

City of Regina



**REGINA**  
*Infinite Horizons*

## How to Apply Help Manual

Setting up a Profile – Manually Enter your Resume



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## Creating a Profile – Manually Enter Resume

### Why create a profile?

A profile is an online resume specifically created for City of Regina career opportunities. Search and apply for careers as they become available.

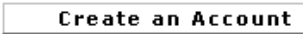
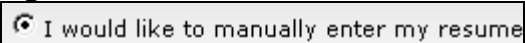
### Website

1. Click on Internet Explorer. 
2. Type in the following address: <http://careers.regina.ca>

The website will appear:



### Create a Profile Account

1. Click on the **Create an Account** button on the right side of the screen. 
2. Select the option to **manually enter resume**. 
3. Under **Login Information**, pick your own **username** and **password**.

User Name *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>

Create your own username and password that is easy to remember

4. Click on the drop-down arrow to select **where did you hear about us?**

Where did you hear about us? *	<input type="text" value="Choose One"/>
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5. Select the checkbox if you are currently a City Employee.

<input type="checkbox"/> I am currently employed by the City of Regina, or a Seasonal employee on layoff.
---

6. Select the checkbox to **Agree to Terms & Conditions**.

<input checked="" type="checkbox"/> I agree to the <a href="#">Terms &amp; Conditions</a> *
---

7. Select the other two options to **allow email notification** and **newsletters** if you desire.

<input checked="" type="checkbox"/> Allow email notifications when new jobs matching my profile(s) are posted.
<input checked="" type="checkbox"/> I would like to receive newsletters/emails from this company.

8. Click on the **Next** button. 

**Section 1:** Contact Info

1. Enter your **contact information** in the space provided.

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Primary Email *	<input type="text"/>
Phone # * (xxx)xxx-xxxx	<input type="text"/>
Cell Phone (xxx) xxx-xxxx	<input type="text"/>



An **email account** is required to complete this section.  
Refer to the **Setting up an Email Account** section for more information (page 9).

**Section 2:** General Information

Create your own resume name that is easy to remember

1. Enter a **Resume Name**.
2. Click on the drop down arrow to select an **Occupation** that you are interested in.

Choose One	▲
Accounting and Finance	
Administrative Support, Clerical	
Arts, Culture & Community Development	
Building Maintenance - Custodial	▼



The **occupation** you select will determine the type of **Skills Matrix** that appears in **section three** of setting up a profile.

3. Click on the drop down arrow beside **Experience Level** to select your level.
4. Click on the drop down arrow beside **Education Level** to select your highest level of education.
5. The **Diversity** section is **optional** to fill out.
6. The **Desired Job Type** is **optional** to fill out.
7. Click on the **Next** button. Next

**Section 3:** Skills Matrix

The **Skills Matrix** is a list of categorized, industry-specific skills. The skills available depend on the profession chosen when creating a resume.



At this section, you are able to **go back and edit previous pages**. Click on the **buttons** at the **top of the screen** to go back.

**Post Your Resume**

Click on the links to go back to previous sections to edit information

- ① **Details** ② **Text** ③ **Preview**

1. Click on the different **tabs** to preview all the skills identified.



Click on **every tab** to ensure you can view all skills identified for that occupation.

2. Click on the **box** beside each skill that applies to you.

Desktop Apps/Software	Industry Experience	Role/Position Experience
Certifications		
Desktop Apps/Software		
<input type="checkbox"/>	MS Word	

3. Click on the **Next** button after you have previewed **all tabs**. Next

## Section 4: Skill Levels

A list of all skills you identified in the skills matrix will appear.

1. Identify your **skill level** for each skill by clicking on the button next to the level that applies to you.
  - **Definitions of skill levels are available on the right side of the screen.**

MS Word	<input checked="" type="radio"/> Beginner	<input type="radio"/> Intermediate	<input type="radio"/> Advanced	<input type="radio"/> Expert
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**\*\* Certifications** will provide you with the option of **in progress** or **completed** \*\*

Bachelor Degree - Community Development	<input type="radio"/> In Progress	<input type="radio"/> Completed
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2. Click on the **Next** button.

