

Click-by-Click Guide for Career Website

The City of Edmonton Jobs page allows candidates to create their own user accounts and profiles, perform and save custom job searches, apply for jobs and upload up to ten (10) attachments. The following information can be found on the City of Edmonton's Job Seeker FAQ page.


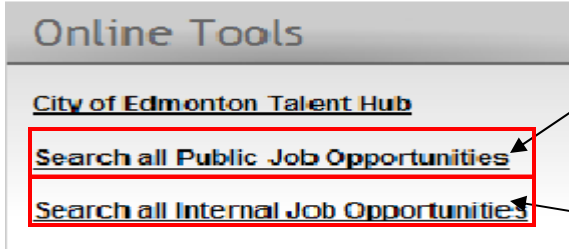
Overview

Contents

1. Access the career Website
2. Login with a Username and Password
3. Apply for a Job
4. Receive Job Posting Notifications Matching Your Interests
5. View Your Recent Job Submissions and Job Status
6. Withdraw Your Job Submission
7. Edit your Account Profile

1 - Access the career Website

In this click-by-click scenario, you will learn how to search for job posting in the City of Edmonton career webpage.

| Step | Action |
|------|---|
| 1 | Turn off your Internet Pop-up Blocker. Click "Tools" Select "Pop-up Blocker" and select "Turn Off Pop-Up Blocker." |
| 2 | Go to www.edmonton.ca/careers . |
| 2 | <p>When the Jobs page appears, click "Job Opportunities" under Search Job Opportunities & More in the middle of the page.</p>  |
| 3 | <p>If you are an external candidate (i.e. not a City of Edmonton employee) please select "Search all Public Job Opportunities" on the right hand side of page.</p>  <p>If you are an internal candidate (i.e. City of Edmonton employee), please select "Search all Internal Job Opportunities"</p> <p>A new Internet window will appear and you will be led to an externally hosted website that contains all of the active City of Edmonton job postings.</p> |

4

Now, you can search for specific jobs by **Job number** (a four digit number), **Keywords** (e.g., "Clerk," "Accountant," "Labourer," "Engineer"), or use the drop down menus for: **Job category, Department**; OR to view **All jobs** click on the All Jobs link.

Note: if you would like to select more than one Job Category or Department, click "**Add Job Category**" or "**Add Department**"

You may also create searches specific to **Schedule** and to **Job type**

To view the job details, you may either click the blue linked job title.

To save the job to your job cart (so that you can access the job posting later, click "**Add to My Job Cart**". To apply to the job, click "**Apply**"



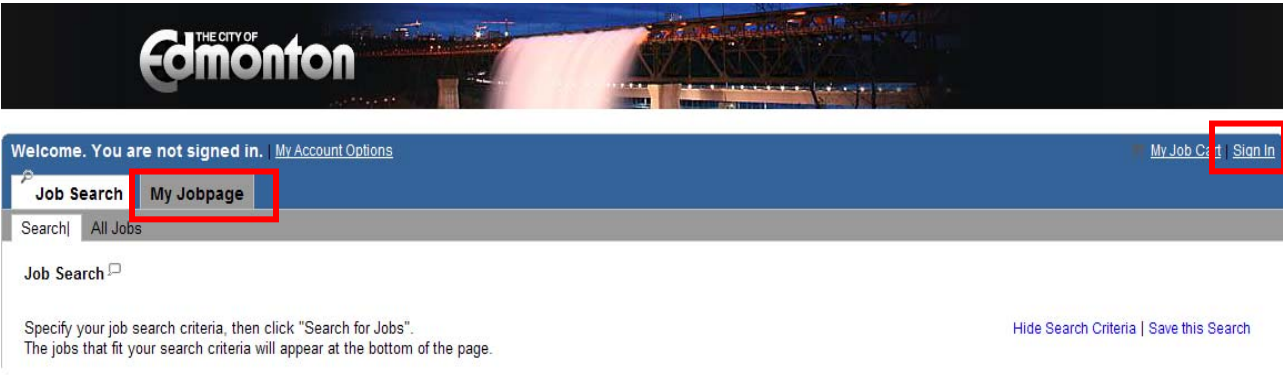
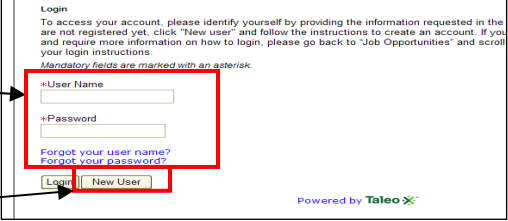
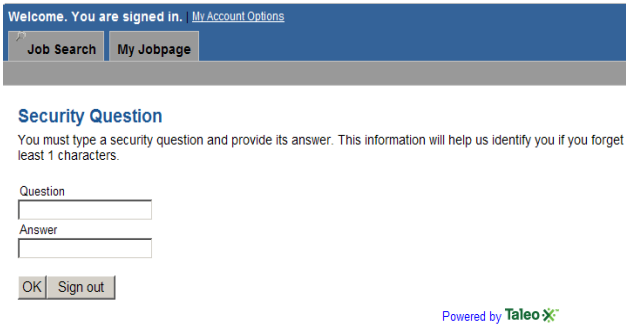
If you selected "**Apply**" or "**Add to My Job Cart**," you will be required to log in with a username and password. Please see next section **on how to login**



