

# PEOPLESOFT 9.2 APPLYING FOR A TRANSIT OPERATOR JOB OPENING

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# **1 NEW APPLICANT**

If you are a new applicant you will have to register before you can apply for job openings.	Sign In You must sign in to continue.  *User Name Forgot User Name *Password Forgot Password Sign In Don't have a User Name or Password? Register Now *Required Information Return to Previous Page
Registering with the careers page allows you to track your application and maintain your personal information in one easy to use tool. Fill out the required information (marked with *) and click 'Register'.	Register       *         Applied Before?       Context Information         *User Name       *         *Password       *         *Confirm Password       *         *first Name       *         *Last Name       *         *Primary Email Type Home       *         *First Name       *         *Primary Email Address       *         Primary Phone Type Home       *         *Preferred Contact Method Not Specified       *
	Address Information

# 2 EXISTING APPLICANT

If you are already registered, enter your 'User Name' and 'Password' to log in.	Sign In You must sign in to continue.  User Name Password Forgot User Name Forgot Password Sign In Don't have a User Name or Password? Register Now  * Required Information Return to Previous Page
If you forgot your User Name, click on 'Forgot User Name'.	Sign In You must sign in to continue.  *User Name Password Sign In Don't have a User Name or Password? Register Now  * Required Information Return to Previous Page
Indicate the Primary Email Address used under the contact information at the time of registration. Click 'Email User Name'. The 'User Name' will be sent to the email.	Forgot User Name The email address entered here will search primary email addresses and send the matching User Name to you. Forgot Your User Name *Primary Email Address Email User Name * Required Information Return to Previous Page
If you forgot your Password, click on 'Forgot Password'.	Sign In You must sign in to continue. *User Name *Dassword Forgot User Name Password Sign In Don't have a User Name or Password? Register Now * Required Information Return to Previous Page

Indicate the User Name created	Forgot Password				
at the time of registration. Click 'Reset Password'.	Enter your User Name and a message will be sent to your primary email address with your new generated password. Forgot Your Password?				
A new password will be sent to the primary e-mail address indicated. You will be able to reset the password.	*Enter your User Name  Reset Password  * Required Information  Return to Previous Page				

# **3** JOB SEARCH

The Job Search page displays a list of job openings available.	Job Search Filter by Company TransLink (18) CMBC (7) TSML (1) Job Family Expression (2) Diver-Community Studie (2) Professional (2) More Job Posted In 2016 (26)	be Search   My Istifications ) My Activities   My Favorite Jobs   My Saved Searches   My Contact Information        Keywords     Search Tigs     Sear
<ul> <li>Use the 'Filter by' area to the left of the grid to choose filtering criteria.</li> <li>Another way to search for a job opening:</li> <li>Perform a keyword search using the search field above the grid</li> <li>Searchable fields include: Job title, Job opening ID, regular/temporary, full/part time, department, job family</li> </ul>		Job Sacch   My Notifications ()   My Activities   My Favorite. Jobs   My Saved Searches   My Contact Information       Signed In additional information   My Contact Information         Subscience       Signed Information   My Contact Information   My Contact Information       Sort By Posted Date () ()         Subscience       Sort By Posted Date ()       Sort By Posted Date ()       ()         Statistics       Sort By Posted Date ()       ()       Sort By Posted Date ()       ()         Statistics       Sort By Posted Date ()       ()       Sort By Posted Date ()       ()       ()         Statistics       Sort By Posted Date ()       ()       Sort By Posted Date ()       ()