## Section 5: Post Your Resume

1. Enter your resume information in the sections provided:
  - **Work Objective, Work History, Education, References, and Interests**

Work History *

2. **Scroll down the screen** and click on the **Preview** button to continue.

## Section 6: Preview

Your resume will appear on the screen.

**Edit Resume** – click on the options at the top of the screen to return to previous screens.

**Post Your Resume**  
1 Details 2 Text 3 Preview

The screenshot shows a resume preview interface with a navigation bar at the top containing 'Upload', 'Details', 'Skills Matrix', 'Skill Levels', and 'Preview'. The main content area is divided into sections: 'Name', 'Contact Information' (with a callout box), 'Address: Contact Information Appears Here', 'Phone:', 'Email:', 'Work History' (with a callout box), 'Original Person:', 'Disability:', 'Minority:', 'Profession:', 'Experience Level(s):', 'Job Type:', 'Salary Range:', 'Education:', 'Willing to Travel:', and 'Work Visa Required:'. A 'Skill Levels' callout box points to a 'Skills' section at the bottom left, which includes 'Advanced' and 'MS Word'.

If you are satisfied with your resume, **scroll down the screen** and click on the **Save** button.

## Final Section: My Resumes

Once you have created your profile you will be taken to the **My Resumes** page.

This page allows you to:

- **Create or Upload Resumes**
- **Add a Cover Letter**
- **Return to Careers Home Page**
- **Sign Out**

## Create or Upload Resumes

- o Numerous resumes can be added for different occupations.
- o Click on the resume buttons to add another resume.

**Create a New Resume**

**Upload a New Resume**

- o Refer to the steps above to create another resume.

## Create a Cover Letter

1. Click on **Add** beside the resume you have uploaded.

Status	Resume Name	Hits	Cover Letter
Active	Maz	New	Add

2. Type your cover letter information in the text provided.



You can **copy & paste** your resume into the space provided if your cover letter has already been created in a Word document.

3. Click on the **Save** button.

## Return to the Careers Home Page

Click on **Careers Home** to start searching and applying for jobs.

**Careers Home**

**Careers Home**  
Welcome, Mr. ashley maz!

--> [My Resumes](#)  
--> [Edit My Contact Info](#)

**Quick Job Search**  
Keywords

## Sign-Out of your Account

Click on the **Sign Out** button at the top of the screen.

**Sign Out**

## **Search Jobs**

1. Click on Internet Explorer. 

2. Type in the following address: <http://careers.regina.ca>

3. Click on **Search our jobs (on right side of screen).**

Search  
our  
Jobs 

A list of all available jobs will appear on the screen.

4. Click on the **job title** to read the job posting.

5. To return to your search screen, **scroll to the bottom of the screen** and click **back**.

## Advanced Search

1. Click on **Search our Jobs** to view all available jobs.

2. Click on the **Search Jobs** button.

The search jobs screen will appear.


**Search Jobs**

Job Keywords


Profession   
Accounting and Finance  
Administrative Support, Clerical and Service  
Arts, Culture & Community Development  
Building Maintenance - Custodial

Minimum Salary

Education   
High School  
College - Technical Certificate  
College - Diploma  
University - Bachelors


3. Type in a keyword or select from the different options to change your search.
4. Click on the **Search** button. 
5. The search results will appear on the screen.

## Apply for a Job


1. Click on Internet Explorer. 
2. Type in the following address: <http://careers.regina.ca>
3. Click on **Search our jobs (on right side of screen).**

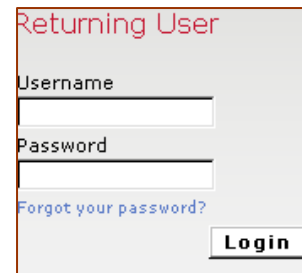
Search  
our  
Jobs 

A list of all available jobs will appear on the screen.

