Job Application with the City of Whitehorse

Quick Reference Guide for External Job Seekers

Website:

www.whitehorse.ca/careers

Contact Information:

Human Resources Department

(867) 668-8636

ONLINE HELP		ICON DEFINITIONS			

ONLINE HELP

Click the ❓ **Help Resources** icon to access Help on this Page, FAQ's, User Guides, and the Video Library.

🏠 Main Dashboard   👤 Your Account

🕘 Recently Viewed   📌 Pin/Favorite

⇕ Sort   📖 Libraries

ICON DEFINITIONS

✏️ Edit   🖨️ Print

⊘ Cancel   ❶ Help Text

✖️ Delete   ⬇️ Download

📅 Calendar/Date Picker   ⚙️ More Options

🔒 Deactivated   🔓 Active

PASSWORD ASSISTANCE

Retrieving Forgotten Password

1. Click on the **Forgot you Password?** link located on the login page.
2. Enter your **Email/Username** and click the **Send** button.
3. A new notification will be sent to you that will allow you to reset your password.

Resetting Your Password

Navigate to 👤 *Your Account* ➔ *Account Information* ➔ *Change Username/Password*

1. Enter and verify the **New Password**.
2. Click the **Submit** button to save the changes.

CREATE AN ACCOUNT

Creating an Account

1. Select ➕ Create Account from the "Job Opportunities" page.

2. Input information in all of the red text*, black fields are optional.

3. Read the Terms of Use.

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. You can upload your resume by either using the "Browse" option and uploading your resume, or copy and Paste (using control V) or type in your resume.

8. Select ❯ Next.

9. Preview all information entered.
a. Select if any information requires revision.

10. Select ❯ Finish.

CAREER CENTER OPTIONS

Creating Job Search Agents

Navigate to Career Center ➔ *Job Search* ➔ *Job Search Agents*

1. Click on the **Create New Search Agent** option.
4. The **Quick Job Search** page will be presented. Additional search options include and **Advanced Job Search**, **Hourly Job Search**, and **View All Jobs**.
5. Once you have entered the search criteria for the selected job search, click the **Search** button.
2. Next, click the **Save Search as an Agent** option located at the bottom of the page.
3. Enter the **Search Agent Name**, check the box next to the **Active** field, and mark the box next to the

Acknowledgement field.

4. Click the **Save Search Agent** button.
   ▪ The results of the agent will be emailed to you daily.

Managing Job Search Agents
Navigate to Career Center → Job Search → Job Search Agents

1. The options located in the **Action(s)** column 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.
   ▪ ✖ **Delete** will permanently remove the job agent.

Searching & Applying to Job Openings
Navigate to Career Center → Job Search → Search Jobs

1. The **Quick Job Search** will be presented. Additional search options include **Advanced Job Search**, **Hourly Job Search**, and **View All Jobs**.
2. Once you have entered the search criteria for the selected job search, click the **Search** button.
3. Next, click on the **Job Title** in the search results to view the job details.
4. Click the **Submit your Résumé to this Job** button.
5. Click the **Next** button.
6. Review the information in the **Internal Transfer Form** and complete any remaining fields. Fields displayed in red text* are required. If you have your résumé in electronic format, you may click the **Upload Résumé** button to populate the form with the information.
7. 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.
8. Click the **Next** button.
9. Complete the **Screening Questionnaire**, where applicable, and click the **Next** button.
10. If you are prompted to provide a **Cover Letter**, you may copy and paste or enter your cover letter in the **Contents** box and click the **Next** button.
11. **Preview** is the last step in the apply process. Click the ✎ **Edit** icon to make changes to the information.
12. Click the **Finish** button to complete.
13. A success message will be presented once you have completed the apply process.

Editing/Updating Your Résumé
Navigate to Career Center → My Résumés → Résumé

1. Click on the **Edit Résumé** option.
2. Complete and/or edit the information in the **Internal Transfer Form**. Fields displayed in red text* are required.
3. Click the **Submit** button to save your changes.
   ▪ Alternatively, you may use the **Upload Résumé** option if you have your résumé in an electronic format

such as MS Word, Word Perfect, RTF, plain text, HTML and text-based PDF.

Reviewing Your Résumé Submission History
Navigate to Career Center → My Résumés → Résumé Submission History

1. Click on the ⚙ **More Options** icon located in the **Actions** column to perform the following tasks:
   - **View Résumé**: View the version of the résumé you submitted when applying to the job.
   - **View/Add this Cover Letter**: View the cover letter submitted for the job or add a cover letter if this step was skipped initially.
   - **Remove Self from Consideration**: This action will remove you from the job. Please note that you will not be allowed to reapply to the job in the future if you remove yourself from consideration.

Résumé Attachments
Navigate to Career Center → My Résumés → Résumé Attachments

1. Enter a **Description** in the textbox, if desired.
2. Click the **Browse** button.
3. Access the file and click the **Open** button. The path to the file will display in the **Find File** field.
4. Click the **Add Attachment** button.
5. A success message will display and the attachment will be presented with the options to ⬇ **Download** and ✖ **Delete**.

Résumé Cover Letters
Navigate to Career Center → My Résumés → Cover Letters

1. Click the **Create a New Cover Letter** option.
2. Enter the **Cover Letter Name** and **Content**.
3. Click the **Submit** button. A success message will display and the cover letter will be presented with the options to ✎ **Edit** and ✖ **Delete**.

Questions about Job Postings, Recruitment or the Selection Process?

Contact the City of Whitehorse - Human Resources Department
(867) 668-8636 or careers@whitehorse.ca

Need Assistance?

If you do not have a computer or need assistance with your resume or submitting your application, please contact or visit **Employment Central**:

Employment Central
#202-204 Black Street
(867) 393-8270

Employment Central offers free access to computers, photocopiers, and phones for job search-related use, as well as assistance with creating, formatting, and submitting your applications. For more information, visit
http://www.employmentyukon.ca/