PEOPLESOF 9.2
APPLYING FOR A TRANSIT OPERATOR
JOB OPENING
# TABLE OF CONTENTS

1. New Applicant ........................................................................................................... 2
2. Existing Applicant ...................................................................................................... 3
3. Job Search ................................................................................................................ 4
4. Applying For Jobs ..................................................................................................... 5
   - START: .................................................................................................................. 6
   - Prequalify: .......................................................................................................... 6
   - Resume: ............................................................................................................. 6
   - Driver’s License: ................................................................................................. 8
   - Referrals: ......................................................................................................... 8
   - Review and Submit: ......................................................................................... 9
   - Confirmation: .................................................................................................... 9
   - Notification: .................................................................................................... 10
5. My Notifications ...................................................................................................... 10
6. My Activities .......................................................................................................... 11
7. My Favorite Jobs ..................................................................................................... 11
8. My Saved Searches ................................................................................................. 11
9. My Account information .......................................................................................... 13
If you are a new applicant you will have to register before you can apply for job openings.

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’.
2 EXISTING APPLICANT

If you are already registered, enter your ‘User Name’ and ‘Password’ to log in.

If you forgot your User Name, click on ‘Forgot User Name’.

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.

If you forgot your Password, click on ‘Forgot Password’.
Indicate the User Name created at the time of registration. Click ‘Reset Password’.

A new password will be sent to the primary e-mail address indicated. You will be able to reset the password.

3 JOB SEARCH

The Job Search page displays a list of job openings available.

Use the ‘Filter by’ area to the left of the grid to choose filtering criteria.

Another way to search for a job opening:

- Perform a keyword search using the search field above the grid
- Searchable fields include: Job title, Job opening ID, regular/temporary, full/part time, department, job family
Click on the Job Title to review posting information.

The Job Description page will appear.

Click on the Apply button at the bottom to start the application process.
**START:** Applicants must agree to the Terms and Agreements to continue to the next step.

**PREQUALIFY:** Depending on the job posting, applicants may be required to supply answers before continuing. Depending on the answers, the system evaluates the answers and displays the prescreening results.

**RESUME:** Supply a resume using one of the following methods:
• Copy & Paste Resume: Copy the resume information and paste into the space provided.

• Use Existing Resume: Only available for selection if a resume was previously submitted.

• Attach Resume: Browse for an attachment from your computer to and click upload. *Only attach Word or PDF document type with a title maximum of 64 characters.
**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.

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.

The Edit and Delete buttons appear to indicate a driver license record exists.

Use these buttons to update your driver license information.

**REFERRALS:** Provide your referrals for the job opening.
REVIEW AND SUBMIT: Review and ensure all the information is correct.

Click on the Pencil icon or Previous button to correct any information.

Click the Submit Application button when the application is ready.

CONFIRMATION: An Application Confirmation message marks the end of the application process.
NOTIFICATION: An e-mail is sent to confirm the application has been submitted.

5 MY NOTIFICATIONS

Use the My Notification page to review and act on notifications. See the types of notifications received below:

You are invited to apply for a job: <job title and ID>

Invitations to apply for a job appears if a recruiter links you to a job opening. You are not automatically applied. It is just an invite.

Click the notification to display the Job Description Page, where you can review the job information or click the Apply button to start an application.
6 MY ACTIVITIES

Use the My Activities page to:

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

7 MY FAVORITE JOBS

You can use the My Favorite Jobs page to view favorite jobs.

You can mark jobs as favorites by clicking on the star to keep track of jobs that you are interested in.

Favourite your jobs from the Job Search page or from the Job Description page.

8 MY SAVED SEARCHES

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

When saving a search, you can choose to receive automated email notifications listing jobs that meet the saved search criteria.

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 email notifications, you will receive an e-mail notification as well.
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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Status</th>
<th>Renewed</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your automated job search 2019-JOB-SEARCHES has returned results</td>
<td>Viewed</td>
<td>2016/06/30 2:32PM</td>
<td></td>
</tr>
</tbody>
</table>

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.