# 4 APPLYING FOR JOBS

Click on the Job Title to review posting information.	Job Search Filter by Company BCHTC (20) CMEC (11) TarasLuk (6) TSM-(1) de Family Technical (13) Driver-Conventional Bus (6) Engineering (6) Driver-Conventional Bus (6) Engineering (7) More	Job Search   My Notifications )   My Activities   My Faivotite Jobs   My Saved Searches   My Contact Information Keywords	Signed in as Mickey Sort By Posted Date
The Job Description page will appear.	Location Lower Mainia Regular/Temporary Temporary Marketing Statement Over 730.000 passengers rely on Coast Mou	Job Bearch   My Notifications ●   My Activities   My Favorite Jobs   My Baved Bearches   My Contact Information mmunity Transit - Test Close Job Opening Job ID 20160348 nd FullPart Time Part-Time Favorite Job ☆ ntain Bus Company every day to get them to work, school and all of the activities that make life on the Lover Maniand dicated employees lives the busies, the people and in so many ways the vibrat pace of this dity moving.	Bigned in as Michey
Click on the Apply button at the bottom to start the application process.	How to Apply	r apply however preference is given to the employee of the company posting. r Opportunities link on the Employee Access Page to apply for this position and to view instructions or Email to Friend Job Search   My Notifications 💽   My Activities   My Favorite Jobs   My Saved Sear	

START: Applicants must agree						
	Start	Prequalify	Resume	Driver's License	Referrals	Review/Submit
to the Terms and Agreements to continue to the next step.	Start - Step 1 of 6 Applying for: 80	25 Community Shuttle - Lea	h - To be closed int 8/29 ext	8/31	Exit	Previous Next
	This job application	n allows you to attach a resu	me and has a number of se	ctions, ranging from job prefere		nce. The step-by-step
				carefully and completely before this page carefully. By selecting		ckbox below you
	acknowledge that y	you accept the terms of thes		agree to these terms, select the		
	Prequalificatio	B/25 Community Shuttle - Le	ab. To be closed int 0/20 or	ut 0/04		Job ID: 20160367
	We accept		qualification process determ	ines whether you meet certain I	requirements. If thes	
	Please read		ne questions may require yo	answers to the questions on the u to select more than one answ		
		ligible to apply, you will be a immediately and you will not		tion. If you are not eligible to ap plication.	ply, you will be inforr	ned of your
	further or gi	iven any further consideratio	n.	ardless of the outcome. Ineligib	le applications are n	ot processed any
		vised that any false or incorr	ect information will render y	our application void.		
	Agreements Prequalifica	ation Terms & Agreeme	nts			
	After you su application.	ubmit your answers to the fol	lowing questionnaire, you w	ill be immediately informed if yo	u are eligible to cont	inue with the
	Application	Terms & Agreements	1			
	inaccurate in	nformation may disqualify yo	ur application. Applicants of	pplication are complete, accura ffered employment will be requi ment and educational backgrou	red to successfully c	g any laise or omplete all pre-
	I have read	and agree to the above ter	ms and agreements			
					Exit	Previous     Next
PREQUALIFY: Depending on the						
job posting, applicants may be	Start	Prequalify	Resume	Driver's License	Referrals Save for Later	Review/Submit
required to supply answers	Prequalify - Step 2 c				Save for Later	Previous     Next
		25 Community Shuttle - Lea				
before continuing.	Prequalificatio	on Questions (Required) a Canadian Citizen or have				
Depending on the answers the	0	Yes	landed ininigrant status.			
Depending on the answers, the	O 2. Do you hi		ing violation (moving or n	on-moving) during last three	(3) years?	
system evaluates the answers	0	Yes		<i>o, o</i>		
and displays the prescreening			ou have more than three (	3) penalty points on your driv	er's abstract?	
results.	0					
			ninal convictions including	g driving suspensions or prol	hibitions during the	last five (5) years?
	0					
RESUME: Supply a resume	Start	Prequalify	Resume	Driver's License	Referrals	Review/Submit
using one of the following	Resume - Step 3 of 6	3		Exit	Save for Later	Previous     Next
methods:		o 25 Community Shuttle - Leal	- To be closed int 8/29 ext	8/31		
	Trouble Uploading? Resume Option	Select 'Copy and paste resume	text' instead.			
		& Paste Resume	Copy and paste your resu	me		
		Existing Resume	Use a resume you already			
Attach Resume Provide us with your resume						
				Exit	Save for Later	Previous     Next