All postings close at 11:00 pm of the closing date indicated on the posting.

2 – Login with a Username and Password

In this click-by-click scenario, you will learn how to set up and access your user account and profile on the City of Edmonton Careers website.

| | |
|----------|--|
| <p>1</p> | <p>Turn off your Internet Pop-up Blocker. Click "Tools" Select "Pop-up Blocker" and select "Turn Off Pop-Up Blocker."</p> <p>Go to www.edmonton.ca/careers and click on the job opportunities link along with either the public or the internal search area.</p> <p>To log in to apply for jobs and/or to view the jobs in your cart, select "My Jobpage" or "Sign in"</p>  <p>You will be required to read the Acknowledgment Statement. After reading, select the radio button for "Continue" or "Cancel" followed by clicking <input type="button" value="Continue"/></p> |
| <p>2</p> | <p>If you are returning user, simply enter your username and password.</p>  <p>If you are a New User, please set up an account. Your username can be your name (e.g., johnsmith).</p> |
| <p>3</p> |  <p>If you are a New User, you will be asked to create a secret question and answer that will help you remember your password.</p> |

4

To create or maintain your candidate profile, click **"Access my profile"**

Welcome. You are signed in. [My Account Options](#) [My Job Cart \(0 Items\)](#) [Sign Out](#)

Job Search **My Jobpage**

[My Submissions](#) [My Job Cart](#) [My Saved Searches](#)

My Submissions

This page displays all relevant details related to your draft and completed submissions.

There are currently no job submissions.

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.
[Access my profile](#)

Icon legend

- More information
- Draft submission
- Completed submission

When creating your General Profile it will take you through 8 steps such as Resume Upload, Personal Info, Questions, Education & Certification, Work Experience, Attachments, eSignature and Summary. These are covered below, under 3 – Apply for a Job.

Fill in all the required information (*) and when finished each step click [Save and Continue](#) or [Save as Draft](#)



3 – Apply for a Job

In this click-by-click scenario, you will learn how to apply for a job on the City of Edmonton Careers website.

1

Follow the steps outlined in scenario one & two – access the career website, Login with user name and password.

Login

To access your account, please identify yourself by providing the information requested in the are not registered yet, click "New user" and follow the instructions to create an account. If you and require more information on how to login, please go back to "Job Opportunities" and scroll your login instructions.

Mandatory fields are marked with an asterisk:

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

[Login](#) [New User](#)

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If you are returning user, simply enter your username and password.

If you are a **New User**, please set up an account. Your username can be your name (e.g., johnsmith).

