
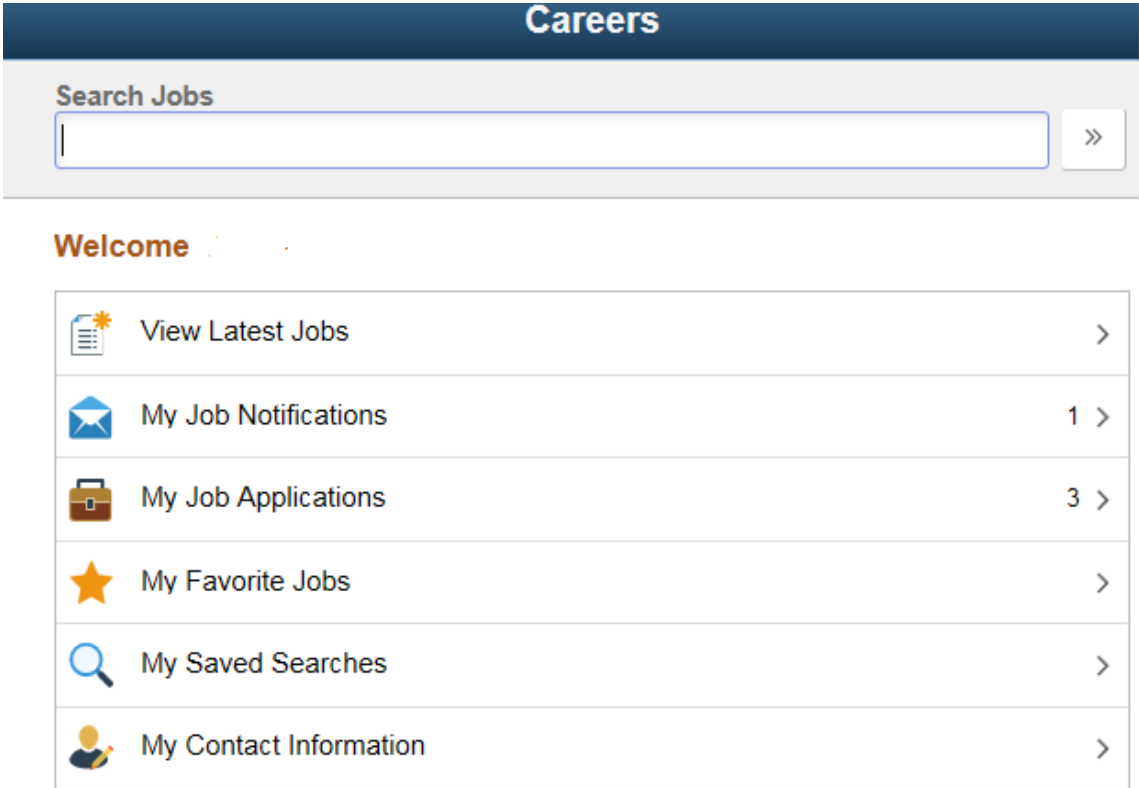




## How to Apply Online (External Candidates)

The following step-by-step guide will assist you through the application process for jobs posted on the City of Hamilton website.

Step	Action
1.	Open a browser on your computer or mobile device and connect to City of Hamilton website.  <a href="https://www.hamilton.ca/">https://www.hamilton.ca/</a>
2.	On the section "Jobs at the City". Click on "View Jobs Open to the Public," where new Job Postings, applications, and all candidates' options are available.
3.	Click on ' Current Job Postings' where you will find the Careers page in order to see new Job Postings, your applications, and all candidate options available.
4.	Click on  View Latest Jobs to see the listing of current Job postings.  

5.



The **View Latest Jobs** will get you access to the Search Jobs page where all the active postings for employees are going to be visible.

The screenshot shows the Hamilton Search Jobs page. On the left, there are filters for Location and Job Posted in. The main area displays search results for three job titles: Public Utilities Coordinator, Recreation Coordinator, and Registered Practical Nurse. Each result includes Job ID, Location, and Posted Date. Callouts provide instructions: 'Use this search box to enter a keyword search' points to the search input field; 'Use this icon to sort in ascending or descending order by job title' points to the sort icon; and 'Click on any job posting to view the job posting details' points to the job title link. Another callout 'Using this action, you can filter by location and year' points to the filter dropdowns.

