

City of Regina



**REGINA**  
*Infinite Horizons*

## How to Apply Help Manual

Setting up a Profile – Upload your Resume



## Table of Contents


<u>Topics</u>	<u>Page #</u>
Creating a Profile	3
Accessing Employment Website	3
Section 1 – Upload Resume	4
Section 2 – Contact Information	4
Section 3 – General Information	4
Section 4 – Edit Resume	4
Section 5 – Skills Matrix	5
Section 6 – Skill Levels	5
Section 7 – Preview Resume	5
Final Section – My Resumes	6
Create a Cover Letter	6
Search Jobs	7
Apply for a Job	7-8
View Submitted Job Applications	8
Setting up an Email Account	9

## Creating a Profile – Upload a 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 **upload your 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. 

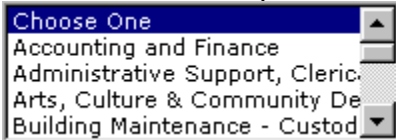
## Section 1:

Resume Upload

1. Enter a **Resume Name**.

Create your own resume name that is easy to remember

2. Click on the drop down arrow to select an **Occupation** that you are interested in.



A dropdown menu with the following options: Choose One, Accounting and Finance, Administrative Support, Cleric, Arts, Culture & Community De, Building Maintenance - Custod.



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

3. Click on the **Browse** button to locate your resume.

Browse...

4. Locate your resume in the area it has been saved. **Double-click** on the resume to add it to the screen.

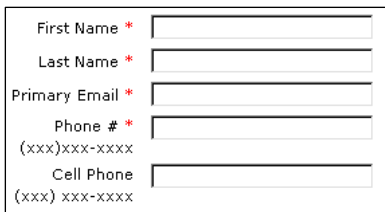
5. Click on the **Next** button.

Next

## Section 2:

Contact Info

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



Form fields for contact information: First Name \*, Last Name \*, Primary Email \*, Phone # \*, Cell Phone \*. Phone and Cell Phone fields include the format (xxx)xxx-xxxx.



An **email account** is required to complete this section.

Refer to the **Setting up an Email Account** section for more information (**page 9**).

## Section 3:

General Info

1. Click on the drop down arrow beside **Experience Level** to select your level.

2. Click on the drop down arrow beside **Education Level** to select your highest level of education.

3. The **Desired Job Types** are **optional** to fill out.

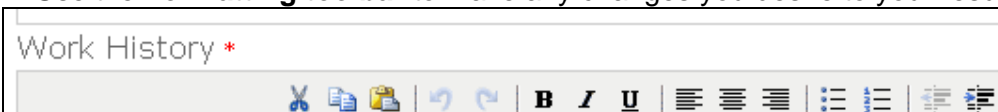
4. The **Diversity** section is **optional** to fill out.

## Section 4:

Resume

Your uploaded resume will appear under **Work History**.

1. Use the **Formatting toolbar** to make any changes you desire to your resume.



Work History \*  
A formatting toolbar with icons for Cut, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Bulleted List, Numbered List, Decrease Indent, Increase Indent, and Link.

**\*\* The other sections under Resume are optional to fill out \*\***

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

Next

## Section 5: 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.

**New Registration**

1 Upload 2 Details 3 Skills Matrix 4 Skill Levels 5 Preview

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

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.

Click in the box to select the skills that apply to you

Click on **every tab** to preview all of the skills

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

## Section 6: 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  Beginner  Intermediate  Advanced  Expert

**\*\* Certifications will provide you with the option of in progress or completed \*\***

Bachelor Degree - Community Development  In Progress  Completed

2. Click on the **Next** button. **Next**

## Section 7: Preview

Your resume will appear on the screen.

