EXTERNAL JOB APPLICANTS QUICK REFERENCE

Use this quick reference to assist with applying for jobs at York Region.

External applicants will be able to view job postings on www.york.ca/careers

Navigation

Click the Help Resources icon for Help and Instructions on any page.

🔍	Search Jobs	💼	View All Jobs
👤	Your Account	↦	Logout
🔔	Notifications	📌	Pin a page
🕘	Recently Viewed		

Icon Definitions

✏️	Edit	🖨️	Print
⊘	Cancel	⌄	Sort
✖	Delete	⤓	Download
📅	Calendar/Date Picker	⋮	More Options

Create Account

If you're a first-time user, you will first need to create a new account

1. Click on link on Create Account.

2. Upload your most up-to-date résumé.
3. Enter the required account details and click Continue. Fields with a * are mandatory
   a) Remember to review resume's format before continuing.
4. Upload a Cover Letter (optional) and click Next or Skip Step
5. Upload any supporting documents, if required or Skip Step.
   a) For students, please attach proof of enrollment in this step.
6. Preview your information and then click Finish.
7. You will receive an email confirmation detailing your successful account creation.

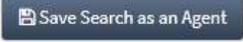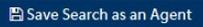Explore career opportunities at York by clicking on View All Jobs.

Search Jobs

1. Login and navigate to View All Jobs on the top left corner for all postings.
2. If using Job Search, enter your Keywords.

   Select ADVANCED JOB SEARCH for additional search fields

3. Click
4. Click JOB TITLE ⇕ to see the job details page

Job Search Hints:

- Search by complete words. Job searches do not support wildcard and partial word searches
- Use 'At least one of the following' for a broader search
- To select more than one location or multiple job categories: Hold down the 'Ctrl' key (for PC) and click the desired options Save you search as a Job Search Agent to be notified when

  jobs are posted. Click at bottom of job search results page.

Job Search Agents

1. To save a job search, at the bottom of the Job Search Results page click [Save Search as an Agent]. Give your job search agent a name, click Active and the acknowledgement. Click Save Search as Job Agent.
2. To manage your job search agents, login and navigate to [Career Center ▾] -> Job Search Agents
3. On the Job Search Agents page, it will display any current job search agents. The options located in the right-hand Actions column include:

    Run Agent Manually - your search results will include the job title, status, department, location, job category and close dates

    Deactivate - no notifications for your job search agent results are emailed to you

    Activate - notifications of your job search agent results re sent to you

    Delete will permanently remove the job agent

4. To view the job details and apply, click the Job Title
5. Click [Create New Search Agent] to create a new job search agent

TIPS:
- *You must have an account to save a job search agent*
- *You cannot edit a Job Search Agent. Delete the agent and create a new job search agent*

Apply for Jobs

1. Login and navigate to View All Jobs on the top left corner for all postings.
2. Use **Advanced Job Search** to locate the job
3. Select the **Job Title** to view the job details.
4. Click [Apply to this Job] at the bottom of the job posting
5. Review your **Application Form,** edit or complete any remaining fields. See steps in **Add Résumé** to add your Résumé or **Edit Your Résumé**
6. When completed, select the [Next] button.
7. Where applicable, complete the **Screening Questionnaire**, and select [Next]
8. If you wish to provide a **Cover Letter**, see the steps in **Add /Edit a Cover Letter**, and select [Next]. To add and edit a previous cover letter, select the [☑] button beside your cover letter, then select [Next]
9. **Preview** is the last step. Click the ✎ **Edit** icon to make changes to your information
10. Click [Finish] to complete your application or Save for Later to complete at a later time

A success message indicates you have completed the apply process.

TIP: You cannot update your submitted application after you have clicked the Finish button.

York Region

Add Résumé to Your Account

1. Navigate to **Career Center** -> Résumé.
2. Click on **Edit Resume** on the top right corner
3. Click **Upload Résumé** to add resume to your account
4. Enter your information – boxes with a * are mandatory
5. Copy and Paste (control V) your **unformatted** Résumé or type your Résumé in the Contents box. If you have uploaded resume in step #3, the resume content will be pasted here by the system.
6. Read the Terms of Use Agreement, mark ☑ to agree. Click **Next**
7. Review your submitted information. To correct or add formatting in the resume box, click **Add/Edit Resume**
8. Add a cover letter now or **Skip Step** to skip
9. Add attachment(s) now or **Skip Step** to skip
10. Preview information selected
11. Click **Finish**

A quick 'Success – Resume Saved' message bar will appear at the top of the screen to confirm your resume is saved.