2

The first step, **"Resume Upload"**, will prompt you to upload a resume specific to the job competition. You may upload up to ten (10) attachments to your candidate profile. *Please note: All your attachments can be viewed on all competitions that you apply on.*

Resume Upload

Resume Upload

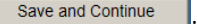
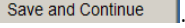
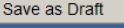


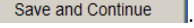

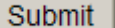
You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next step.

If you do not upload a resume, you will need to fill out the online application manually.

I do not want to upload a resume.
 I want to upload a resume.

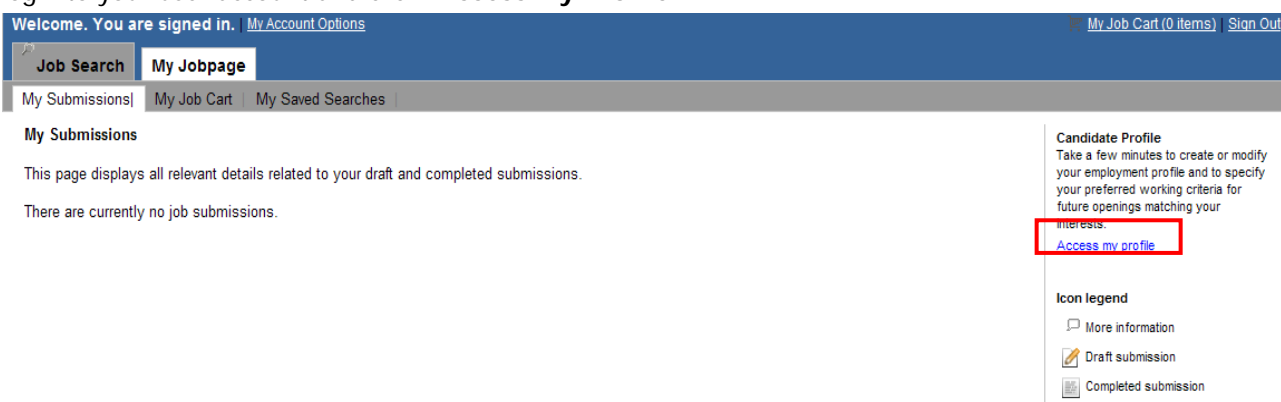
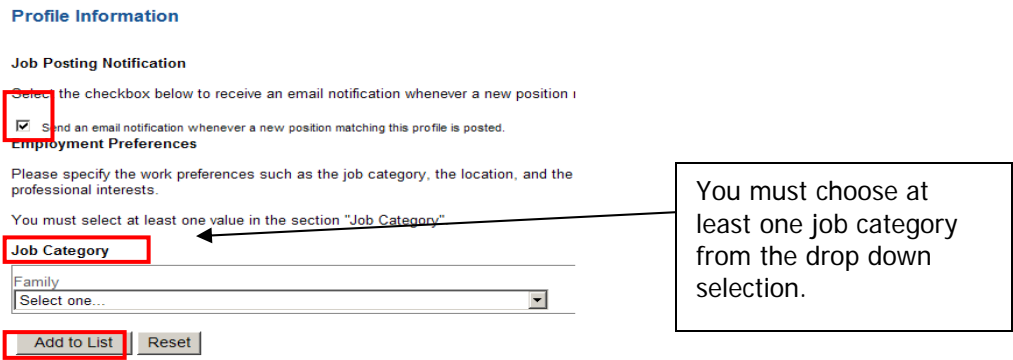

Select the resume file to upload

[Browse...](#)