**Contact Information**

Name: \_\_\_\_\_

Address: Contact Information Appears Here

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Woman: \_\_\_\_\_ Aboriginal Person: \_\_\_\_\_ Disability: \_\_\_\_\_ Minority: \_\_\_\_\_

Profession: \_\_\_\_\_ Experience Level(s): \_\_\_\_\_ Job Type: \_\_\_\_\_ Salary Range: \_\_\_\_\_ Education: \_\_\_\_\_ Willing to Travel: \_\_\_\_\_ Work Visa Required: \_\_\_\_\_

**Skill Levels**

Skills: Advanced MS Word

**Resume Information**

Work History

## New Registration

1 Upload 2 Details 3 Skills Matrix 4 Skill Levels 5 Preview

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

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

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

- **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
<a href="#">Active</a>	<a href="#">Maz</a>	New	<a href="#">Add</a>

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.

<b>Careers Home</b> Welcome, Mr. ashley maz!  --> <a href="#">My Resumes</a>  --> <a href="#">Edit My Contact Info</a>	<b>Quick Job Search</b> Keywords <input type="text"/> <input type="button" value="Search"/>
---	--

### Sign-Out of your Account

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

## 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.

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.




The screenshot shows a search form titled "Search Jobs". It includes a "Job Keywords" field with "lifeguard" entered. Below it are dropdown menus for "Profession" (with "Not Specified" selected), "Minimum Salary" (with "Not Specified" selected), and "Education" (with "Not Specified" selected). The "Profession" dropdown lists: Accounting and Finance, Administrative Support, Clerical and Service, Arts, Culture & Community Development, and Building Maintenance - Custodial. The "Education" dropdown lists: High School, College - Technical Certificate, College - Diploma, and University - Bachelors.

## 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)**.

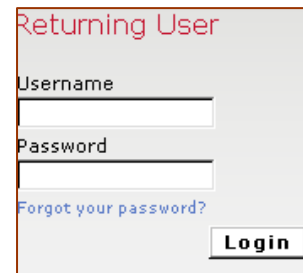
Search  
our  
Jobs 

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. 

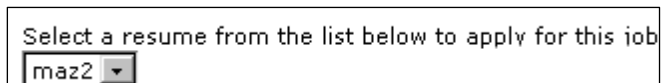


The screenshot shows a login form titled "Returning User". It has fields for "Username" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom right is a "Login" button.


## 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.



The screenshot shows a dropdown menu with the text "Select a resume from the list below to apply for this job". The selected option is "maz2".

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. 



The screenshot shows a dropdown menu titled "how did you hear about this job? \*". The selected option is "Choose One". Other visible options include "City of Regina Website".

## Section 2:

### Preview Resume

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

1 Details 2 Skills Matrix 3 Skill Levels 4 Text 5 Preview

**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. Next

## 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

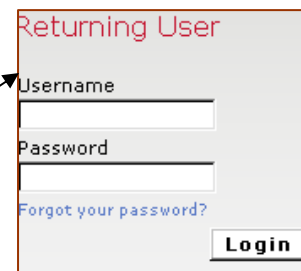
A successfully applied message will appear:

### 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?](#)

Login

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

#### My Job Application History

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

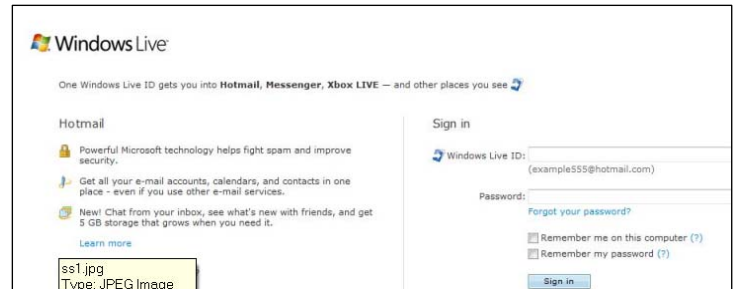
## Setting up an Email Account

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

The screen will appear as follows

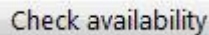
3. Click on the **Sign up** button (left side of screen). 

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.