

JobConnect Help – Applying Online

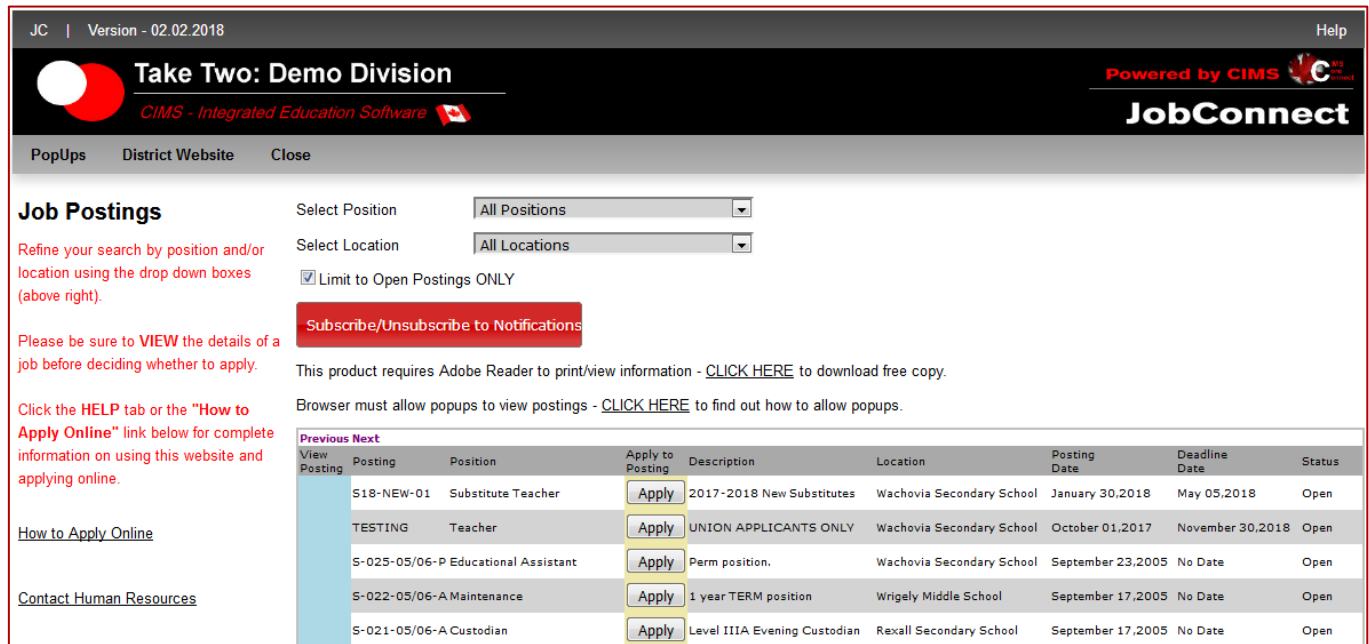
Table of Contents

Using JobConnect	2
Applying Online	2
Signing In	3
Main Page - Demographics.....	3
View Posting	4
Read Instructions/Declaration	4
Skills/Training	4
Education	5
Experience	5
References.....	5
Attachments	5
Troubleshooting – Attaching Documents	6
Finalizing Your Application.....	7
Cancelling an Application	7

Using JobConnect

Once connected, you are presented by default with all open postings for all job classes.

- You can search by position (as defined in H/R positions)
- You can search by location (as defined in H/R locations)
- You can choose to see all web posted postings rather than just those that are still open
- You can select to view/print/save details about any job posting (it is in .pdf format)
- You can request to apply online if the apply button is available



The screenshot shows the JobConnect interface for the Take Two: Demo Division. The header includes the logo, the text "Take Two: Demo Division", "CIMS - Integrated Education Software", and "JobConnect Powered by CIMS". Below the header, there are navigation links for "PopUps", "District Website", and "Close". The main content area is titled "Job Postings" and includes search filters for "Select Position" (All Positions) and "Select Location" (All Locations). There is a checkbox for "Limit to Open Postings ONLY" and a "Subscribe/Unsubscribe to Notifications" button. A red box highlights the "Apply" buttons in the table below. The table lists several job postings with columns for "View Posting", "Posting", "Position", "Apply to Posting", "Description", "Location", "Posting Date", "Deadline Date", and "Status".

