# PEOPLESOFT 9.2

## *APPLYING FOR A TRANSIT OPERATOR*
## *JOB OPENING*

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# 1 NEW APPLICANT

| | |
|---|---|
| If you are a new applicant you will have to register before you can apply for job openings. | **Sign In**<br><br>You must sign in to continue.<br><br>*User Name [_____]  Forgot User Name<br>*Password [_____]  Forgot Password<br><br>[ Sign In ]<br>Don't have a User Name or Password?  Register Now<br><br>* Required Information<br><br>Return to Previous Page |
| Registering with the careers page allows you to track your application and maintain your personal information in one easy to use tool.<br><br>Fill out the required information (marked with *) and click 'Register'. | **Register**<br><br>Applied Before?<br>Login with your User Name and Password, search for jobs, and click 'Apply Now' to submit your resume.<br>**Account Information**<br>*User Name [_____]<br>*Password [_____]<br>*Confirm Password [_____]<br>*First Name [_____]<br>*Last Name [_____]<br><br>**Contact Information**<br>*Primary Email Type [Home ▼]<br>*Email Address [_____]<br>Primary Phone Type [Home ▼]<br>*Phone [_____]  Ext [____]<br>Preferred Contact Method [Not Specified ▼]<br><br>**Address Information**<br>*Country [Canada ▼]<br>*Address 1 [_____]<br>Address 2 [_____]<br>Address 3 [_____]<br>Address 4 [_____]<br>*City [_____]  *Province [_____ ▼]<br>*Postal [_____]<br><br>[ Register ]<br>Already Registered?  Sign In Now<br><br>* Required Information<br>Return to Previous Page |

## 2    EXISTING APPLICANT

| | |
|---|---|
| If you are already registered, enter your 'User Name' and 'Password' to log in. | **Sign In**<br>You must sign in to continue.<br><br>*User Name [_____]   Forgot User Name<br>*Password [_____]   Forgot Password<br>[Sign In]<br>Don't have a User Name or Password?   Register Now<br><br>* Required Information<br>Return to Previous Page |
| If you forgot your User Name, click on 'Forgot User Name'. | **Sign In**<br>You must sign in to continue.<br><br>*User Name [_____]   Forgot User Name<br>*Password [_____]   Forgot Password<br>[Sign In]<br>Don't have a User Name or Password?   Register Now<br><br>* Required Information<br>Return to Previous Page |
| Indicate the Primary Email Address used under the contact information at the time of registration. Click 'Email User Name'.<br><br>The 'User Name' will be sent to the email. | **Forgot User Name**<br>The email address entered here will search primary email addresses and send the matching User Name to you.<br><br>**Forgot Your User Name?**<br>*Primary Email Address [_____]<br>[Email User Name]<br><br>* Required Information<br>Return to Previous Page |
| If you forgot your Password, click on 'Forgot Password'. | **Sign In**<br>You must sign in to continue.<br><br>*User Name [_____]   Forgot User Name<br>*Password [_____]   Forgot Password<br>[Sign In]<br>Don't have a User Name or Password?   Register Now<br><br>* Required Information<br>Return to Previous Page |

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.

**Forgot Password**

Enter your User Name and a message will be sent to your primary email address with your new generated password.

**Forgot Your Password?**

*Enter your User Name [                    ]

Reset Password

* Required Information

Return to Previous Page

## 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.
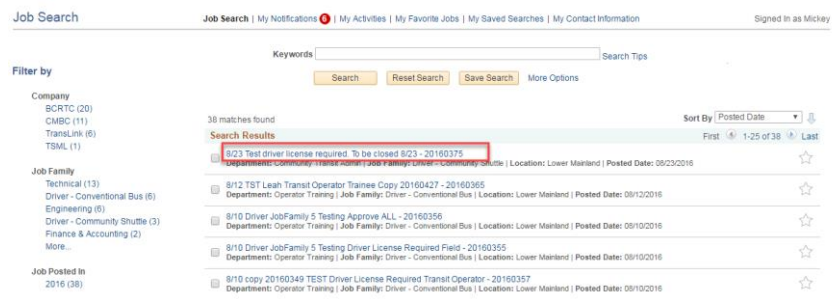
Another way to search for a job opening:

- 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
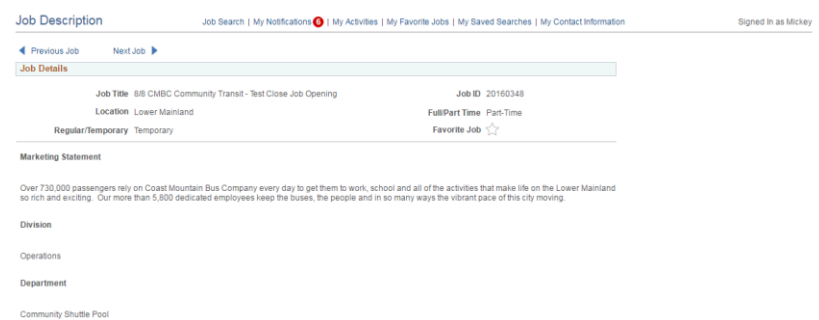
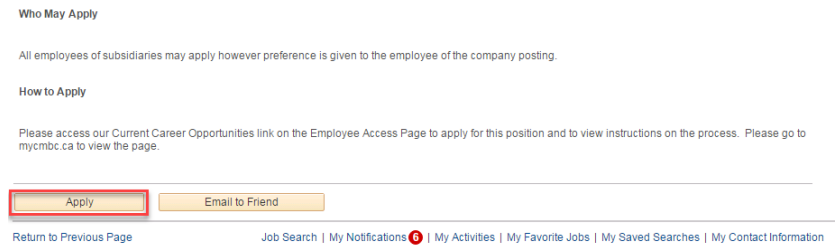## 4   APPLYING FOR JOBS

| | |
|---|---|
| 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.

| Start | Prequalify | Resume | Driver's License | Referrals | Review/Submit |

Exit | Previous | Next

**Start** - Step 1 of 6

Applying for: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31

This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.

Before you begin the application process, please read the agreements on this page carefully. By selecting the agreements checkbox below, you acknowledge that you accept the terms of these agreements. If you do not agree to these terms, select the Exit button.

**Prequalification Notices**

Job Title: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31                Job ID: 20160367

We accept applications only after a prequalification process determines whether you meet certain requirements. If these requirements are met, you will be able to continue with your application.

This prequalification process is simple and requires you to provide answers to the questions on the next step of this application process. Please read all questions carefully. Some questions may require you to select more than one answer. Your evaluation results will be provided to you immediately you submit your answers.

If you are eligible to apply, you will be able to continue your application. If you are not eligible to apply, you will be informed of your ineligibility immediately and you will not be able to continue your application.

The questionnaire and your answers are retained in our system regardless of the outcome. Ineligible applications are not processed any further or given any further consideration.

You are advised that any false or incorrect information will render your application void.

**Agreements**

**Prequalification Terms & Agreements**

After you submit your answers to the following questionnaire, you will be immediately informed if you are eligible to continue with the application.

**Application Terms & Agreements**

You represent and covenant that the responses you submit in this application are complete, accurate and true. Providing any false or inaccurate information may disqualify your application. Applicants offered employment will be required to successfully complete all pre-employment recruitment checks, including without limitation employment and educational background checks.

☑ I have read and agree to the above terms and agreements

Exit | Previous | Next

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**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.

| Start | Prequalify | Resume | Driver's License | Referrals | Review/Submit |

Exit | Save for Later | Previous | Next

**Prequalify** - Step 2 of 6

Applying for: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31

To be eligible to submit an application you will need to answer the following questions.

**Prequalification Questions (Required)**

1. Are you a Canadian Citizen or have landed immigrant status?
   ○ Yes
   ○ No

2. Do you have more than one (1) driving violation (moving or non-moving) during last three (3) years?
   ○ Yes
   ○ No

3. During the last three (3) years, do you have more than three (3) penalty points on your driver's abstract?
   ○ Yes
   ○ No

4. Do you have any motor-vehicle criminal convictions including driving suspensions or prohibitions during the last five (5) years?
   ○ Yes
   ○ No

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**RESUME:** Supply a resume using one of the following methods:

| Start | Prequalify | Resume | Driver's License | Referrals | Review/Submit |

Exit | Save for Later | Previous | Next

**Resume** - Step 3 of 6

Applying for: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31

Trouble Uploading? Select 'Copy and paste resume text' instead.

**Resume Options**

| Copy & Paste Resume | Copy and paste your resume |
| Use Existing Resume | Use a resume you already uploaded with us |
| Attach Resume | Provide us with your resume |

Exit | Save for Later | Previous | Next

- Copy & Paste Resume: Copy the resume information and paste into the space provided.

Copy & Paste Resume Option

**Copy & Paste Resume**

*Title [_____]

Language [English ∨]

*Resume

* Required Information

[ Save ]     [ Cancel ]

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

Use Existing Resume

Start — Prequalify — **Resume** — Driver's License — Referrals — Review/Submit

[ Exit ] | [ Save for Later ] | [ ◄ Previous ] [ Next ► ]

**Resume** - Step 3 of 6

Applying for: 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31

Trouble Uploading? Select 'Copy and paste resume text' instead.

**Resume Options**

| [ Copy & Paste Resume ] | Copy and paste your resume |
| [ Use Existing Resume ] | Use a resume you already uploaded with us |
| [ Attach Resume ] | Provide us with your resume |

[ Exit ] | [ Save for Later ] | [ ◄ Previous ] [ Next ► ]

- 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.*

Attach Resume

**Resume Options**

| [ Copy & Paste Resume ] | Copy and paste your resume |
| [ Use Existing Resume ] | Use a resume you already uploaded with us |
| [ Attach Resume ] | Provide us with your resume |

[ Exit ] [ Save for Later ] | [ ◄ Previous ] [ Next ► ]

File Attachment

[_____] [ Browse... ]

[ Upload ] [ Cancel ]

| | |
|---|---|
| DRIVER'S LICENSE: Depending on the job posting, applicants may be required to supply their Driver's License number.<br><br>Click the 'Add Driver License Number' button. |  |
| In the 'Click on icon and select DL' field, enter 'DL'<br><br>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.<br><br>Click Save. |  |
| The Edit and Delete buttons appear to indicate a driver license record exists.<br><br>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.

