



External Job Board Candidate Guide

Table of Contents

Access the Job Board 3

Create a Presence 3

Reset Your Password..... 4

Navigating the Job Board 5

Apply to an Opportunity 6

Job Alerts 9

Contact Information..... 12

Access the Job Board

Please go to www.ckcareers.ca to access the job board.

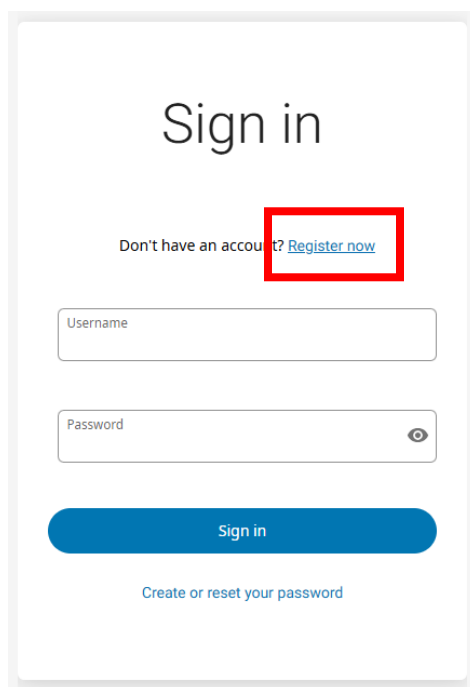
Create a Presence

To apply for an opportunity with the Municipality of Chatham-Kent you must create a presence.

1. Select Sign in to create a new account



2. Click Register now

A screenshot of the 'Sign in' form. The title 'Sign in' is at the top. Below it is a link 'Don't have an account? Register now', where 'Register now' is highlighted with a red rectangular box. Below the link are two input fields: 'Username' and 'Password'. The 'Password' field has a toggle icon on the right. At the bottom is a blue 'Sign in' button and a link 'Create or reset your password'.

3. Review the Consent Policy
4. Enter the required fields
5. Click **Register**

Register

Already have an account? [Sign In](#)

Create an account to apply or save for later

* Required field

* First Name

* Last Name

* Email

* Password

* Confirm Password

* Primary Phone Number

Register

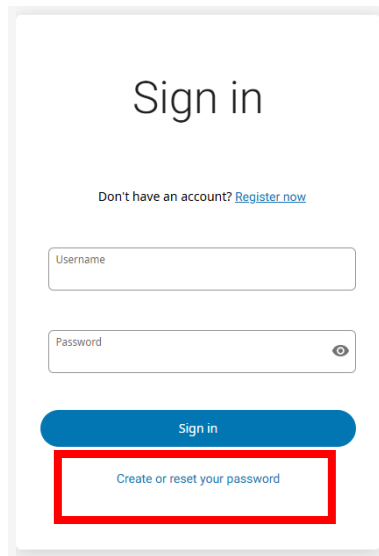
6. You can now sign-in to your account

Please Note:

1. If you had an account on our previous job board, you will need to create a **new** account.
2. If you are an existing Municipality of Chatham-Kent employee and wish to apply, you must apply through the internal job board.

Reset Your Password

If at any time you need to reset your password, click on reset your password from the Sign In page.

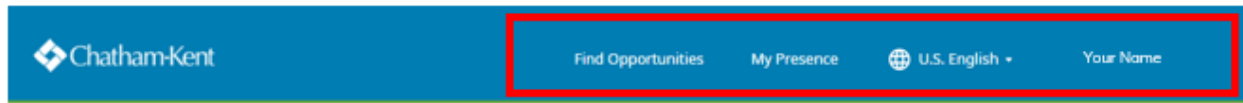


A screenshot of a 'Sign in' form. At the top, the text 'Sign in' is centered. Below it, a link reads 'Don't have an account? [Register now](#)'. There are two input fields: 'Username' and 'Password'. The 'Password' field has an eye icon to its right. Below the fields is a blue button labeled 'Sign in'. Underneath the button is a red rectangular box containing the text 'Create or reset your password'.

Navigating the Job Board

While viewing the job board, you will be able to see more menu tabs at the top of the screen.

