E-Recruitment
HOW-TO GUIDE

Yukon

Recommended Browsers

Browsers recommend to use with E-Recruitment are two most current versions of the major browsers:

- Google Chrome
- Mozilla Fire Fox
- Microsoft Internet Explorer 10
- Apple Safari

Creating an Account – External applicant

1. Select **+ Create Account** from the login page.

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 **✔ Continue**. You will see a green message at the top saying you have successfully created an account.

5. Select **Enter my Résumé/CV**.
   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, work authorization, 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 **➤ Next** when you have entered your resume. If you wish to finish at a later date, select **Finish Later**.

9. Preview all information entered and select **✎ Edit** if any information requires revision.

10. Select **➤ Finish**.

Accessing and Updating Your Account – Internal Applicant

If you currently work for 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 the Employee Info site of 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 E-Recruitment at E-recruitment.clientsupport@yukon.ca or 1-867-667-9453

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@yukon.ca or 1-867-667-9453

3. A notification will be sent to your email address that will allow you to reset your password.

Career Centre Options

CAREER CENTRE ∨

My Résumés ∨

Job Search ∨

Offers ∨

New Hire Checklist ∨
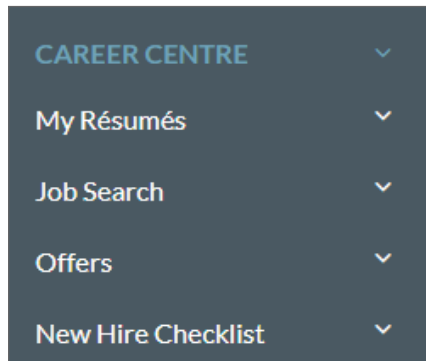
Job Search Agents

Creating Job Search Agents

1. Login and navigate to `CAREER CENTRE` > Job Search Agents > `Create New Search Agent`.
2. The Quick Job Search page will be presented.
3. Enter the search criteria for the job you are searching.
4. Select the `Q Search` button.
5. Select the `💾 Save Search as an Agent` 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 `💾 Save Search as an Agent` 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.
   - `🔒` **Activate** will allow the notifications of your job search agent results to be emailed to you.
   - `✖` **Delete** will permanently remove the job agent.

Resume

Editing/Updating Your Resume

1. Login and navigate to `CAREER CENTRE` `Résumé` and then `My Résumés`.

2. Select `Edit Resumes For Future Applications` 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.

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 **View all jobs**.

3. Enter your search criteria and select the `Q Search` button.

4. Select the **Job Title** in the search results to view the job details.

5. Select the `⇥ Apply to this Job` 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 `> Next` button.

8. Several buttons are presented allowing you to advance through the application process as desired.

   - `< Previous` will move you back to the prior step.
   - `🖫 Finish Later` 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.
   - `> Next` will advance you to the next step.
   - `Cancel` will cancel the application and no information will be saved.
   - `✔ Skip Step` will display when the step is optional.

9. Where applicable, complete the **Screening Questionnaire**, and select the `> Next` 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 `> Next` button
    - If you decide not to include a cover letter select `✔ Skip Step` 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 `Edit Résumé` icon to go back and make changes to the information.

12. Click the `> Finish` 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 60 minutes of inactivity the system will time out and any unsaved work will be lost. If needed, save by selecting `🖫 Finish Later`.

Resume Submission History

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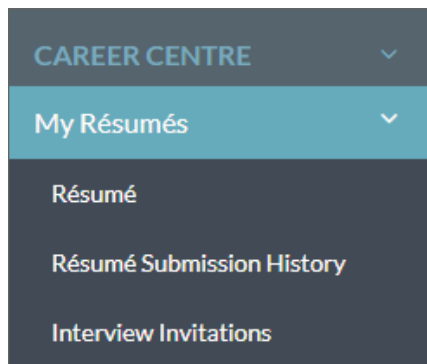
2. Your resume submission history is displayed in two sections:

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.

📄 View Cover Letter : View the version of the cover letter you submitted when applying 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.

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 Interview Invitation History 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.

Frequently Asked Questions

What browsers should I use for my E-Recruitment profile?

You will have the nest user experience using the two most current versions of:
Google Chrome
Mozilla Firefox
Apple Safari
Microsoft Internet Explorer

Accepting Offer Letter:

Log into profile and go under Career Centre then click Extended Offers.
Do not use the Alerts link from the home page of your profile, as it does not work.

Experiencing problems with pasting? Or why is my resume not pasting?

You may have too much formatting in your resume. It's best to use a word document with little formatting as possible. If you experience problems, paste your resume into a new word document as "keep text only". This will strip the formatting of your resume but you will be able to bold, underline etc. with the functions in your resume profile.
Please note that Tables and Columns are not supported with the system.

How can I see the job that I've applied on?

Sign into your profile and under Career Centre, Resume Submission History, you will be able to see all the jobs that you have applied on and the status of the position. You will also be able to view your application that you used at the time of applying.

Can I re-apply once I have submitted my application to the job posting?

No, you will not be able to re-apply. Please make sure that you review your resume before you apply on the position as you will not be able to make any changes after applying.

I withdrew myself can I re-apply?

Yes, you can re-apply yourself only if the posting is still open. The resume that you used to submit will be the one that gets added back into the requisition.

How do I reset my password?

You will have to use the "Forgot Password" link on the login page. A notification will be sent to your email address that will allow you to reset your password, you can use the same password if you choose to.