**Note**



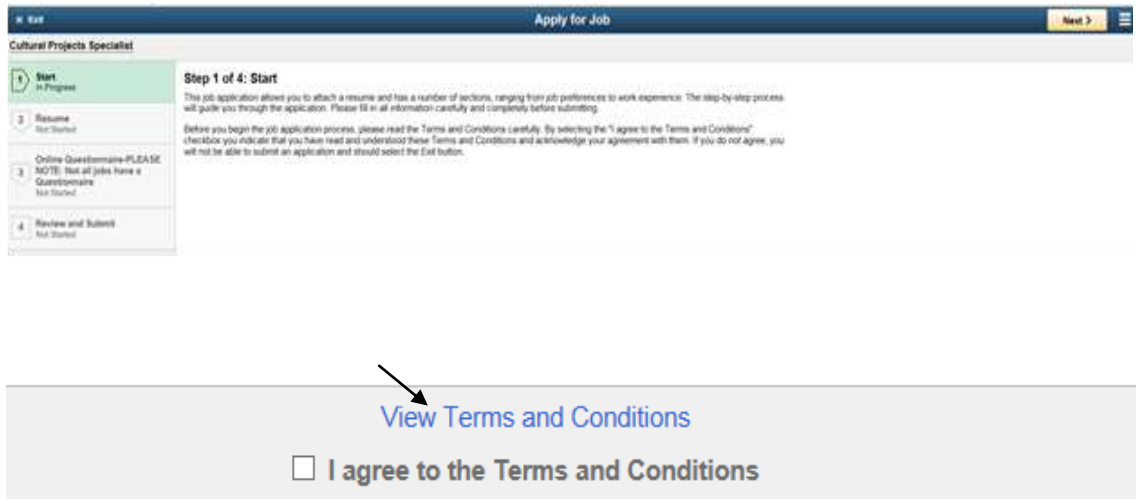
If you did not sign in with your User ID yet, the system will ask you to sign in before you can apply to a job. Please refer to Appendix A for further instructions to create a User ID for first time registrants.

6.

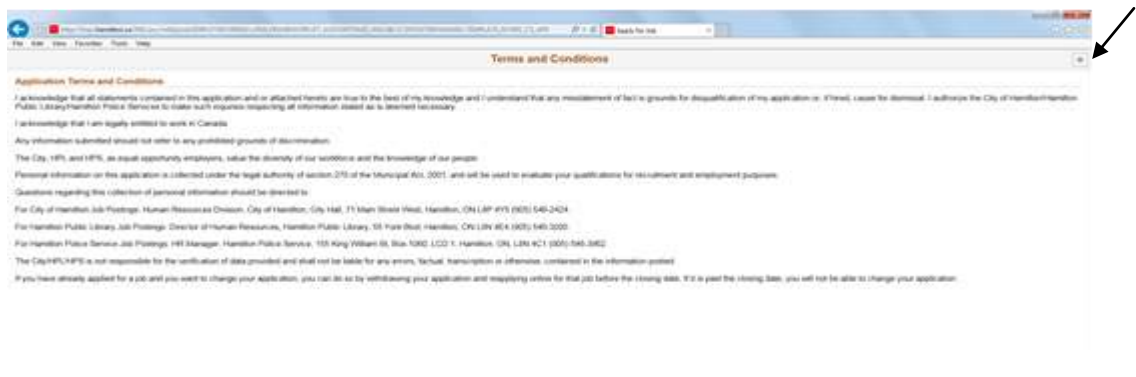
Click on the job posting you are interested in to see the details of the job. Click **Apply for Job** to apply to desired job posting.

The screenshot shows a detailed job posting page for Hamilton. The job title is 'Public Utilities Coordinator'. A green button labeled 'Apply for Job' is visible in the top right corner, with an arrow pointing to it. The page contains detailed information about the job, including location and application instructions.

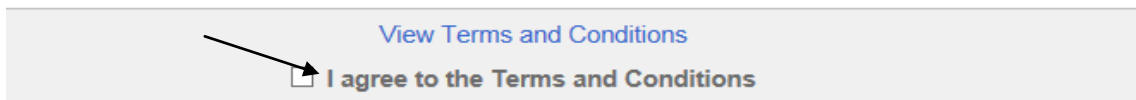
7. The system will provide you a step by step application process. The first step is to review the Terms and Conditions by clicking on “View Terms and Conditions”.