| 3 | <p>The second step, "Personal Info", requires you to fill in your personal information and click .</p> <p>Personal Info</p> <p>Mandatory fields are marked with an asterisk.*</p> <p>Personal Information</p> <p>Please enter all relevant personal information in the fields below.</p> <p>Prefix <input type="text"/></p> <p>*First Name <input type="text"/> *Last Name <input type="text"/> Middle Initial <input type="text"/></p> <p>Preferred Name (if different from above) <input type="text"/></p> <p><i>First name must be your legal name.</i></p> | | | | | | | | |
|-------------------------------------|---|----------------|-----------|------|----------|-------------------------------------|--|----------|--|
| 4 | <p>Next step, "Questions", this is a two-part questionnaire. To successfully complete your job application online, you are required to answer the questions marked with a red asterisk (*) in the Questionnaire section. Once finished, click .</p> <p>If you wish to continue your job application at another time, click  and click "Yes"</p> <p>If you wish to cancel or stop your job application, click .</p> | | | | | | | | |
| 5 | <p>The following two steps are "Education & Certification" and "Work Experience". These sections will already be populated with information from your resume if you used the resume upload feature in the first step. Add or verify the information.</p> | | | | | | | | |
| 6 | <p>The "Attachments" section, will prompt you to upload a file.</p> <p>To upload a file, click "Browse"  and double-click the appropriate file to attach.</p> <p>The "Relevant Files" checkbox indicates whether or not your attachment is specific to the job application. Please note that if you uncheck the box, your attachment will not show up in your application.</p> <table border="1" data-bbox="207 1356 1024 1402"> <thead> <tr> <th>Relevant Files</th> <th>File Name</th> <th>Date</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Offer rates 3 decimals.doc</td> <td>12/22/08</td> <td></td> </tr> </tbody> </table> <p>Click .</p> <p> If you used the resume upload in the first step or if you have previously attached documents (e.g. your resume) to your General Profile, the attachment will show up under the "File Name" column and you will simply have to click "Relevant Files" without having to re-attach the document.</p> | Relevant Files | File Name | Date | Comments | <input checked="" type="checkbox"/> | Offer rates 3 decimals.doc | 12/22/08 | |
| Relevant Files | File Name | Date | Comments | | | | | | |
| <input checked="" type="checkbox"/> | Offer rates 3 decimals.doc | 12/22/08 | | | | | | | |
| 7 | <p>The "eSignature" section allows you to clarify that all the information provided is accurate. DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.</p> <p>By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify the fields below.</p> <p>*Please enter your full name: <input type="text"/></p> <div data-bbox="1219 1623 1458 1791" style="border: 1px solid black; padding: 5px;"> <p>Type in your full name as your electronic signature</p> </div> | | | | | | | | |
| 8 | <p>In the "Summary", you may edit any information by clicking "Edit" at the appropriate section. Once you are satisfied with the information, Click . You will then see a page that thanks you for your application. You have now completed the application process.</p> | | | | | | | | |

4 - Receive Job Posting Notifications Matching Your Interests

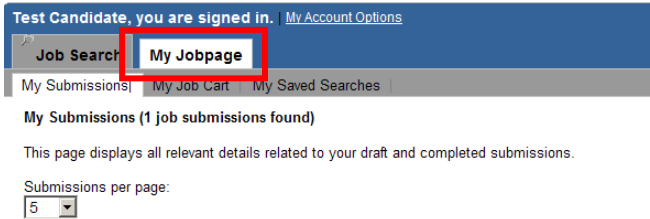
In this click-by-click scenario, you will learn how to customize your account profile to receive emails with new job posting notifications that match your job interests.

| | |
|---|--|
| <p>1</p> | <p>You will now be on the "Profile Information" section of the General Profile. If not, click "My Job Page." Login to your user account and click "Access My Profile".</p>  |
| <p>2</p> | <p>To receive email notifications whenever a new position is posted to the City of Edmonton career website, checkmark the box to turn the function on.</p>  <p>NOTE</p> <p>To add Job Categories to your work preferences, click the Job Category drop down arrow to select one of the listed job families that match your interests. If you would like to narrow your job notifications even further, click the Job Function drop down arrow. (For example, if you choose "Trades" as your preferred Job Category, the Function drop down menu will appear and you will choose from the list "Plumbing".) Click "Add to List" and repeat until you have all your desired job categories in your personal profile. Don't forget to click "Save and Continue" on either the top or the bottom of the webpage.</p> |
|  | <p>If you do not want to receive email job notifications anymore, simply follow steps 1 to 4 and de-select the box where it indicates your email preference. To edit or remove Job Categories from your personal profile list, click the word "Remove" and click "Save and Continue."</p> |

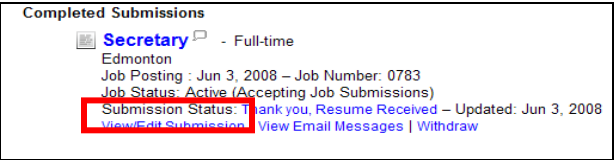
5 – View Your Recent Job Submissions and Job Status

In this click-by-click scenario, you will learn how to track your job application in the City of Edmonton Careers website.