- **Find Opportunities:** In this section you will have access to all current job postings, apply and search for positions and create job alerts
- **My Presence:** This contains saved personal information attached to your profile. There is a tab called "Documents" where you can hold certificates, resumes and cover letters. The "Application" tab tracks which positions you have applied to and when you applied to them.
- **U.S. English:** Allows you to change the language of the text.
- **Your Name:** By clicking on your name, you will have access to the "*Consent & Privacy*" tab provides you with the Consent Policy you have agreed to and can withdraw consent. The ***Subscription*** tab will allow you to manage any job alerts you have set up. The ***Sign Out*** option is also listed here.
- Scroll down to the bottom of the job board and select "*Our Commitment to an Accessible Hiring Process*" which provides a direct link to Chatham-Kent's accessibility and accommodation information.



External

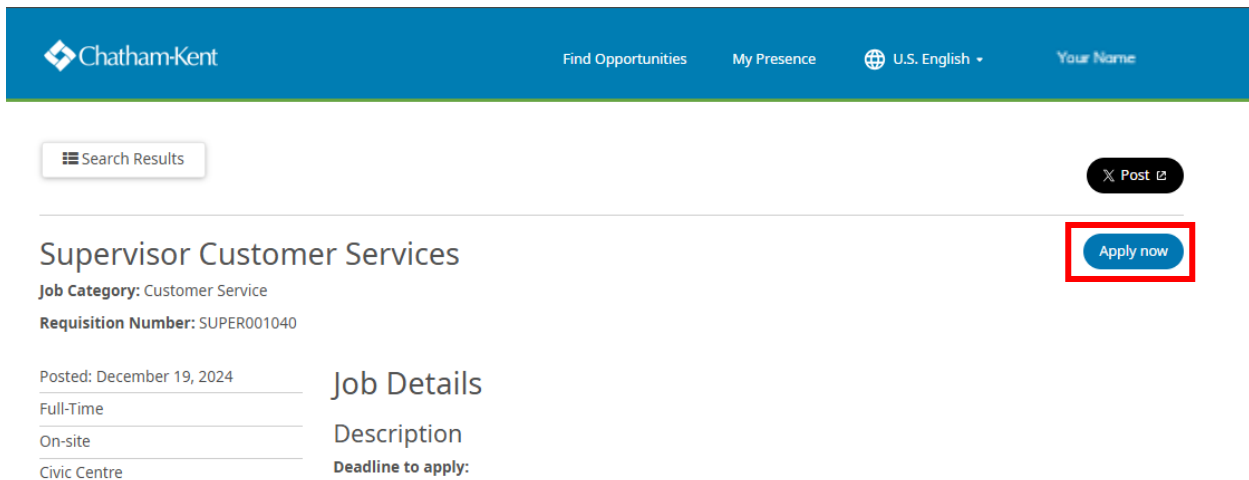
Job Title, Job Category, Store, Requisition Number 🔍

Company Location • Job Category • Schedule • Job Location Type • [Reset](#)

Apply to an Opportunity

On the “Find Opportunities” page, locate the job you are interested in. There is a search bar where you can search for the job name and code, or you can use the filters to help find positions based on Location, Category, Schedule and Job Location Type. Click on the job title to view the full job opportunity.

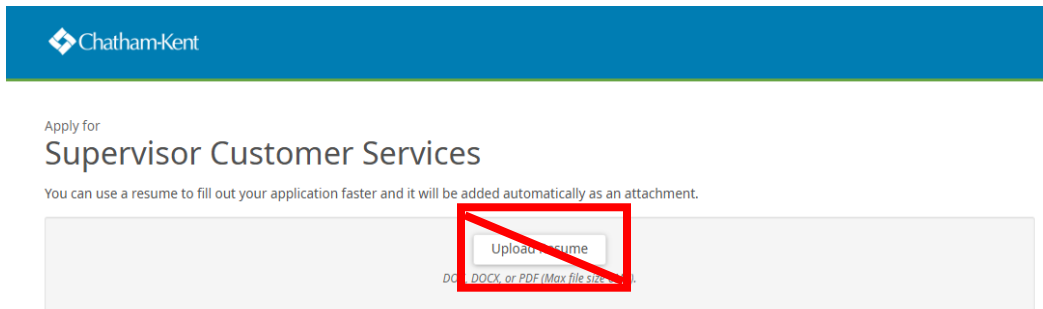
1. Click the **Apply now** button at the top right of the page.