4. Click on the **job title** to read the job posting.
5. Click on the **Apply Now** button. 

### You will be taken to the Login Screen

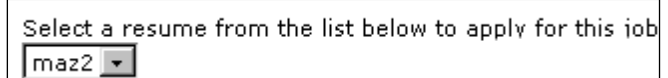
6. Type your **username** and **password** in the space provided.
7. Click on the **Login** button. 



### Section 1:

1. Click on the drop down arrow under “**Select Resume**” to select the resume you would like to use.

**A list of resumes you created in your profile set-up will appear.**



2. Click on the drop down arrow under “**how did you hear about this job**” to indicate how you heard about this job posting.




3. Click on the **next** button. 

### Section 2:

Your resume will appear on the screen.

1. If you would like to **edit your resume**, click on the **Edit this Resume** link at the top of the screen.



**Edit Resume** – click on the options at the top of the screen to return to previous screens.



Once you have made edits, click on the **preview** link to view your resume. If satisfied, **scroll to the bottom of the screen** and click the **save** button. You will **return to the Job Application page**.

2. If you are satisfied with your resume, **scroll down the screen** and click on the **Next** button. 

### Section 3: Create Custom Cover Letter

A space is provided to add a custom cover letter to your application.



If you added a **cover letter** during resume set-up, it will appear on the screen. Refer to **Add a Cover Letter (pages 6)** for more information.

1. Type your cover letter information in the space provided or **copy & paste** an existing cover letter if you already have one created in a Word document.
2. Use the **formatting toolbar** to make any changes to your cover letter.
3. Click on the box at the bottom of the screen to **agree to the Terms & Conditions**.

I agree to the [Terms & Conditions](#) \*


4. Click on the **Submit Application** button. **Submit Application**

A successfully applied message will appear:

**Successfully Applied!**

You have been added to the list of candidates for the **Information Technology Guru** job being offered by **City of Regina**.

### View Submitted Job Applications

1. Click on Internet Explorer. 
2. Type in the following address: <http://careers.regina.ca>
3. **Login** to your profile by entering your **username** and **password**.
4. In the **Careers Home** page, click on **View My Job Applications**.

Returning User

Username

Password

[Forgot your password?](#)

A list of all the jobs you applied for will appear.

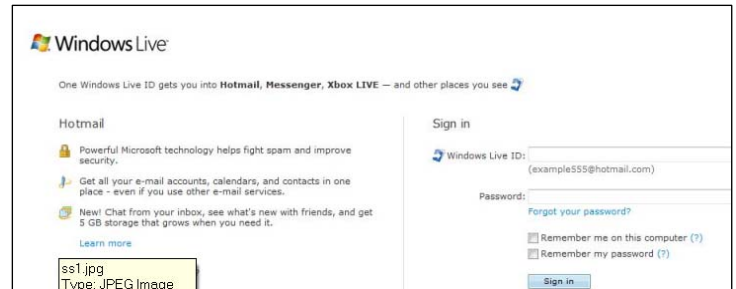
<b>Mv Job Application History</b>		
Job Title	Date Applied	Notes
Information Technology Guru	Feb 11, 2010	✓ <a href="#">Notes</a>

## Setting up an Email Account

1. Click on Internet Explorer. 
2. Type in the following address: <http://www.hotmail.com>

The screen will appear as follows


3. Click on the **Sign up** button (left side of screen). 




You will be taken to the sign-up page.

4. Enter a **name** for your email address in the **Windows Live ID** textbox.

(Example: Enter your first and last name)



5. Click on the **Check Availability** button to verify that the name you entered is available.



6. Enter a **password** in the space provided for your email account.
7. Continue filling out the boxes to complete sign-up.

7. At the **bottom of the screen**, a box with **letters & numbers** will appear.

- The letters and numbers will be displayed in special way. This is a security feature to block any harmful computer programs that try and set up email accounts.
- **Type the letters & numbers that appear on the screen.**



8. Click on the **I Accept** button. 

Your new email address has been created.