1 Click **“My Job Page.”** Login to your user account.



You will see a list of your completed job submission(s). To view your job applications, click **“View/Edit Submission”**.



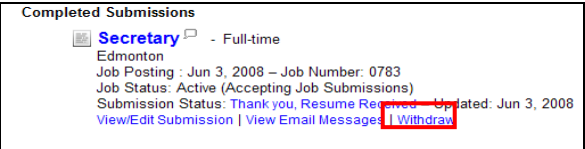
NOTE!

You may edit your submission up to the job posting closing date.


6 –Withdraw Your Job Submission

In this click-by-click scenario, you will learn how to track your job application in the City of Edmonton Careers website.

1 To withdraw your application Click **“Withdraw”**.



Complete the blank field and click **“Yes”** if you would like to withdraw from the job.

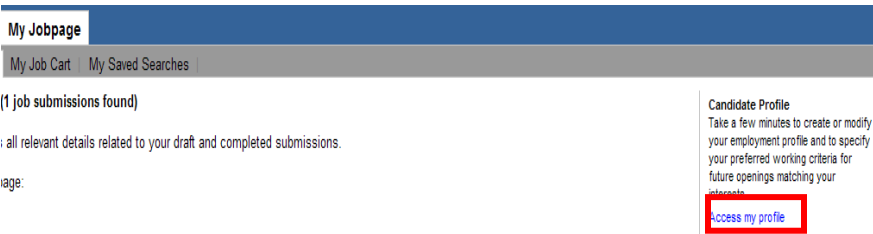


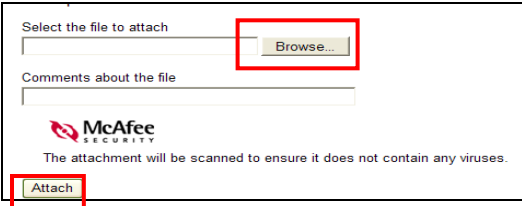
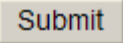


NOTE!

If you would like to reapply for the job, go to **“My Jobpage”** and click **“Reapply”** on the job that is in the **“Withdrawn Submissions”** list.

7 – Edit Your Account Profile

In this click-by-click scenario, you will learn how to edit your account profile (e.g., upload more attachments, change your profile information).

| | |
|---|---|
| 1 | <p>Click "My Job Page." Login to your user account and click "Access My Profile" in "My Jobpage."</p>  <p>(1 job submissions found)</p> <p>all relevant details related to your draft and completed submissions.</p> <p>age:</p> <p>Click "Edit" on the appropriate fields that you would like to change. For example, if you would like to change your Profile Information, you will select the "Edit" associated to Profile Information.</p>  <p>Profile Information Edit</p> <p>Job Posting Notification</p> <p>Send an email notification whenever a new position matching th</p> <p>Job Category Preferences</p> <p>Finance and Accounting Professionals and Accounting Support</p> |
| 2 | <p>To add attachments to your account profile, click "Edit" next to Attachments</p>  <p>Attachments Edit</p> <p>Attachments</p> <p>File Name</p> <p>Please note that if you wish to attach more documents (resumes, cover letters) to your account profile, you may do so – up to a maximum of 5 attachments.</p>  <p>Select the file to attach</p> <p>Browse...</p> <p>Comments about the file</p> <p>McAfee SECURITY</p> <p>The attachment will be scanned to ensure it does not contain any viruses.</p> <p>Attach</p> |
| 3 | <p>Once you have completed the edits to your profile information, be sure to click "Submit" to confirm your changes.</p>  <p>Submit</p> |