CITY OF HAMILTON – CAREER’S SITE LOGIN ASSISTANCE

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How to Obtain Your User Name

**Step 1** – Go to [https://www.hamilton.ca/jobs-city/current-opportunities](https://www.hamilton.ca/jobs-city/current-opportunities)

**Step 2** – Click on “Current Job Opportunities”

**Step 3** – Click “Sign In”

**Step 4** – Click “Forgot Username”
**Step 5** – Type in your email address and click “Email User Name”
Step 6 – A notification like the below will pop up on your screen, click “OK”

Step 7 – Check your email account for an email from the City of Hamilton verifying your user name. Once you have received and reviewed the email, return to the login screen.

Step 8 – Input your user name and password and click “Sign In”
Step 9 – Now you have access to view the latest jobs
How to Reset Your Password

**NOTE:** Do not use Google Chrome when resetting your password. Use another browser such as Internet Explorer or Firefox to reset your password, once you have reset your password you can continue to use Google Chrome.

**Step 1** – Go to [https://www.hamilton.ca/jobs-city/current-opportunities](https://www.hamilton.ca/jobs-city/current-opportunities)

**Step 2** – Click on “Current Job Opportunities”

**Step 3** – Click “Sign In”
**Step 4** – Click “Forgot Password”

![Sign In Form]

**Step 5** – Type in your user name and click “Email New Password”

![Forgot Password Form]

**Step 6** – Check your email account for an email from the City of Hamilton verifying your new password. Once you have received and reviewed the email, return to the login screen.
Step 8 – Input your user name and password and click “Sign In”

Step 9 – Now you have access to view the latest jobs
Clicking “New User” and Getting Redirected to the Login Page

If you are trying to create a new profile and experiencing an issue where you click “New User” and the system sends you back to the home page, follow the below steps:

1. Refresh your page
2. Clear your cache
3. Access the postings through the below navigation:

Go to Hamilton.ca > Click on “Current Opportunities” under “Jobs at the City”:

Current Job Postings > “External Job Postings”:
Click “New User”:
Clicking “Sign In” and Getting Redirected to the Login Page

If you are trying to login and experiencing an issue where you click “Sign In” and the system sends you back to the home page, follow the below steps:

1. Refresh your page
2. Clear your cache
3. Access the postings through the below navigation:

Go to [Hamilton.ca](http://Hamilton.ca) > Click on “Current Opportunities” under “Jobs at the City”:

Current Job Postings > “External Job Postings”:

January 12, 2022
Click “Sign In”:
Postings Page Blank

Some applicants have escalated an issue where they are able to click on “View Latest Jobs” but then are directed to a blank page. This can be resolved by having the applicant:

1. Refresh their page
2. Clear their cache
3. Access the postings through the below navigation:

Go to [Hamilton.ca](http://Hamilton.ca) > Click on “Current Opportunities” under “Jobs at the City”:

Current Job Postings > “External Job Postings”:
Click “View Latest Jobs”:

NOTE: If this doesn’t resolve the issue please email Pam.Nettleton@Hamilton.ca