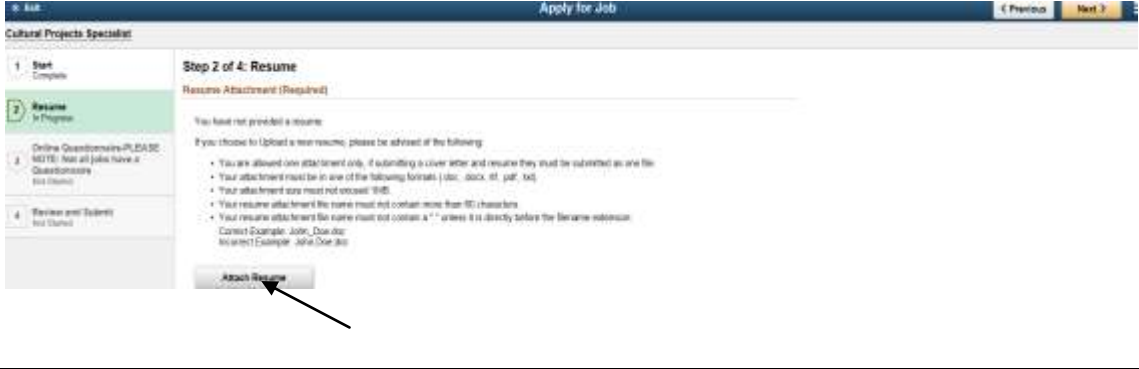

8. Read the information carefully and click on  to return to the application page.

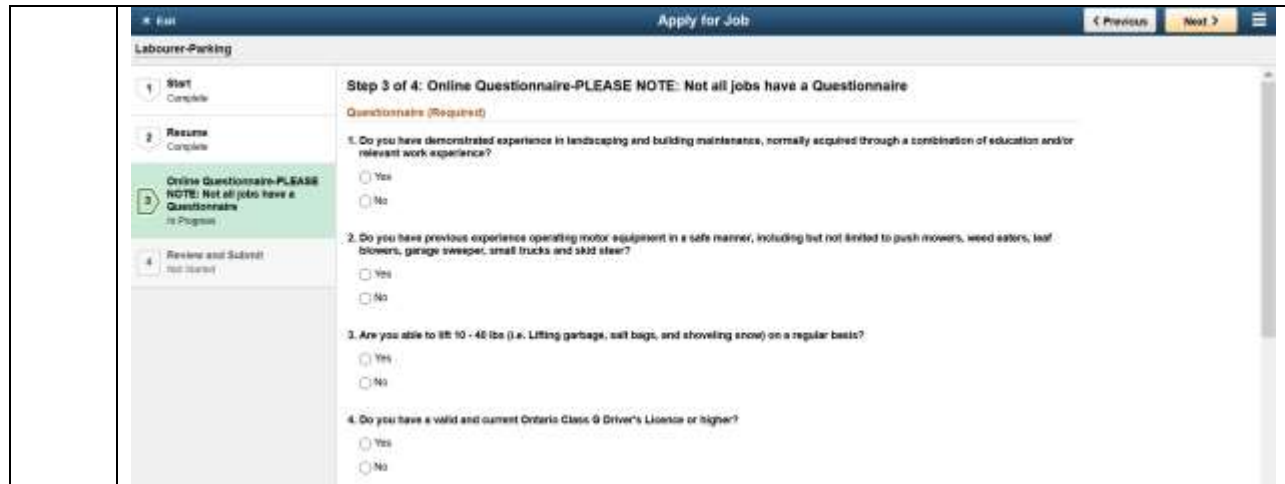


9. Agree with the “Terms and Conditions” for the application by clicking on  at bottom of the page.



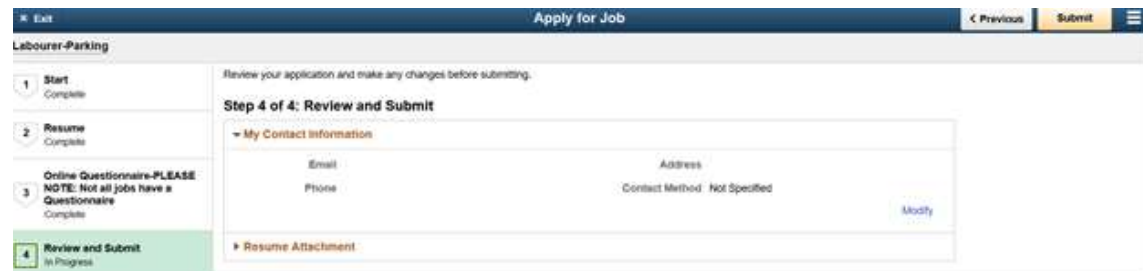
10. Click on  to move to the next step.

