



# Applicant Guide

You have arrived at the **Okanagan College Online Recruitment System**. All competitions are posted through this site and we appreciate your interest in employment opportunities at Okanagan College.

You don't have to log in to browse or search the job postings, but you will need to log in or create an account/user profile if you want to apply for an opening, or bookmark it for later.

## Logging in

If you already have an account, enter your username and your password. Your password is case-sensitive.

If you don't have an account, follow the link **+ Click the Create** to set one up. Account option located in the left-hand menu or click the **Create a new account** now link on the Log In page.

If you don't recall your password or your user name, click on the Log In option and follow the link for **forgot your username or password**. Then follow the directions on the next page.

## Creating or updating your account

Select the **+Create Account** link. Provide all the information that is marked as required

To update your account information, log in and follow the **Account Settings** link. Make any changes necessary and click the update button.

- **User name** – The name you will use to log in.

### Tips for creating user names:

Keep in mind that the hiring manager will be able to see your user name.

You can use your email address as your username if you wish.

Many people use their first initial or first name and last name – for example, msmith, marksmith.

We recommend not using spaces in your username.

A message will tell you if someone else is already using the user name you choose.

- **Password** – There may be rules about how to set up your password. A message lets you know if you try to set a password that doesn't match the requirements. Passwords are case-sensitive.

### Tips for creating passwords:

You can make a very secure password by running two or three words together – for example, guessmypassword.

We recommend not using spaces in your password.

Do not use your username as your password.

Nobody can ever see your password. If you forget it, you can have the system reset it.

- **Password confirmation** – Your password again, typed exactly the same way. A message lets you know if the password and password confirmation boxes don't match.
- **Email address and Email confirmation** – The address where you will receive correspondence about jobs you apply for.



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## Tips for email addresses:

Use an email address where you can always get your email.

Keep in mind that the hiring manager will be able to see your email address.

- **Legal First name** – Your legal name. We will request a preferred name at the time of hiring.
- **Legal Last name** – Your legal family name.
- **Address Line 1** and **Address Line 2, City, Province/State, Country** and **Postal/Zip Code** – Your mailing address. Use **Address Line 1** for your street address. Use **Address 2** only for information more specific than the street address – for example, apartment building and unit number.
- **Primary Telephone Number** and **Secondary Telephone Number** – The best phone numbers to reach you; for example, your home phone and cell phone numbers.

When you have entered all the information you choose to provide (including all the required information), select **Create**. Your account is created, you will receive a message that your account has been created/updated, you are automatically logged in, and you can continue working.



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## Checking available job opportunities

You don't have to have an account to search and view our job opportunities. However, you will need to log in or create an account if you want to apply for a job or bookmark it.

## Searching

You can search by one or more words that appear in the job posting using the keyword search, you can search by how recently it was posted - within the last day, week, or month or by any of the other search options.

### Searching by keyword:

- **Search for a word** to see all the job postings containing that word. Example: Searching for **technician** returns all postings that contain the word **technician**.
- **Search for more than one word** to see all the job postings containing all the words in your search. Example: Searching for **maintenance technician** returns all postings that contain the words **maintenance** and **technician**, whether the words are used together or not.
- **Search using part of a word with the \* character as a wildcard** to see all the job postings containing the string of characters you search for. Example: Searching for **tech\*** returns all postings that contain the words **technician**, **technical**, or other words that begin with **tech**.

## Getting more information about a job posting

When you find a job posting that you might want to apply for, select the name of the job to see details about it.

The job posting details open, providing information about the job description, qualifications, questions you will need to answer when you apply, and documents you may need to provide - such as your resume and a cover letter.

From here, you can:

- Bookmark the job so you can come back later
- Email a friend about the job
- Use the Print Preview button to see a print-friendly view of the job posting
- Use **Apply for this Job** button to begin your application

- **Apply for this job button:**

If you do not see the [Apply for this job](#) button, please see the Special Instructions for Applicants for details regarding how to apply for the position.



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## Bookmark a job

You must be logged in to use the bookmarking feature.

- When you see a posting that you might like to come back to later, follow the **Your Bookmarked Jobs** link to add it to your bookmarks.
- To review the jobs that you have bookmarked, follow the **Your Bookmarked Jobs** link.
- To remove a bookmark, follow the **Remove Bookmark** link associated with the job. The system asks you to confirm that you want to remove the bookmark.

## Apply for a job

To apply for a job, select the **Apply for this Job** button on the Job Details screen.

You must fill in all the spaces marked with the \* symbol.

### Your first application:

You will be required to answer the following questions:

Are you a Canadian Citizen or do you have Permanent Resident status? (You will be required to provide proof of your identity and employment eligibility if you are hired).

Do you have a Canadian Social Insurance number which starts with a 9?