View Posting	Posting	Position	Apply to Posting	Description	Location	Posting Date	Deadline Date	Status
	S18-NEW-01	Substitute Teacher	Apply	2017-2018 New Substitutes	Wachovia Secondary School	January 30,2018	May 05,2018	Open
	TESTING	Teacher	Apply	UNION APPLICANTS ONLY	Wachovia Secondary School	October 01,2017	November 30,2018	Open
	S-025-05/06-P	Educational Assistant	Apply	Perm position.	Wachovia Secondary School	September 23,2005	No Date	Open
	S-022-05/06-A	Maintenance	Apply	1 year TERM position	Wrigely Middle School	September 17,2005	No Date	Open
	S-021-05/06-A	Custodian	Apply	Level IIIA Evening Custodian	Rexall Secondary School	September 17,2005	No Date	Open

Applying Online

If the **apply** button is available this means that the district will allow you to apply fully online meaning:

- Add your demographic profile, or update your existing profile (if you are an employee already or have applied for jobs previously)
- Read appropriate instructions and declaration pages
- Fill in necessary/required screens of information (references, education, skills, and experience).
 - This must be completed (if the posting requires it) even if you have stated information in your resume.
- Attach necessary documentation. Postings will vary depending on what is required. If attachments are required it means that you have to have this documentation scanned and/or available electronically in order to be able 'to attach'. The system will accept standard office, picture, and pdf formats.

Signing In

In order to access the system, provide either your existing employee or applicant number; if you are brand new, enter your SIN number. As a second check, also indicate your birthdate. Once you have successfully signed in a main page will present itself allowing you to add or edit basic information.

The screenshot shows a web application interface for 'Take Two: Demo Division'. At the top, it displays 'JC-0001 | Version - 02.02.2018' and 'Help | Sign Out'. The main header includes the 'Take Two' logo and 'Powered by CIMS JobConnect'. A navigation link 'Back to Job Postings' is visible. A notice states: 'In order to apply online applicant must supply SIN (Social insurance number) and birthdate. This will prevent duplicate applicant entry and provide online access to existing info. Applicants that do not wish to provide this information are invited to apply in person at District Office before the deadline date.' The application form contains the following fields: 'Application for: S18-NEW-01', 'Position: SUB TEACHER', 'S.I.N.:' (with a link 'Why request Social Insurance Number?'), 'Location: 001 - Wachovia Secondary School', 'Birthdate YMD: 1930 Jan 01', 'Start Date: 09/08/2017', 'Deadline Date: 05/05/2018', 'Deadline Time: 16:00', and 'Description: 2017-2018 New Substitutes'. A red 'Apply for Job' button is located below the birthdate field. Additional text at the bottom notes that job postings may require documents and that employees should use 'EmployeeConnect'.

Main Page - Demographics


- All fields that are mandatory have a '*' beside them.
- If information is already on file it means that you are an employee or have applied previously. If information needs to be updated – do so and request to **SAVE** any demographic changes.
- **SUBSCRIBE TO NOTIFICATIONS** sends you emails whenever any other jobs in this division open up. After subscribing, you can unsubscribe if needed.


The yellow boxed on the right indicates what information is required in order for you to be able to apply for this posting.

- An asterisk '*' indicates you must access the tab (at the top) and complete all required information under that tab.
- A number beside references indicates how many references are required. Access the **reference** tab and input as many references as requested.
- As you complete each step – a checkmark will confirm what activities have been completed. **As long as you save after each step**, if/when you exit and re-apply the information will be 'as you left it' so that you do not have to start over.

The **Apply** will not work until you have completed everything necessary. If you press **Apply** and information is not complete the system will indicate what needs to be done.

JC-0002 | Version - 02.02.2018

Take Two: Demo Division
 CIMS - Integrated Education Software 

Powered by CIMS  **JobConnect**

Main Page | View Job Posting | Education | Experience | References | Attachments | Back to Job Postings

Application For:

If you are already an employee, you cannot edit Name, Email address, or certification information. Contact Board Office to make those necessary changes.

SAVE Profile Changes

REQUIRED *

- Main Page
- View Posting
- Read Instructions
- Declaration
- Skills/Training
- Education
- Experience
- References
- Attachments

Employee# Birthdate remember me

Last Name * First * Middle Prefix

Address * Address Restricted

City, Province * OR State

Postal Code(Zip) * Country: Posting Preference#

Home Phone () * Phone# Restricted

Alternate Phone () Phone# Restricted

EMAIL Address

Alternate EMAIL

Teacher's Certificate Number PSP Number

View Posting

This is to indicate that you have viewed and understand the specific details of the job posting that you are applying for.

Read Instructions/Declaration

These are read-only documents. Refer to the instructions page for further specific details about this posting. After you read these documents press **save**.

Skills/Training

Certain postings may ask for specific skills. If this page is required (as indicated by a star on the requirements yellow box) then access the page and indicate what skills you possess by clicking at each skill. **Make sure to save**.

If you don't possess any of the skills listed press **save** to acknowledge and return to the main page.

