Scroll to the Research Profile Name and click on it.

RESEARCH PROFILES

TOTAL RESULTS: 1    DISPLAYING: 1 - 1

Research Profile Name	Research Profile Type
Sample research profile	Faculty profile

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

Sample research profile

[Back to Overview](#) [Back to Your Profile](#) [Back to Search Results](#)

[Print Project](#) [Edit](#) [Delete](#)

Research Profile    Linked Job Postings

RESEARCH PROFILE OVERVIEW    RESEARCHER PROFILE

Scroll to the end of the profile page, and select the *Save* button to save your changes.

How should students contact you :

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

[Save](#) [Cancel](#)

# Career Exploration & Education Research Catalogue Quick Guide for Faculty.

## 3. Connect with Students

The screenshot shows the 'Research Catalogue' interface. At the top right is a 'Back to Overview' button. Below it is a 'Save My Search Results' button. The main area is divided into a left sidebar and a main content area. The sidebar contains 'TYPE' filters (Faculty profile, Institution Profile) and 'Tags' (Course-based, Engineering Science Thesis, NSERC Undergraduate Summer Research, Paid, Research Abroad/Excursion, Summer Studentship, University of Toronto Excellence Award (UTEA), Volunteer). An 'Apply Filters' button is at the bottom of the sidebar. The main content area shows 'TOTAL RESULTS: 2 DISPLAYING: 1 - 2'. Two search results are listed: 'The Canadian family' and 'Psychotherapies, Humanities and Educational Scholarship'. Each result includes a 'View in New Tab' button, a description, and metadata like 'TYPE: Faculty profile' and 'TAGS: Paid'.

Students from any program of study can search by keyword, or filter opportunities by the type of research program.

The 'CONTACT INFORMATION' section contains the following details:

- 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 or during office hours, or they will wait until you have an active job posting on CLN or through an external job posting site.

# Career Exploration & Education Research Catalogue Quick Guide for Faculty.

## 4. Have a Research Opportunity? Link and Advertise your Posting

Sample research profile

[Back to Overview](#)
[Back to Your Profile](#)
[Back to Search Results](#)

[Print Project](#)
[Edit](#)
[Delete](#)

[Research Profile](#)
[Linked Job Postings](#)

RESEARCH PROFILE OVERVIEW

RESEARCHER PROFILE

When you are actively looking for a student, link your CLN job posting to your Research Profile.

## 5. Collect Applications on the CLN Application Tracking Tool

Add to Bundle <input type="checkbox"/> Select All	Application Status	Application Package	Student ID	First Name	Last Name	Faculty	Program	Date Applied
<input type="checkbox"/>	Application Submitted	Pankaj Agrawal, Application Submission: Leadership Program Facilitator, Hart House, Job ID : 85125	agrawa65	Pankaj Kumar	Agrawal		MI Conc: Info Sys & Design	Sep 26, 2016 11:00:53 AM
<input type="checkbox"/>	Application Submitted	resume	bhattir6	Ruby	Bhatti			Sep 28, 2016 11:00:27 AM
<input type="checkbox"/>	Application Submitted	Jasmine Chopra - Leadership Program Facilitator, Hart House	chopraja	Jasmine	Chopra		SP BIOMEDICAL TOXICOLOGY	Sep 21, 2016 01:35:03 PM
<input type="checkbox"/>	Application Submitted	Resume from Surui, Cong	congsuru	Surui	Cong		Psychology - Specialist	Sep 29, 2016 03:53:10 PM
<input type="checkbox"/>	Application Submitted	Humaira Hasin	hasinHum	Humaira	Hasin		Management & HR - Specialist	Sep 22, 2016 10:05:04 PM
<input type="checkbox"/>	Application Submitted	resume	hussei42	Shadio	Hussein		MA ENGLISH	Sep 30, 2016 01:10:47 AM
<input type="checkbox"/>	Application Submitted	Application 2	hutch161	Jizelle Tishawah	Hutchinson		Major Program in Health Stud	Sep 20, 2016 04:24:57 PM
<input type="checkbox"/>	Application Submitted	Rameiya Param's Application 2016	parama19	Rameiya	Paramalingam		Human Biology - Major	Sep 20, 2016 01:58:52 PM
<input type="checkbox"/>	Application Submitted	Resume For Position	pateleli	Elisa Kiran	Patel			Sep 20, 2016 10:57:43 PM
<input type="checkbox"/>	Application Submitted	resume	qaseemko	Komal	Qaseem		Sociology - Major	Sep 22, 2016 06:00:56 PM
<input type="checkbox"/>	Application Submitted	Resume	sanisaki	Sakina	Sani		Studio - Major	Sep 30, 2016 02:31:58 PM
<input type="checkbox"/>	Application Submitted	Leadership Program Facilitator	skanthac	Lageenarubika	Skanthacumar		Psychology - Major	Sep 22, 2016 10:54:26 AM
<input type="checkbox"/>	Application Submitted	Manqing Sun	sunmanqi	Manqing	Sun		Management & Finance - Special	Sep 28, 2016 08:01:43 PM
<input type="checkbox"/>	Application Submitted	Sameeha Zaynab Application Leadership Program Facilitator HartHouse	zaynabsa	Sameeha	Zaynab		Sociology - Major	Sep 26, 2016 07:00:51 PM

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