Copy & Paste Resume: Copy	Copy & Paste Resume Option						
the resume information and	Copy & Paste Resume						
paste into the space provided.							
	*Title Language English						
	*Resume						
	Format - Font - Size - B I U S						
	* Required Information						
	Save Cancel						
<ul> <li>Use Existing Resume: Only</li> </ul>	Use Existing Resume						
available for selection if a							
resume was previously	Start Prequalify Resume Driver's License Referrals Review/Submit						
submitted.	Exit Save for Later    Previous Next >						
	Applying for: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31						
	Trouble Uploading? Select 'Copy and paste resume text' instead.  Resume Options						
	Copy & Paste Resume Copy and paste your resume						
	Use Existing Resume Use a resume you already uploaded with us						
	Attach Resume Provide us with your resume						
	Exit Save for Later						
• Attach Resume: Browse for an	Attach Resume						
attachment from your							
computer to and click upload.	Resume Options						
*Only attach Word or PDF	Copy & Paste Resume Copy and paste your resume						
document type with a title	Use Existing Resume Use a resume you already uploaded with us Attach Resume Provide us with your resume						
maximum of 64 characters.							
	Exit     Save for Later        Previous     Next       File Attachment     Image: Comparison of the same for the						
	Browse						
	Upload Cancel						

DRIVER'S LICENSE: Depending on the job posting, applicants may be required to supply their Driver's License number. Click the 'Add Driver License Number' button.	Start       Prequalify       Resume       Driver's License       Referrals       Review/Submit         Exit       Save for Later <ul> <li>Previous</li> <li>Next</li> <li>Next</li> <li>Control 16 CMBC Community Transit Service Operator Trainee</li> <li>Bease click on Delete' to remove the driver license or Edit to make changes to the existing license number.</li> <li>Driver License Number (Required)</li> <li>Driver License Number</li> <li>Edit</li> <li>Delete</li> <li>Delete</li> <li>Driver License Number</li> <li>Edit</li> <li>Delete</li> <li>Driver License Number</li> <li>Exit</li> <li>Save for Later</li> <li>Previous</li> <li>Next</li> <li>Next</li> <li>Save for Later</li> <li>Previous</li> <li>Next</li> <li>Next</li></ul>
In the 'Click on icon and select DL' field, enter 'DL' For BC driver licenses enter 7 digits, without any spaces or special characters in between. For non BC driver licenses enter the first 7 characters. Click Save.	Add Driver License Number  *Click on icon and select DL  License Number  *Required Information Save Save and Add Another Cancel  Add Driver License Number  *Click on icon and select DL DL OL Oniver License # (For BC, enter numbers only. For non BC, enter the first 7 characters) License Number  *Required Information
The Edit and Delete buttons appear to indicate a driver license record exists. Use these buttons to update your driver license information.	Save       Save and Add Another       Cancel         Start       Prequalify       Resume       Driver's License       Referrals       Reviewl/Submit         Driver's License - Step 4 of 6       Exit       Save for Later         < Previous       Next →         Driver's License - Step 4 of 6       Applying for: 10/16 CMBC Community Transit Service Operator Trainee       Exit       Save for Later   < Previous       Next →         Please click on Delete' to remove the driver license or Edit to make changes to the existing license number.       Driver License Number       Edit       Delete         Driver License # (For BC, enter numbers only. For non BC, enter the first 7 characters)       Image: Clicense Number       Image: Clicense Number         Exit       Save for Later   < Previous       Next →
REFERRALS: Provide your referrals for the job opening.	Start       Prequalify       Resume       Driver's License       Referrals       Review/Submit         Exit       Save for Later                Previous       Next       >         Referrals       - Step 5 of 6          >        >

