













E-recruitment guide for external candidates

Navigation

Click the  Help Resources icon to access Help and Instructions on this Page for any of the below pages.

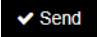
 Search Jobs	 View All Jobs	 Create Account
 Login	 Logout	 Help
 Notifications	 Career Centre	

Icon Definitions

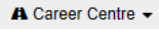
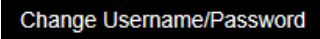

 Edit	 Print
 Cancel	 Help Text
 Delete	 Download
 Calendar/Date Picker	 More Options
 Deactivated	 Active
 Sort	

Password Assistance

Retrieving Forgotten Password

1. Select the **Forgot your password?** Link located on the login page.
2. Enter your Email/Username and select the  button.
3. A new notification will be sent to you that will allow you to reset your password.

Resetting Your Password

1. Navigate to Your Account →  → User Account Details → 
2. Enter and verify the New Password.
3. Select  button to save the changes.

E-recruitment guide for external candidates

Creating an Account

1. Select **Create new account** from the login page.
2. Input information in all of the **red text***, black fields are optional.
3. Read the Statement of Understanding.
4. Mark the box next to the Terms of Use field.
5. Select **Continue**. (There will be a green message at the top saying you have successfully created an account.)
6. Select **Enter my Résumé/CV**.
7. Input information in all of the **red text***, i.e **your phone number, Work Authorization, Resume, and how did you hear about us?** black fields are optional.
 - a. Copy and Paste (using control V) or type in your resume
8. Select **Next**.
9. Preview all information entered.
 - a. Select **Edit** if any information requires revision.
10. Select **Finish**.

Career Centre Options

Resume

Editing/Updating Your Resume

1. Login and navigate to **Career Centre** → Resume
2. Select the **Edit Résumé** button.
3. Complete and/or edit the information in the **Regular Application Form**.
 - Fields displayed in **red text*** are required, black fields are optional.
4. Select **Submit** button to save your changes.

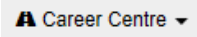
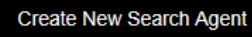

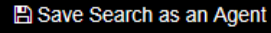
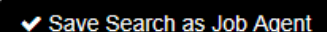
Resume Submission History

1. Login and navigate to **Career Centre** → Resume Submission History
2. Select the **More Options** icon located in the Actions column to perform the following tasks
 - **View Résumé** : View the version of the resume you submitted when applying to the job.
 - **View Cover Letter** : View the cover letter submitted for the job.
 - **Remove Self from Consideration** : This action will remove you from the job.
 - **Add Yourself Back for Consideration** : This action will apply you to the job.

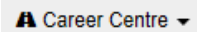




Job Search Agents

E-recruitment guide for external candidates

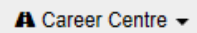
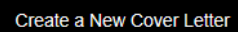


Creating Job Search Agents

1. Login and navigate to  → Job Search Agents → 
2. The Quick Job Search page will be presented.
 - Additional search options include: Advanced Job Search and View All Jobs.
3. Enter the search criteria for the selected job search.
4. Select the  button.
5. Select the  option located at the bottom of the page.
6. Enter the Search Agent Name.
7. Select the box next to the Active field.
8. Mark the box next to the Acknowledgment field.
9. Select the  button.
 - The results of the agent will be emailed to you daily.

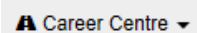
Managing Job Search Agents

1. Login and navigate to  → Job Search Agents
2. The options located in the Action(s) columns include:
 -  **Run Agent Manually** will present your search results on the screen.
 -  **Deactivate** will stop the notifications of your job search agent results being emailed to you.
 -  **Activate** will allow the notifications of your job search agent results being emailed to you.
 -  **Delete** will permanently remove the job agent.

Cover Letters

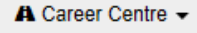
1. Login and navigate to  → Cover Letters
2. Select the  option.
3. Enter the **Cover Letter Name** and **Content**.
4. Click the  button.
 - A success message will display and the cover letter will be presented with the options to  **Edit** and  **Delete**.

My Offers

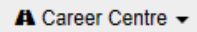
1. Login and navigate to  → My Offers
2. Any offers extended to you for a requisition will display in this section with information on how to review, accept or reject the offer.

E-recruitment guide for external candidates

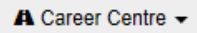

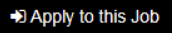
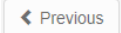
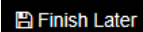


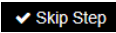





Interview Invitation(s)

1. Login and navigate to  Career Centre ▾ → Interview Invitation(s)
2. Any interview invitations sent to you for a requisition will display in this section for you to review and/or complete.

Onboarding New Hire Checklist

1. Login and navigate to  Career Centre ▾ → Onboarding New Hire Checklist
2. Any onboarding documents sent to you for a requisition will display in this section for you to review and/or complete.

Searching and Applying to Job Openings

1. Login and navigate to  Career Centre ▾ → Search Jobs
2. The **Quick Job Search** will be presented.
 - Additional search options include **Advanced Job Search**.
3. Enter the search criteria for the selected job search.
4. Select the  Search button.
5. Select the **Job Title** in the search results to view the job details.
6. Select the  Apply to this Job button.
7. Review the information in the **Regular Application Form** and complete any remaining fields.
 - Fields displayed in **red text*** are required, black fields are optional.
8. Several buttons are presented allowing you to advance through the apply process as desired.
 -  Previous will move you back to the prior step.
 -  Finish Later will save the information you have entered thus far allowing you to complete the application at a later time.
 -  Next will advance you to the next step.
 -  Cancel will cancel the application and no information will be saved.
 -  Skip Step will display when the step is optional.
9. Select the  Next button.
10. Where applicable, complete the **Screening Questionnaire**, and select the  Next button.
11. If you are prompted to provide a **Cover Letter**,
 - You may copy and paste, enter your cover letter in the **Contents** box, or select a previously used cover letter and select the  Next button.
12. **Preview** is the last step in the apply process.
 - Click the  **Edit** icon to make changes to the information.
13. Click the  Finish button to complete.
 14. A success message will be presented once you have completed the apply process