

## TA Administrative Management System (TAAMS)

### Student Guide

#### Step 1: Create a Login and Set up your profile

- Create a login with either your UTORID
- Set up your profile - upload your resume and cover letter, add personal details under *My profile* (ie. Location, email address, student number)

#### Step 2: View the job posting

- Select *Apply to Jobs*, and select Department (Daniels Faculty...) and application type (Teaching assistant)
- Details about the posting are available by clicking on each job posting

#### Step 3: Apply to the position

- Fill out the eligibility question section
- Upload relevant documents. You can always save and edit before submitting.
- When you are ready to submit, ensure that you have all the correct information. From there a prompt will show you other similar TA positions to allow you to submit in bulk.

#### Step 4: View the status of your application

- See the status of your applications in the *my application section*
- If you are successful you will receive automated email that will direct you to the application. You must accept the offer to initiate the process. This will generate a *letter of offer* for you to accept (you also have the option of downloading a pdf of the letter).

#### Step 5: DDAH form

- DDAH forms will be available shortly after your offer is submitted, and can be found under my successful applications. You can accept or decline the DDAH, once accepted you can save the pdf version.



## Step 1: Create a Login and Set up your profile

- Create a login with either your UTORID
- Set up your profile - upload your resume and cover letter, add personal details under *My profile* (ie. Location, email address, student number)

Use your UTORid to create account

Once filled, you'll be sent a verification link in your email you'll be sent a verification

You will be able to upload your *resume* and *cover letter* and fill out:

Email account (auto-fill based on account)

UTORid/Joinid

UofT student number

Personnel Number

City

Province

Postal code

Phone number

## Step 2: View the job posting

- Select *Apply to Jobs*, and select Department (Daniels Faculty...) and application type (Teaching assistant)
- Details about the posting are available by clicking on each job posting

Home / Apply to Jobs

Department(s)

Type or select your desired departments. You may choose up to 3 department disciplines.

Application(s)

Sessional Lecturer Teaching Assistant x

Types

- Course Instructor
- Sessional Instructor Assistant
- Writing Instructors

Daniels Faculty  
Arch., Land &  
Design

Department of Embrace Mission-critical Webservices - Teaching Assistant - (Emergency) - P00028

**ECO200Y5Y - Microeconomic Theory - Fall 2025**

Welcome to ECO200. This is a course in microeconomic problem solving. Learners will be assessed on their ability to apply the concepts and procedures of microeconomic analysis to illustrate, quantify and interpret the behavior of economic decision makers in a variety of contexts.

**Timetable**  
ECO200Y5Y

**Job Details**

Job Title	Enrollment	Positions	Size of Appointment (hours)	Session
Head TA - ECO200Y5	200	2	200	Fall 2025

**Minimum Qualifications**  
In Post grad role

**Preferred Qualifications**  
Undergrad in Economics Completed

**Relevant Criterion**  
Previous experience is the more relevant criterion than the need to acquire experience in respect of this posted position.

**Duties**  
Duties

**TA Support**  
TA support



### Step 3: Apply to the position

- Fill out the eligibility question section
- Upload relevant documents. You can always save and edit before submitting.
- When you are ready to submit, ensure all that you have all the correct information. From there a prompt will show you other similar TA positions to allow you to submit in bulk.

When you apply you will automatically use the set profile. If you choose, you can modify sections of the profile to tailor to a specific job application, by checking "I want to change my profile"

Department of Embrace Mission-critical Webservices - Teaching Assistant - (Emergency) - P00028

Application Profile Eligibility Documents Submit

#### Manage My Resume and Cover Letter

Accepted file types: pdf, docx, doc, png, jpg | Maximum upload file size: 2 MB

**i** You can update your resume and cover letter for each different posting or application type without affecting previous submissions.

<b>Resume</b> Test resume.docx <a href="#">Download</a> <a href="#">Delete</a>	<b>Cover Letter</b> Test resume.docx <a href="#">Download</a> <a href="#">Delete</a>
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#### Edit My Profile

I want to make changes in my profile

- When applying in bulk, all applications will include the same answers and uploaded documents of the application you're about to submit. If you wish to upload different details, you should apply to the courses individually.