Important: All opportunities will note the deadline to apply. Applications received after the deadline will not be accepted.

2. If you have not logged into your account already, you will be prompted to sign in before applying.
 - a. Important: Please avoid creating duplicate accounts. If you are an existing employee and wish to apply for any position within the Municipality of Chatham-Kent, please use the internal job board
3. After successfully logging in, you will be taken to the Application Page with the title of the position you are applying to in the top left corner.

Important: There will be a tab that prompts you to upload resume (as highlighted below), **DO NOT** upload your resume to this section.



Chatham-Kent

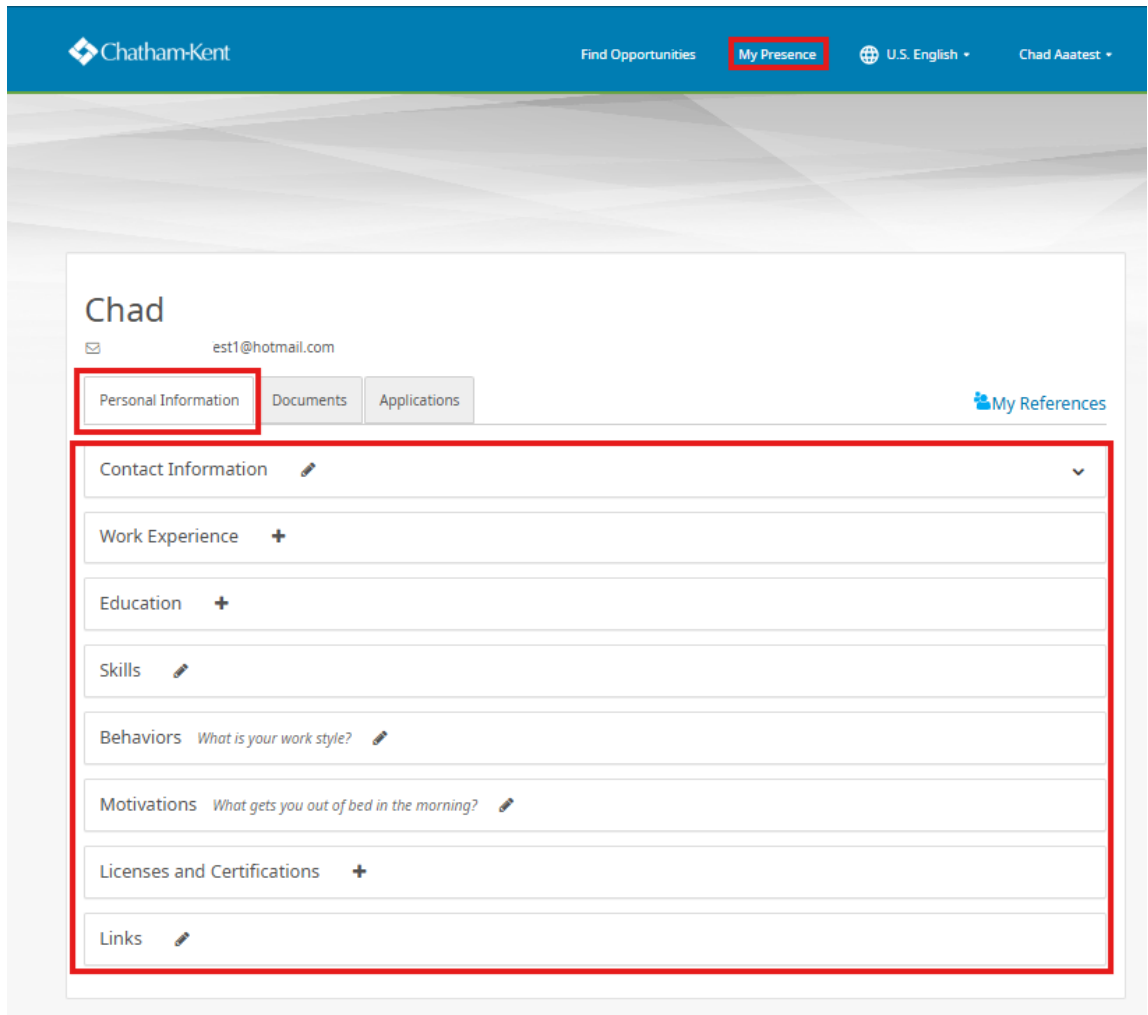
Apply for
Supervisor Customer Services

You can use a resume to fill out your application faster and it will be added automatically as an attachment.

