

E-Recruiting for EXTERNAL CANDIDATES

WEBSITE

<i>At home, library, or internet café...</i>	<i>Steps</i>
<ol style="list-style-type: none"> 1. Go to the City's website: http://vancouver.ca 2. Click Jobs with the City <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0; text-align: center;"> <small>I'm interested in a City career.</small> Start here! </div> <ol style="list-style-type: none"> 3. Click 	<ol style="list-style-type: none"> 1. Register so you can return to your Profile 2. Create your Candidate Profile (online resume) 3. Apply (see page 2), then: <i>Log in, maintain profile, apply for positions</i>

EXTERNAL - REGISTER

Have you registered yet? If Yes, proceed to 'External Candidate - Login'.

Register - only once...

See next page to 'Apply'

1. Click **First-time visitors: Register**, and **Registration** will appear in a separate window
2. On this form, fill in the mandatory fields indicated by the asterisk (*). Create a unique User Name and Password, click **Register** and **Candidate Profile** will appear.

You will also receive a message by e-mail indicating that you have successfully registered (usually within a few minutes). In the future, use the 'LOGIN' section to access your profile.

EXTERNAL - LOGIN

Login (after registering) to review and maintain Candidate Profile

1. Click the 'Returning visitors: Login' button **Returning visitors: Login**
2. If you see **Choose a digital certificate**, click **OK**, or you will see the **Logon** box
3. Enter your 'User' name and password, click **Log On**
4. If a **Candidate Start Page** notice appears, read it then click **Close**. Your **Candidate Profile** profile page will then appear
5. Click on any of the numbered boxes to update your general employment / candidate profile. Click on the **Transfer** buttons that you see to 'save' your information on that tab, all other tabs without the 'transfer' button will automatically save your changes. Note: see 'Apply' section to submit applications for postings.

See next page to 'Apply'

PASSWORDS

Password Forgotten? Locked out? Not received?

See next page to 'Apply'

1. Go to **Returning visitors: Login**, click **Password Forgotten**
2. On the **Have you forgotten your password?** window, enter your e-mail address that you used to register. Click **Request Password**
3. A temporary password will be sent to your e-mail address. Retrieve the e-mail with the subject line "New Password". click **Back to Logon** (or go back to step 1 of this section).
4. Enter the exact user name and temporary password from the e-mail in the **Logon** box. Click **Log On**
5. You will be prompted to enter in the temporary password again, create a new personal password (minimum of 8 characters, no special characters required)
6. **Candidate Profile** will appear. In the future, use the 'LOGIN' section to access your profile.

Do you work at Vancouver Police Department (VPD) or Vancouver Public Library (VPL)?
 Please register as an 'external candidate'. See the 'Frequently Asked Questions' section of the website below for more information.



Are you an 'Association' employee at Ray Cam or Britannia?
 If you have a City employee number, register and apply as an 'Internal Candidate'. No employee number? Register and apply as an 'external candidate' and complete the 'Mandatory Questionnaire' when applying for jobs.

More? Look under 'Help on our website': <http://vancouver.ca/humanresources/jobs>

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APPLY

From your Candidate Profile...login

- 1a. Click on the **Employment Opportunities** tab to view the **Job Search** screen
- 2a. Leave search criteria blank, click **Start**
- 3a. Click on the underlined 'Job Posting' title to view the posting and specific requirements of the position (a new window will open). To apply, click **Apply**. otherwise click  to close the window and return to the job search screen.
- 4a. To apply from the 'Job Search' page, click  to highlight the position you wish to apply. Click **Apply**


5. The **Application Wizard** window opens to lead you through the application. Click **Continue**
 6. The information provided in your general profile will be 'copied' over thanks to the wizard. Click on the numbered boxes to review or any information (does not have to be done in order).
- Note: Click on the **Transfer** buttons to 'save' your information, all other tabs automatically save changes
7. It is recommended that you release your profile so it can be reviewed by hiring managers, click the 'I would like to release my profile' box so a check mark appears. Your profile will then be 'unlocked'.
 8. If you are not ready to submit your application, click **Close** at any time to create a 'draft' application. The window will close and return you to the **Job Search** page. See the next section (...submit 'draft' applications...) to continue applying at a later time (must be done before the competition closes).
 9. If you are ready to apply, box **10** (Send Application) is the final step. Click **Send Application**. An "Acknowledge Application" e-mail will be sent to your e-mail address.

From the website...<http://vancouver.ca>

- 1b. Click on the underlined 'Job Title' to view the posting and specific requirements of the position (a new window will open).
- 2b. To apply, click **Apply**
- 3b. You will be asked to **Logon**, enter your User name and Password
- 4b. Click **Log On** or click  to close the window and return to the 'Employment Opportunities' page.


Submit "Draft" applications or Review applications

A list of applications you have submitted or have in draft status can be found anytime


1. Click **Employment Opportunities** then **My Applications**
In Process - applications that you have submitted **Draft** - not submitted/draft applications
2. To update or submit a draft application click  to highlight the application, click **Apply**. You will return to the application you started. See step 9 above to update and submit your application in full.

DELETE

Delete/Withdraw your Application

1. Login, click **Employment Opportunities** then click **My Applications**
2. Click  to highlight application
3. Click **Delete/Withdraw** and answer the questions

Delete an Attachment

1. Login, click **Candidate Profile** then click **Attachments**
2. Click  to highlight attachment
3. Click **Delete**

Delete Candidate Profile


1. Login, click **Candidate Profile**
2. Click **Delete Registration**
3. Read the information. To permanently delete registration click **Delete Registration**

LOG OFF

How to log off

The **Log off** button is found at the very top, right-hand corner of the page

Reach right: click and hold the scroll button  on the bottom right hand side of the screen

2. Reach top: click and hold the 'up' scroll button  on the top right side of the page until it reaches the top
3. Click **Log off**