CUPE Hiring Application - Alpha Build Home Permissions Applicants Courses Postings Sarah Sami

Department of Embrace Mission-critical Webservices - Teaching Assistant - (Emergency) - P00028

- You have completed all steps required for this application.
- Please make sure all information is correct.
- Once you submit, it cannot be reverted back.

- You may select other courses to apply for Teaching Assistant in Department of Embrace Mission-critical Webservices as part of a batch application using the checkboxes below.
- Note: All applications will include the same answers and uploaded documents of the application you are about to submit.
- If you wish to upload different resume and cover letter you should apply to these courses individually.

Select other job postings: [Click course title to view job details in new window](#)

<input type="checkbox"/>	TST101H5F	<a href="#">P00006 - Introduction to Testing</a>
<input checked="" type="checkbox"/>	TST101H5F	<a href="#">P00007 - Intro to Testing</a>
<input checked="" type="checkbox"/>	101	<a href="#">P00008 - winter session test CT 1</a>
<input type="checkbox"/>	102	<a href="#">P00009 - Winter test 2</a>
<input checked="" type="checkbox"/>	103	<a href="#">P00010 - CT 2</a>
<input type="checkbox"/>	TEST 2	<a href="#">P00011 - TEST 2</a>
<input type="checkbox"/>	test test test 16	<a href="#">P00027 - test test test 16</a>

### Step 4: View the status of your application

- See the status of your applications in the *my application* section
- If you are successful you will receive an automated email that will direct you to the application. You must accept the offer to initiate the process. This will generate a *letter of offer* for you to accept (you also have the option of downloading a pdf of the letter).

CUPE Hiring Application - Alpha Build Home + Apply to Jobs Test Applicant

Posting ID	Position	Dept	Type	Year	Session	Course Code	Hours	Offer	? DDAH
<a href="#">P00013</a>	Emergency Assistant to the TA Assistant	DVDQBA	TA	2025	Fall	TST101H5F	47	<a href="#">View</a>	

**My Applications** + New Application

*Your Draft Application(s) will be removed after 3 days of Posting End Date*

Start Date: 2024-01-09 End Date: 2024-10-10 Filter by Creation Date

Posting ID	Dept	App	Year	Session	Type	Course Code	End Date	Status
P00014	DVDQBA	TA	2024	Winter	Emergency	304	2024-10-17	Draft
<a href="#">P00013</a>	DVDQBA	TA	2025	Fall	Emergency	TST101H5F	2024-12-19	Successful
P00002	DVDQBA	SL	2025	Fall/Winter		Test123	2024-10-02	Submitted
<a href="#">P00008</a>	DVDQBA	TA	2025	Fall		101	2024-12-19	Unsuccessful
<a href="#">P00006</a>	DVDQBA	TA	2025	Fall		TST101H5F	2024-12-19	Draft

Respond by clicking on the *successful* link under the status column

Here you can accept or decline



## Step 5: DDAH form

- DDAH forms will be available shortly after your offer is submitted, and can be found under my successful applications. You can accept or decline the DDAH, once accepted you can save the pdf version.

CUPE Hiring Application - Alpha Build Home Apply to Jobs Test Applicant

Welcome Test Applicant

Important Updates

No Important Updates Found

**My Successful Applications**

Posting ID	Position	Dept	Type	Year	Session	Course Code	Hours	Offer	? DDAH
<a href="#">P00027</a>	test test test 16	DVDQBA	TA	2025	Fall	test test test 16		<a href="#">View</a>	<a href="#">View</a>
<a href="#">P00026</a>	test test test 15	DVDQBA	INSTR	2025	Winter	test		<a href="#">View</a>	
<a href="#">P00025</a>	Test tester test	DVDQBA	INSTR	2025	Winter	test		<a href="#">View</a>	
<a href="#">P00013</a>	Emergency Assistant to the TA Assistant	DVDQBA	TA	2025	Fall	TST101H5F	47	<a href="#">View</a>	

Here you can view and accept or decline the letter of offer

Here you can view and accept or decline the DDAH Form