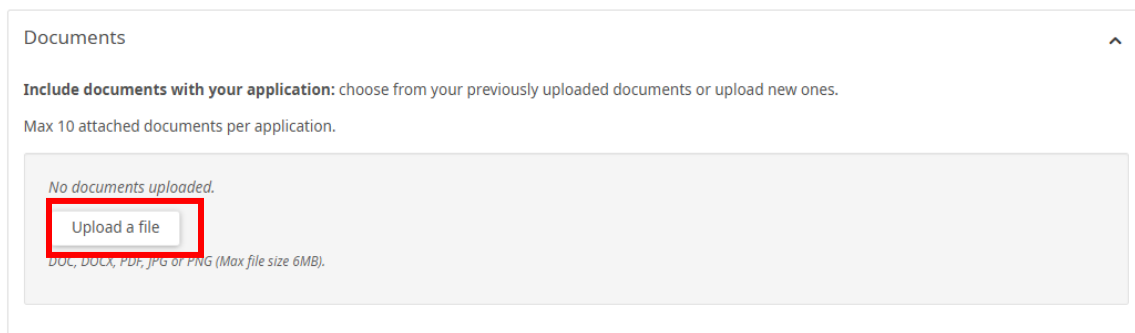
Upload resume

DOC, DOCX, or PDF (Max file size: 2 MB)

4. The **Personal Information** section which includes **Work Experience, Education, Skills, Behaviours, Motivations, Licenses and Certifications, and Links** sections do not need to be completed and will not be reviewed by hiring team. All relevant information (Resume, Cover Letter, Certifications) should be submitted in the Documents section.



5. To submit your application documents, scroll down on the application page and click on the tab labeled Documents. Then click the **Upload a file** button.



6. Search and double click on the documents that you would like to attach to your application.

Documents

Include documents with your application: choose from your previously uploaded documents or upload new ones.
Max 10 attached documents per application.

File Name	Document Type	Description
☒ john Doe Resume.docx	Resume	Description
☒ john Doe Cover letter.docx	Cover Letter	Description
☒ john Doe Certificate.docx	Other	Description

Upload a file

DOC, DOCX, PDF, JPG or PNG (Max file size 8MB)

7. Applicants may be required to answer pre-screening questions regarding work experience, education, skills and qualification. The following pre-screening questions will not be considered as part of the application:
 - a. When can you start? (Note: Response is required but will not be considered as part of the application)
 - b. How did you hear about this opportunity? (Note: Response is required but will not be considered as part of the application)
8. Once all the required information and documentation have been provided, click **Submit** on the bottom of the page to complete the application.

Once you leave this page, you won't be able to edit the information you entered.

Submit

Cancel

9. After successfully applying, you should receive a confirmation email acknowledging your application. Furthermore, you can view all your applications under the My Presence section under the Applications tab

Note: All applications must be submitted by 11:59pm on the closing date listed in the job posting. Late submissions will not be accepted.

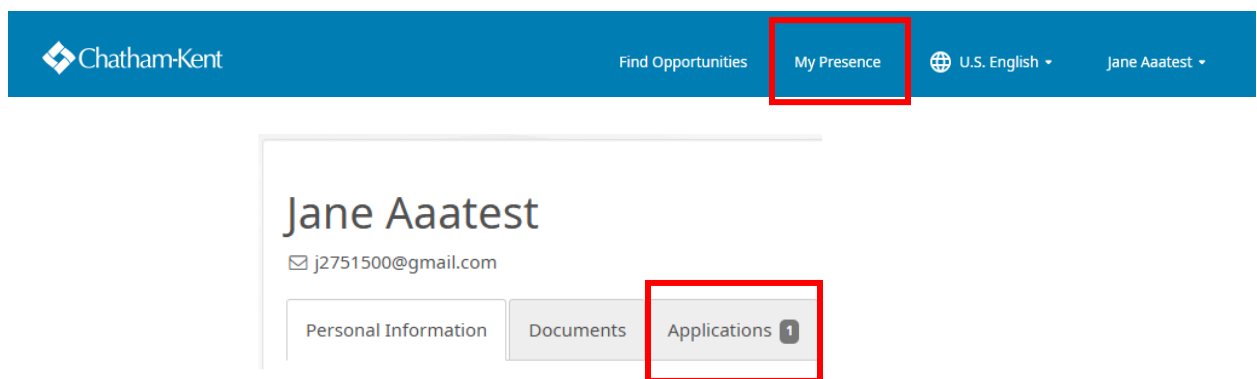
10. How do I know if my application was successfully submitted?
Once you submit your application, you will receive an **automatic email confirmation**. If you do not see this email in your inbox, please check your spam or junk folder.