TIP: When you copy and paste your resume, the resume editor will alter formatting code such as tables, bullets or tabbed indents. Remove any formatting before you copy and paste or use Microsoft Notepad to clean up formatting before you copy and paste.

Edit Your Résumé

1. Login and navigate to **Career Center** -> Résumé
2. Click on **Edit Resume** on the top right corner
3. Edit the information in your **Resume Profile** *and/ or* **Resume Contents box**
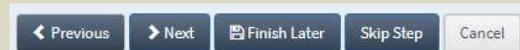
   Résumé *

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   31 Robson Avenue

   Anywhere, BC V7J 5C2

   E-mail address

   Res: (250) 476-5432

   Bus: (250) 645-8654

4. Select **Finish** to save your changes

Navigation:

| ‹ Previous | › Next | 💾 Finish Later | Skip Step | Cancel |

Select **‹ Previous** to return to the prior step

› Next to advance to the next step

💾 Finish Later to save your information for later

Skip Step to skip adding a cover letter or skip a step

Cancel to cancel with no information saved
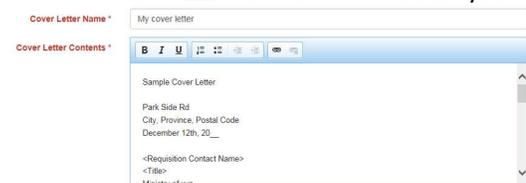
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Add / Edit A Cover Letter (Optional)

1. Login and **Apply for a Job**
2. When prompted to add a cover letter, click **Browse...** and locate your cover letter. Double click to select and click **+**
3. Enter a **Cover Letter Name**
4. Review your cover letter content and edit if needed

5. Click the **Next** or **Submit** button. A success message will display
6. Preview your information and edit, if needed. Click **Finish**

To use or edit an existing cover letter:

When prompted to add a cover letter, scroll to your list of cover letters (bottom of screen). Use to ☑ action to select the cover letter you wish to use.

You can now 🖉 **Edit** or ✖ **Delete** your cover letter.

Cover Letter Name * | My cover letter

Cover Letter Contents *

Sample Cover Letter

Park Side Rd
City, Province, Postal Code
December 12th, 20__

<Requisition Contact Name>
<Title>
Ministry of xyz

Note: To skip adding a cover letter, select ✔ Skip Step

Review Your Résumé Submission History

1. Login and navigate to **Career Center ▾** -> Résumé Submission History

2. Select the **⚙▾** More Options icon in the Actions column to perform the following tasks:

📄 View Résumé View the version of the Résumé you submitted
📄 View Cover Letter View the cover letter submitted
⊘ Remove Self from Consideration Remove yourself from the competition
✚ Add Yourself Back for Consideration Re-submit your original application

TIP: You cannot edit your application when you add yourself back for consideration.

Select interview/testing timeslots

You will receive an email notification for an interview/ test if you're selected to proceed in the competition process.

1. Click on the link in the email or Navigate to **Career Center ▾** -> Interview Invitations.
2. Claim the time slot of your choice or select reject interview if you do not wish to proceed with the next steps of recruitment.
3. Click OK on the pop-up window
4. Review the email confirming the time slot you selected.

Note: if you wish to cancel your interview, navigate to Career Center -> Interview Invitations -> Interview Invitation History -> Release button. This will notify HR that you wish to cancel the interview slot you selected.

Offers

You will receive an email notification if you have a job offer.

1. Login and navigate to **Career Center ▾**
2. Locate the Offer email notification and click the link in the email or
   Navigate to **Career Center ▾** -> Offers
   Click on **Offer Details** to view the offer letter
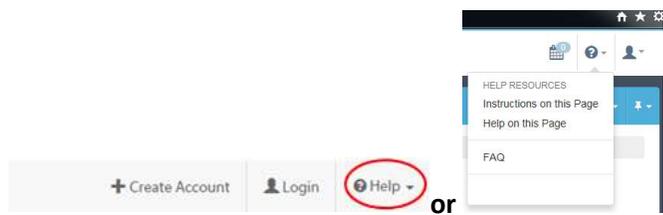3. Click Accept Offer or Reject the Offer

Offer Decision

Click the appropriate link below to accept or reject the offer. Any comments can be entered on the next screen.

Accept Offer Reject Offer

Contact the recruiter if you wish to discuss the offer.

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Need Help?

Create Account | Login | Help ▾   **or**

HELP RESOURCES
Instructions on this Page
Help on this Page

FAQ

![York Region logo]