----**REVIEW AND SUBMIT: Review** Referrals Start Prequalify Resume Driver's License Review/Submit and ensure all the information Exit Save for Later | Vervious Submit Application Review/Submit - Step 6 of 6 is correct. Applying for: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31 Review your application and make any changes before submitting My Contact Information Click on the Pencil icon or 0 Email hveiileahcha@gmail.com Home Phone 604/555-5555 Previous button to correct any Address TEST, Coguitlam, BC V3E 1W2 Preferred Contact Method Not Specified information. Pregualify You are eligible to apply for this job. Job Title: 8/25 Community Shuttle - Leah - To be closed int Job ID: 20160367 **Click the Submit Application** 8/29 ext 8/31 Resume button when the application is View Resu Edit ready. Ø test1 Driver License Number (Required) Driver License Numbe Edit British Columbia Ø Referrals How did you learn of the job? Internet Ø Additional Information Translink Specific Referral Source Are you a former employee No Exit Save for Later | Previous Submit Application Application Confirmation **CONFIRMATION: An Application Confirmation** Your job application has been successfully submitted. message marks the end of the You have applied for the following job(s): application process. Jobs Applied For Job Posting Date Job Title Job ID Location Application Date 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31 20160367 Lower Mainland 2016/08/25 2016/08/26 Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section. Return to Job Search View Submitted Application



## 5 MY NOTIFICATIONS

Use the My Notification page to	My Notifications Job Search My Notifications 🖉 My Activitie	es   My Favorite Jobs	My Saved Searches   My Co	ontact Informatic
review and act on notifications.	Notifications			
See the types of notifications	Subject Please add your references	Status New	Received 2016/08/30 3:02PM	Delete
received below:	Your automated job search 2016 JOB SEARCHES has returned results	Viewed	2016/08/30 2:31PM	Î
	You are invited to apply for a job: CMBC Community Transit Service Operator Trainee (Job ID 20160326	New	2016/08/30 2:57PM	Î
	Return to Previous Page Job Search   My Notifications 🕗   My Activitie	es   My Favorite Jobs	My Saved Searches   My Co	ontact Informatic
You are invited to apply for a	My Notifications	es   My Favorite Jobs	;   My Saved Searches   My C	Contact Informati
ob: <job and="" id="" title=""></job>	Notifications			
	Subject	Status	Received	Delete
	Please add your references	New	2016/08/30 3:02PM	Î
nvitations to apply for a job	Your automated job search 2016 JOB SEARCHES has returned results	Viewed	2016/08/30 2:31PM	Î
appears if a recruiter links you	You are invited to apply for a job: CMBC Community Transit Service Operator Trainee (Job ID 20160326	New	2016/08/30 2:57PM	î

#### 6 **MY ACTIVITIES**

Use the My Activities page to:

- Review summary information about applications and resumes.
- Withdraw from applications.
- Manage non-resume attachments.

				Displ	ay applications from Last	Year	٣
Applications							
lob Title	Job ID	Location	Status	Date Created	Date Submitted	Withdraw Application	
TL Sr. Financial Analyst	20160169	Sapperton	Submitted	2016/08/16 1:32PM	2016/08/16 1:36PM	Withdraw	
BCRTC Support Equipment Supervisor	20160336	Operations/Maintenance Centre	Submitted	2016/08/24 1:13PM	2016/08/24 1:13PM	Withdraw	
CMBC Community Transit Service Operator Trainee	20160326	Unknown Location	Submitted	2016/08/24 1:13PM	2016/08/24 1:13PM	Withdraw	
Resumes							
Resume Title		Atta	ched File		Date Created		
Testing					2007/03/07 12:07PM		
Resume_		Res	ume_		2010/02/26 12:40PM		
Cover Letters and Attachments							
You have not added any attachments.							
Add Attachment							

#### 7 **MY FAVORITE JOBS**

You can use the My Favorite Jobs page to view favorite jobs.	My Favorite Jobs Select Job Tille to review the job details. ' Favorite Jobs Job Title	Job Search   My Notification You can apply for multiple jobs by checking each Job ID Location		My Favorite Jobs My Saved Search ply for Selected Jobs button. Job Family Posted		ion
You can mark jobs as favorites by clicking on the star to keep track of jobs that you are interested in.	CMBC conventional Transit Coperator Trainee Transit Operator Trainee Apply for Selected Jobs Return to Previous Page	20160351 Lower Mainland 20160346 Lower Mainland Remove Selected Jobs Job Search   My Notification	Open Open s 🚺   My Activities	Driver - Conventional Bus 2016/0 Driver - Conventional Bus 2016/0 My Favorite Jobs   My Saved Search	3/14 2016/08/30	tion
Favourite your jobs from the Job Search page or from the Job Description page.	Keywords	My Activities   My Favorite Jobs   My	Saved Searches   N	Search Tips		
	Transit Operator Trainee - 20 Department: Customer Service	PTT to be closed 8/30 - 20160370 unutication Operati   Job Family: Police Ser 160346 (Operations   Job Family: Driver - Convent Operator Trainee - 20160351   Job Family: Driver - Conventional Bus   L	tional Bus   Location:	er Mainland   Posted Date: 08/29/2016 Lower Mainland   Posted Date: 08/14/2	ort By Posted Date First ④ 1-25 of 32	▼ ↓ 2