<p>11.</p>	<p>Click <b>Attach Resume</b> to upload your resume and cover letter. Please save your resume and cover letter as one file and ensure your resume attachment does not exceed 1MB.</p> 
<p>12.</p>	<p>Click <b>Upload</b> to attach your resume.</p> 
<p>13.</p>	<p>Click <b>Done</b> and then <b>Next &gt;</b> to move to the next step.</p>
<p>14.</p>	<p>Complete the online questionnaire for the position you are applying to.</p>



15. Click **Next >** to move to the next step.


16. You can review & modify the information provided before submitting your application.



17. Click **Submit** to send your application.

18. Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to your primary e-mail address in My Account Information.



Note	Action
	<p><b>If you need to change information or want to attach a revised resume for a job that you have already applied to, you can do so by withdrawing your application and reapplying online for that job before the closing date.</b></p> <p><b>If you are no longer interested in a job or if you wish to withdraw your application, please log into your online Career Account and go to My Job Application to withdraw your application. Further Reference Appendix B – Withdrawing an Application.</b></p> <p><b>If you want to change your personal contact information you can do that online at any time by going to your My Account Information.</b></p>

## Tips for submitting your online application

We have listed some tips below to help you submit your online application.  
When you are attaching a resume:

- **You are allowed to attach only one file; if you are submitting a resume and cover letter, they must be saved as one file before uploading.**
- Acceptable file types are:
  - .doc
  - .docx
  - .txt
  - .pdf
  - .rtf
- Ensure the maximum size of the resume does not exceed 1MB
- The resume attachment file name must not contain more than 60 characters.
- The file name of your resume must not contain a period (".") unless it is directly before the filename extension:
  - Incorrect example: John.Doe.doc
  - Correct example: John\_Doe.doc

Disable any Pop-Up Ad Blocker software you have on your computer. This type of software has shown to cause problems when attempting to attach resumes online.

Disable any third party toolbar add-ons that stop pop-ups, such as Google Toolbar. These add-ons may prevent you from viewing your resume attachment.

**\*\*Applications or resumes will not be accepted through email\*\***


**Due to the high number of applications the City of Hamilton receives, only those selected to move forward in the recruitment process will be contacted.**

## Appendix A - Registering in the system for the first time



Step	Action
1.	Click on the link "New User"
2.	Create a user name and enter all the required fields.
3.	Review the terms and conditions by clicking on the link "View Terms and Conditions". You must agree in order to be able to create a user in the system.
4.	Click on the link "I agree to the Terms and Conditions"
5.	Click on <b>Register</b>







Note	Action
	<p>After you register on the system, the confirmation message will confirm your registration.</p> <div style="background-color: #e0f2f1; padding: 10px; text-align: center;"> <p><b>You have successfully registered</b></p> </div>



## Appendix B: Withdrawing an Application

You need to be signed on in the system to perform this action.

Step	Action
1.	Click on  My Job Applications 
2.	Click on the  button for the job opening you'd like to remove your application.
3.	The system is going to ask you for a confirmation. Click on Ok to proceed.  
4.	You are going to see the status of your application changes from Submitted to Withdrawn.

### Job Applications page before performing the Withdraw



The screenshot shows the Hamilton My Job Applications page. The main table has columns: Job Title, Job ID, Location, Status, Date Created, Date Submitted, and Withdraw Application. A row for 'Labourer-Parking' (Job ID: 12620) is shown with Status 'Submitted' and Date Submitted '06/20/2017 3:06PM'. The 'Withdraw Application' column contains a 'Withdraw' button, which is highlighted by a black arrow.

### Job Applications page after performing the Withdraw



The screenshot shows the Hamilton My Job Applications page after the withdrawal. The 'Status' column for the 'Labourer-Parking' application is now 'Withdrawn' (highlighted in green). A new 'Date Withdrawn' column has been added, showing '06/20/2017 3:17PM' (also highlighted in green).

## Applicant Page Frequently Asked Questions:



<b>View Latest Jobs</b>	The Search Jobs page shows the latest job postings, but you can refine the list using filters and keyword searching.
<b>My Job Notifications</b>	This item displays a count of unread notifications. A notification is considered unread until you click the notification to view its details. On this page, you can view and accept job offers, upload, and send new hire documents to Human Resources.
<b>My Job Applications</b>	This item displays counts of your application history including submitted, un-submitted, and withdrawn applications.
<b>My Favorite Jobs</b>	This item displays your history of jobs identified as 'Favorites'. This feature is not currently used by the City of Hamilton.
<b>My Saved Searches</b>	This item displays a count of your saved job searches.
<b>My Account Information</b>	This item displays your contact information. Select My Account Information, if you wish to make updates.