## Application Confirmation

✔ Your job application has been successfully submitted.

You have applied for the following job(s):

**Jobs Applied For**

| Job Title | Job ID | Location | Job Posting Date | Application Date |
|---|---|---|---|---|
| 8/25 Community Shuttle - Leah - To be closed int 8/29 ext 8/31 | 20160367 | Lower Mainland | 2016/08/25 | 2016/08/26 |

Your application has been successfully submitted. If you need to update your job application, you will need to reapply. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Activities section.

Return to Job Search          View Submitted Application

**NOTIFICATION:** An e-mail is sent to confirm the application has been submitted.



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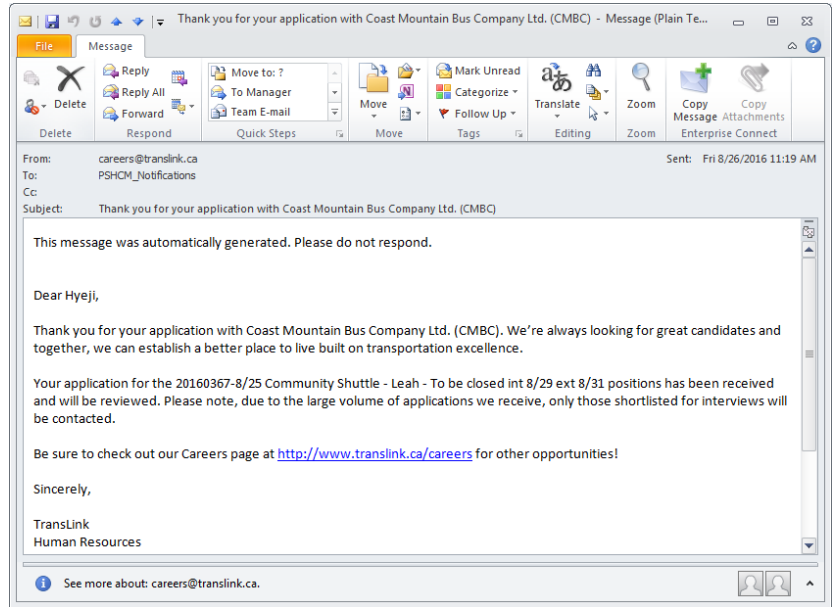
## 5    MY NOTIFICATIONS

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 e-mail 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.<br><br>**My Notifications**  Job Search \| **My Notifications** ❷ \| My Activities \| My Favorite Jobs \| My Saved Searches \| My Contact Information<br><br>**Notifications**<br><br>| Subject | Status | Received | Delete |<br>|---|---|---|---|<br>| Please add your references | New | 2016/08/30 3:02PM | 🗑 |<br>| Your automated job search 2016 JOB SEARCHES has returned results | Viewed | 2016/08/30 2:31PM | 🗑 |<br>| You are invited to apply for a job: CMBC Community Transit Service Operator Trainee (Job ID 20160326 | New | 2016/08/30 2:57PM | 🗑 |<br><br>Return to Previous Page  Job Search \| **My Notifications** ❷ \| My Activities \| My Favorite Jobs \| My Saved Searches \| My Contact Information<br><br>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. | **My Account Information**  Job Search \| My Notifications \| My Activities \| My Favorite Jobs \| My Saved Searches \| **My Account Information**<br><br>You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.<br>**Required Fields are marked ***<br><br>**Account Settings**<br>User Name  june.kim@test.com    Preferred Contact Method  Not Specified ▾<br>Password  Change Password<br><br>**Name**<br>Name Format  English ▾    Name Prefix  ▾<br>*First Name  June    Middle Name<br>*Last Name  Kim    Name Suffix  ▾<br><br>**Address**<br>*Country  Canada ▾<br>*Address 1  Test Avenue<br>Address 2<br>Address 3<br>Address 4<br>*City  New Westminster    *Province  British Columbia ▾<br>*Postal  V3H 9H0<br><br>**Email Address**<br>| *Email Address | Primary | *Email Type | Delete |<br>|---|---|---|---|<br>| pshcm_notifications@translink.ca | ☑ | Home ▾ | 🗑 |<br><br>Add Email Address<br><br>**Phone**<br>| *Phone Number | Extension | Primary | *Phone Type | Delete |<br>|---|---|---|---|---|<br>| 604/555-5555 | | ☑ | Home ▾ | 🗑 |<br><br>Add Phone<br>* Required Information<br>Save<br><br>Return to Previous Page  Job Search \| My Notifications \| My Activities \| My Favorite Jobs \| My Saved Searches \| **My Account Information** |