



E-Recruitment **HOW-TO GUIDE**

yukon.ca/en/employment

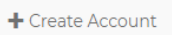
**Yukon**

Recommended Browsers

We recommend that you use the two most current versions of the major browsers:

- Google Chrome
- Mozilla Firefox
- Microsoft Internet Explorer
- Apple Safari

Creating an Account – External applicant

1. Select  from the login page. (yukongovernment.hua.hrsmart.com)
2. Input information in all of the mandatory fields (indicated in red text*). Black text fields are optional.
3. Read the Statement of Understanding and check ☒ the box next to the Terms of Use agreement field.
4. Select . You will see a green message at the top saying you have successfully created an account.
5. Select .
Please note you can also create your resume profile during the job application process if you prefer to do it at that time, however if you enter it now it will automatically be inserted at the time of application, and can be updated/amended for future individual job applications you submit.
6. Input information in all of mandatory fields (indicated in red text* i.e phone number and resume). Black text fields are optional.
7. Add your resume by:
 - a. Copying and pasting (using 'control+V' command on your keyboard) it into the text box
 - b. Typing your resume into the text box manually
Please note that your resume cannot be uploaded as a Microsoft Word or PDF file, and it may require re-formatting once it is copied into the resume text box. If you experience problems, paste your resume content into a new Word document using the "keep text only" option or clear the formatting and styles off your current document. This will strip the formatting off your resume so you can use this to copy and paste into the resume text box. Once in the resume text box, you will be able to add some basic formatting such as bold, underline etc. Tables and columns are not supported with the system.
8. Select  when you have entered your resume. If you wish to finish at a later date, select .
9. Preview all information entered and select  if any information requires revision.
10. Select .

Accessing and Updating Your Account – Internal Applicant

If you currently work for the Yukon government you will have an existing account/profile* and can log into the e-recruitment system directly. Through this account, you will be able to access internal competitions, exemption postings and temporary assignment opportunities.

Employees will need to use My HR File to update details related to their e-recruitment profile such as the email address used for logging into the system and receiving recruitment related communication, as well as your mailing address and contact numbers.

More information on logging into My HR File and updating your internal e-recruitment profile can be found on Yukonnect (your corporate intranet).

* Some YTA employees may not have an existing e-recruitment account. If you are unsure whether you have a profile, contact the Public Service Commission at E-Recruitment.clientsupport@gov.yk.ca or (867) 667-9453.

Password Assistance

Retrieving a forgotten password:

1. Select the Forgot your password? Link located on the login page.
2. Enter your **User Email** and select the **Send** button. If you are not sure which email address was used to set up your account, email E-Recruitment.clientsupport@gov.yk.ca or call (867) 667-9453.
3. A notification will be sent to your email address that will allow you to reset your password.

Career Centre Options

- Resume
- Resume Submission History
- Job Search Agents
- My Offers / Extended Offers
- Interview Invitation(s)
- Onboarding New Hire Checklist / My New Hire Checklist
- Search Jobs

Resume

Editing/Updating Your Resume

1. Login and navigate to **Career Centre** and then **Résumé**.
2. Select the **Edit Résumé** button.
3. Complete and/or edit the information in your resume profile. Fields displayed in **red text*** are mandatory and black text fields are optional.
4. Select **Submit** button to save your changes.

Resume Submission History

1. Login and navigate to **Résumé Submission History**
2. Your resume submission history is displayed in two sections:

Completed Applications:

Select the  icon located in the Actions column to perform the following tasks:

 **View Résumé** : View the version of the resume you submitted when applying to the job.

 **Remove Self from Consideration** : This action will remove your application to the job.

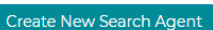
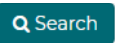
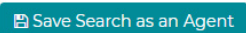
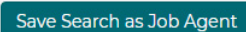
 **Add Yourself Back for Consideration** : This action will resubmit the resume and cover letter you applied with if the job posting is still open.

Incomplete Applications:

Select either  to continue the application process or  to cancel the application process.

Job Search Agents

Creating Job Search Agents

1. Login and navigate to  Career Centre > Job Search Agents > 
2. The Quick Job Search page will be presented.
3. Enter the search criteria for the job you are searching.
4. Select the  button.
5. Select the  option located at the bottom of the page.
6. Enter a search agent name.
7. Select ☒ the box next to the Active field.
8. Mark ☒ the box next to the Acknowledgment field.
9. Select the  button. The results will be emailed to as jobs are posted that match your search criteria.

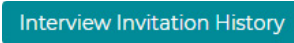
Managing Job Search Agents

1. Login and navigate to  Career Centre > Job Search Agents.
2. The following options are available to the right under the Action(s) column:    
 -  **Run Agent Manually** will present your search results on the screen.
 -  **Deactivate** will stop the notifications of your job search agent results being emailed to you.
 -  **Delete** will permanently remove the job age
 -  **Activate this Agent** will allow the notifications of your job search agent results to be emailed to you.

My Offers / Extended Offers

1. Login and navigate to  Career Centre > My Offers / Extended Offers.
2. Any job offers extended to you for a competition will display in this section with information on how to review, accept or reject the offer.

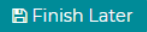
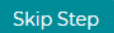
Interview Invitation(s)

1. Login and navigate to  Career Centre > My Resumes / Interview Invitation(s).
2. Interview invitations sent to you will display in this section for your review and selection.
3. Under  you will be able to view all invitations that were sent to you.

Onboarding New Hire Checklist / My New Hire Checklist

1. Login and navigate to  Career Centre > Onboarding New Hire Checklist.
2. Any onboarding documents sent to you will display in this section for your review and completion.

Searching and Applying to Job Openings

1. Login and navigate to  Career Centre > Search Jobs .
2. This will take you to **Quick Job Search** but you can also select **Advanced Job Search** or **My Job Search Agents**.
3. Enter your search criteria and select the  button.
4. Select the **Job Title** in the search results to view the job details.
5. Select the  button.
6. Review the information in the **Job Application Form** and complete any remaining fields. Fields displayed in **red text*** are mandatory and black fields are optional.
7. Select the  button.
8. Several buttons are presented allowing you to advance through the application process as desired.
 -  will move you back to the prior step.
 -  will save the information you have entered thus far allowing you to complete the application at a later time but prior to the closing date.
 -  will advance you to the next step.
 -  will cancel the application and no information will be saved.
 -  will display when the step is optional.
9. Where applicable, complete the **Screening Questionnaire**, and select the  button.
10. **Cover Letter:** this is an optional step unless the job posting indicates a cover letter is required.
 - Create a **Cover Letter Name**.
 - Copy and paste your cover letter in the **Cover Letter Contents** box or type your cover letter into the text box.
 - You can also select a previously used cover letter. You will see a list of previously used at the bottom of the page. Choose the one you want by clicking on the check box on the right under ACTIONS. This will populate the cover letter fields.
 - Select the  button
 - If you decide not to include a cover letter select  button.
11. **Preview** is the last step in the application process. You will not be able to make any changes to your application after you click **Finish**. Click the  icon to go back and make changes to the information.
12. Click the  button to complete.

You will see a confirmation message if your application was successfully submitted. You will also get a confirmation email.

*Please note that after 90 minutes of inactivity the system will time out and any unsaved work will be lost. If needed, save by selecting .