### **MY SAVED SEARCHES** 8

Users can use the My Saved Searches page to view, edit, delete, and run saved searches.

Saved Searches					
Search Name	Created On	Notifications Email	Notification Expires On	Edit Delete	Search
2016 JOB SEARCHES	2016/08/30	leah.cha@translink.ca	12/08/2016	<b>/</b> Î	Search

You can run the saved searches from the My Saved Searches page.	Job Search       Job Search   My Notification ) My Activities   My Favorite Jobs   My Baved Bearches   My Contact Information         Filter by       Search   Sea
When saving a search, you can choose to receive automated email notifications listing jobs that meet the saved search criteria.	Save Search       Name My Search SEARCH NAME         *Name My Search SEARCH NAME       Image Notifications@translink.ca         Image Search       Save Search         Current Saved Searches       Save Search         Image Searches       Notifications@translink.ca         Image Searches       Save Search         Sected Name       Created On         Notification to palscon       Ieah.cha@translink.ca         Image Searches       Save Searches         Sected Name       Created On         Notification tensil       2016/08/30         Image Searches       Save Searches         Sected Name       Created On         Notification tensil       2016/08/30         Image Searches       Save Searches         Sected Name       Created On         Notification tensil       2016/08/30         Image Searches       Save Searches         Sected Name       Created On         Notification tensil       Save Searches         Sected Name       Created On         Notification tensil       Save Searches         Sected Name       Created On         Notification tensil       Save Searches         Sected Name       Created On         Notification tensil<
If there is a new job opening that meets the search criteria defined, you will receive notification overnight under My Notification section. If you have chosen to receive e- mail notifications, you will receive an e-mail notification as well.	Job Search Notification - Message (HTML)         Image: The stage         Im

Under My Notifications, Your automated job search <search name> also returns results. Job search notifications appear if an you have saved search criteria under My Saved Searches.

Notifications			
Subject	Status	Received	Delete
Please add your references	New	2016/08/30 3:02PM	î
Your automated job search 2016 JOB SEARCHES has returned results	Viewed	2016/08/30 2:31PM	Î
You are invited to apply for a job: CMBC Community Transit Service Operator Trainee (Job ID 20160326	New	2016/08/30 2:57PM	Î

Clicking the notification link displays the search results on the Job Search Page.

## 9 MY ACCOUNT INFORMATION

Use the My Account Information page to view and update account information.	My Account Information Job Search   My Notifi You can update your name, address, phone number and email here. Cl have applied to. Required Fields are marked * Account Settings User Name june kim@lest.com Password Change Password	cations   My Activities   My Favorite Jobs   My Saved Searche hanges made to your contact details on this page will be updat Preferred Contact Method Not Specified	
	Name		
	Name Format English    First Name June  Last Name Kim	Name Prefix Middle Name Name Suffix	¥ 
	Address		
	*Country Canada   *Address 1 Test Avenue		
	Address 2 Address 3		
	Address 4 *City New Westminster *Postal V3H 9H0	*Province British Columbia	¥
	Email Address		
	*Email Address	Primary *Email Type	Delete
	pshcm_notifications@translink.ca	✓ Home ▼	Î
	Add Email Address Phone		
	*Phone Number Extension	Primary *Phone Type	Delete
	604/555-5555	Home 🔻	â
	Add Phone * Required Information Save Return to Previous Page Job Search   My Notifi	cations   My Activities   My Favorite Jobs   My Saved Searcher	ss   My Account Information