Education

Certain postings will require you to indicate your education background. This would include post-secondary degrees, college certificates, and more advanced education (MBA, Masters). There are several lines for you to **edit** and then indicate degree, year, university and/or college attended.

The screenshot shows the 'Education' section of the 'Take Two: Demo Division' JobConnect interface. The left panel displays a table of education records with an 'Edit' button highlighted in a red box. A red arrow points from this button to the detailed education entry form on the right. The form includes fields for Institution, Degree, Major, Minor, Year, Verified, Double Major, Double Minor, GPA, and Last Year Attended. A comment field is also present.

Previous	Institute	Degree	Year
<input type="button" value="Edit"/>	University of Manitoba	MASTERS IN EDUCATION	1995
<input type="button" value="Edit"/>	Red River College	BACHELOR OF ED	2000

Education description form fields:

- Institution: University of Manitoba *
- Verified: 2012
- Degree: MASTERS IN EDUCATION
- Year: 1995
- Major: ENGLISH
- Double Major: MATH
- Minor: SCIENCE
- Double Minor: SPECIAL EDUCATION
- GPA: 4.5000
- Last Year Attended: 0000

Experience

Some postings may require you to list additional experience information (where you have worked, doing what, and for how long). The system will automatically show experience already accumulated at the district you are applying for (no need to duplicate). Input all other relevant experiences.

References

Some postings may require references – name, company, and telephone/contact information so that if necessary the district can contact those on your list. Reference name(s) and phone number(s) are mandatory. If the name should not be contacted (or timing is important) then use the title/relationship or institution field to comment on the contact.

Attachments

Some postings may require you to include certain attachments. Use the **browse** to browse through your PC (or network folder) to find the document that should be included. Select that document and then choose to attach.

Documents include:

- General/Job Posting Cover Letter
- Resume
- Transcript
- Evaluation
- Criminal Record Check
- Child Abuse Registry Check
- Certificate
- Other

JC-0007 | Version - 02.02.2018

Take Two: Demo Division
CIMS - Integrated Education Software

Powered by CIMS **JobConnect**

Main Page View Job Posting Skills Education Experience References **Attachments** Back to Job Postings

Application For: TESTING Attachment description
 UNION APPLICANTS ONLY
 001 - Wachovia Secondary School
 TEACHER

AFINOGENOV CHERYL **Voluntary Self Declaration for Applicants**

Valid file extensions .PDF .DOC .TIF .RTF .JPG .DOCX
If documents will not display - check popups allowed - hold the CTRL key and click VIEW
 Maximum File Size 3MB

Job Posting Cover Letter	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Attach"/>
GENERAL Cover Letter	<input type="button" value="View"/> <input type="button" value="Delete"/>	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Attach"/> <input type="checkbox"/> Replace Current Attachment
Resume	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Attach"/>
Transcript	<input type="button" value="Browse..."/>	No file selected.	<input type="button" value="Attach"/>

Note: you may be required to complete a **Voluntary Self Declaration**.

If the only thing you have is a printed copy – go to an office store and request for the document to be scanned. They will provide it electronically on a CD which you can load into your computer and browse/attach documents from.

Note: not all file types are supported. Online apply will accept images/pictures, word documents, pdf, or excel file types.

If you are not happy with an attachment select to delete it. This will remove it from the server and allow you to reload a new one.

In order to ensure that the server has what you are expecting you can select the **view** button to retrieve the document from the server and confirm it is what you are expecting.

Troubleshooting – Attaching Documents

- 1) **Document Size:** If you hover over a document or *right click* → *properties* the physical kilobyte size of the document will be displayed. JobConnect will accept document sizes up to 3000KB or 3MB. If your document is larger than this size you must compress it or scan and resave it to meet the size requirements.
- 2) **Document Type:** JobConnect will accept standard Word (.doc, .docx, .rtf), Adobe (.pdf), or picture (.jpg .tif) formats. If you *right click* → *properties* on a document it will show you the extension name. If your document is not on the approved list you must scan it and/or resave to a suitable format.

Finalizing Your Application

Return to the **Main Page** at any time to confirm what steps have been completed. Once all of the required checkboxes are in place you may select the **Apply Button**.

If there are any errors a message will appear indicating what has not yet been completed. If everything is good, an *'Applied to this job posting'* message is indicated and you have the ability to **Print** a confirmation. The confirmation can be used as proof that you have applied for and what information has been completed.

Cancelling an Application

If you re-access your posting at a later date, there is an option from the main page to **Cancel** your application. If you select to do this it is irreversible; your information will still be on file but the status will be marked as *"cancelled"*. **Contact District Office** to undo a cancel!