Logging In and Accepting a Job (Returning Employees)

Welcome to the new Job Requisition System. This is a tool to facilitate the creation of Research Assistant positions for graduate students. The requisition is started by the originator – this is a departmental administrator or a grant holder – and it will pass through multiple layers of approval before it is sent off to the employee to be accepted. To log in from the main Carleton website, you can select Central. Alternately, you can type [www.carleton.ca/central](http://www.carleton.ca/central) into the search bar.

Here, you can log in using your MC1 username and password or your Carleton ID and PIN. Once you’ve typed in your credentials, select ‘Login’. On the Carleton Central main page, you’ll select ‘Employee Services’ from the top section. Here, if you scroll down to the bottom you should have a new tab that says ‘Review Job Offers’. This is where you can see any jobs that are waiting for your approval. You can review your job by selecting the ‘Review’ button here.

On the ‘Job Payment Page’, you can review all the details of the job that’s being offered to you. Here, you’ll see the type of RA payment and the department, as well as the position. You’ll be able to review the start and end dates, as well as the amount due to you. When you’re finished reviewing the information, you can select a decision. You will either accept the position, return for corrections or select ‘No, I am unable to accept this position’. You can also leave comments and these will be sent back to the people who set up the job for you. When you are finished, select ‘Submit’.

When you have finished reviewing all job offers available to you, you will have a ‘No data available in table’ section here. That means there’s nothing left for you to do.

For more information, please view one of our other videos. If you have any questions please contact humanresources@carleton.ca