

# E-Recruiting for CITY of VANCOUVER EMPLOYEES (Internal Candidates)

## WEBSITE

*At home, library, or internet café...*

1. Go to the City's website: <http://vancouver.ca>
2. Click **Jobs with the City**
3. Click **I'm already a City employee. Start here!**

OR

*At a City of Vancouver computer...*

1. Access job postings through  <http://citywire.city.vancouver.bc.ca/>
2. Click 'Careers and Training', click 'Careers at the City', then click 'Job Postings'

## EMPLOYEE - REGISTER

Have you registered yet? If yes, proceed to the next section below entitled 'Internal Candidate-Login'. If no, follow these steps to register as an employee of the City of Vancouver.

### Employee - Register

*See next page to 'Apply'*

1. Click **City employees: Register** and the **Internal Employee Registration** will appear in a separate window.
2. On this form, fill in the mandatory fields indicated by the asterisk (\*). You will need to provide this information exactly as it appears on your bi-weekly pay advice.
3. Click **Register**, then a message indicating that you have successfully registered should appear and a temporary password will be sent by e-mail, usually within a few minutes.
4. Retrieve the e-mail with the subject line "Registration Acknowledgement". Click **Back to Logon**
5. Enter the exact user name and temporary password from the e-mail in the **Logon** box. Click **Log On**
6. You will be prompted to enter in the temporary password again, and a new personal password (minimum of 8 characters).
7. **Candidate Profile** will appear. In the future, use the 'LOGIN' section to access your profile. See 'Apply' section on next page to submit applications for postings.

## LOGIN

### Employee - Login (after registering) to review and maintain candidate profile

*See next page to 'Apply'*

1. Click the 'City employees: Login' button **City employees: Login**
2. If **Choose a digital certificate** appears, click **OK**. The **Logon** box will appear.
3. Enter your 'User' name (e.g. EE00001234; or LLLLLFF if you are a hiring manager - this is the 5 letters of last name, 2 letters from first name) and password. Click **Log On**
4. If the **Candidate Start Page** appears, read this notice. Click **Close**. **Candidate Profile** will 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. See 'Apply' section to submit applications for postings.

## PASSWORDS

### Password Forgotten? Locked out? Not received?

*See next page to 'Apply'*

1. Go to **City employees: Login** then click **Password Forgotten**
2. On the **Have you forgotten your password?** window, enter your User Name OR e-mail address that you used to register into the blank field(s). 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 to the *Employee - Login* section above).
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, and a new personal password (minimum of 8 characters)
6. **Candidate Profile** will appear. In the future, use the 'LOGIN' section to access your profile.

## E-Recruiting for CITY of VANCOUVER EMPLOYEES (Internal Candidates)

### From your Candidate Profile...

- 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 **X** 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**

### 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 **X** to close the window and return to the 'Employment Opportunities' page.

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 that 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.

### 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 have submitted  **Draft** applications have not been submitted
2. To update or submit, highlight the application (click ) then 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**, **My Applications**
2. Click  to highlight application
3. Click **Delete/Withdraw** and answer the questions

### Delete an Attachment

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

LOG OFF

### How to log off

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

1. 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**

### 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>