- Select **Save Changes** before you move away from a page on the application form.
- Select **Next** or **Previous** to navigate through the pages of the form in order, or select a page from the list of pages and select **Go**.
- Visit all the pages of the application. The last page lets you check the whole form and submit it when you are sure it is complete and correct. It will also tell you if any information is missing.
- The application form may also require you to attach documents such as your resume or CV, a cover letter, and portfolio items. You can upload and attach documents in these formats: Microsoft® Word® or similar word-processing (.doc, .docx, .rtf, .rtx), PDF, Plain text, such as from Notepad (.txt), Microsoft Excel® (.xls, .xlsx), Graphics (.tiff, .tif, .jpeg, .jpg, .jpe, .png), Video (.flv, .mov)

**Some files may be too large to upload. Please try to convert files to PDF if possible.**

**The system cannot accept audio, PowerPoint, Visio, web pages, or bitmap (.bmp) files.**

- You will not be able to change information on your application after you **certify and submit** it. Check it carefully when you reach the last page. If you need to make changes, follow the link to **edit this application**.

When you are sure that your application is complete, select **Certify and Submit**. The Certify and Submit page opens. It provides a link back to edit your application, in case you need to make changes or check it one last time. Select the Submit button to complete your submission.



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Applications must be submitted no later than 11:59:59 pm (PST) on the closing date.

You must be legally entitled to work in Canada to be considered for employment at Okanagan College.

## Attach a document to your application

1. On the **Documents Needed To Apply** page, follow the link to add the correct document - for example, **resume** or **cover letter**. The upload page opens.
2. The system fills in a name for the document you are creating or adding from your computer. You can change this to a title that will make more sense to you - for example, "Resume for Admissions Counselor position".
3. Add a short description if you expect to create several of this type of document.
4. If you are not writing a document, select **Choose File** and navigate to the appropriate file on your computer.

If you need to update an attachment, contact the Human Resources department.

**To write a new document: (Please note this may be limited depending on the web browser you are using - supported browsers include Firefox and Chrome)**

1. If you are working on an application, go to the page where you can provide documents. If you are not completing an application, follow the link to **Your Documents**. The system presents a list of documents you have already uploaded or created. On this page, follow the **Add Document** link and select the kind of document you want to write.
2. To write a document instead of uploading one, follow the **Write a document** link. (The link will say the type of document instead of using the word "document".) A document editing page opens.
3. Give the new document a title and a brief description.
4. Write the document.
5. Read it carefully for errors, then select Submit. A confirmation page opens, showing your document.
6. Select **Confirm** to store the document with your application or with your other documents, or select **Edit** if you need to make changes.

## Store a document for use on future applications:

1. Log in if you have not done so already, and follow the link to **Your Documents**.
2. Select the type of document you want to store.
3. On the Upload page, either follow the **Write a Document** link (it will say the type of document instead of using the word "document"), or provide a name and brief description, then select **Choose File** and browse to the appropriate file on your computer.



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4. When you have written the document or selected it from your computer, select **Submit**.

## References

References are collected in two ways for Okanagan College Applications:

1. As a an attachment in the Documents section of the application
2. As a reference entry (for instructional competitions only).
  - If the Reference section is included in the application, use the **Add Reference Entry** button to enter all required fields for each reference provider. Once the maximum is reached, the button will no longer be active.
  - The information provided will be used to contact references to provide a link for them to upload a reference letter on your behalf.
  - In some situations this section may be displayed, but may be optional. You can proceed through this section if you are unsure. You will receive an error upon submitting your application and can return to the References section to complete.

## Reviewing or revising your application

You can always review the applications you have started or submitted by selecting the **Your Applications** item on the menu.

In some situations, a human resources staff member may ask you to make changes after you certify and submit your application - for example, if the job posting is updated after you apply, or if you attach the wrong file by mistake. In this situation, you will receive an email message asking you to update your application.

## To update your application

1. Select **Your Applications**, and locate the application that you need to update.
2. Follow the appropriate link to do what you need to:
  - **View Job** - Check the job posting to be sure it has not changed in a way that makes it unsuitable or unattractive to you.
  - **Application** - View the application. If you have not yet submitted it, or if you have been asked to revise it, the **edit this application** link is present in the application.
  - **Resume** or other type of document - View the document you attached to this application. If you need to replace it,
  - **Archive** - Hide applications that you don't need to work on or review. You can always un-archive your applications
3. If you are making changes, continue as for applying.



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## Withdrawing your application

If you submit an application and then decide that you do not wish to be considered for that position, you can withdraw your application.

**If you withdraw your application, you will not be able to change your mind and apply again to that posting. You will still be able to apply to other jobs in the system - including jobs like the one from which you withdraw.**

1. Select **Your Applications**, and locate the application that you need to update.
2. Follow the link **Withdraw Application** under the status column. A confirmation page will open.
3. On the confirmation page, select **Yes, withdraw this application**. You will not be considered for this job.