To confirm your application was successfully submitted:

- **Log into your account.**
- Navigate to **My Presence**.
- Click on **Applications**.

If the position you applied for **is listed**, your application was successfully submitted.

If the position is **not listed**, your application was **not submitted**. Please return to the job posting and try submitting your application again.

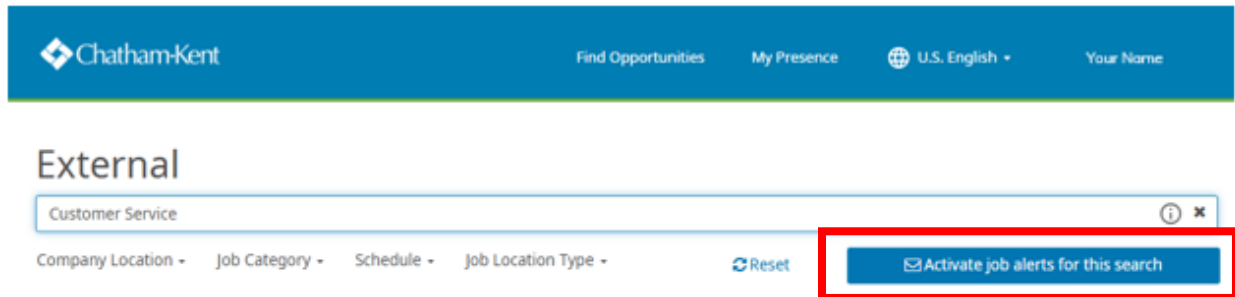


Job Alerts

Job Alerts are emails that notify you when new opportunities are available for the Municipality of Chatham-Kent. Our new recruitment system allows candidates to subscribe to job alerts based on any keyword. When a job posting includes that word, an email notification be sent.

1. To activate Job Alerts, go to the **Find Opportunities** tab and locate the search bar. You can search any job identifying terms that you may be interested in (Personal Support Worker, Lifeguard, Finance, Full Time etc.).
2. You can also use the filters Location, Category, Schedule, and Job Location Type under the search bar of to further customize your notifications.
3. To ensure you never miss an opportunity, we strongly recommend subscribing to: **“Chatham-Kent”**. This term is included in every job posting and you will be notified of all available positions.

4. After searching the term, all current open positions that match your description will be listed below. A blue tab labeled “**Activate job alerts for the search**” will also generate.



Chatham-Kent Find Opportunities My Presence U.S. English Your Name

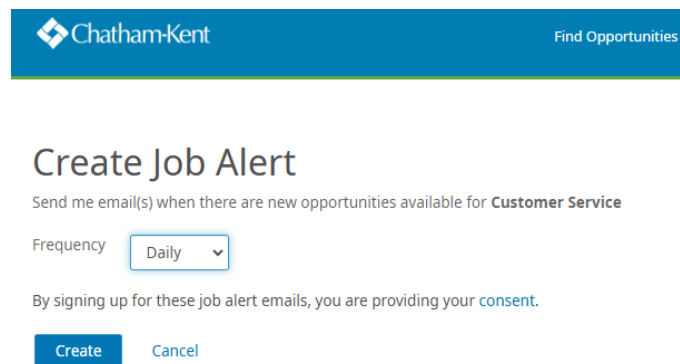
External

Customer Service

Company Location - Job Category - Schedule - Job Location Type - Reset

Activate job alerts for this search

5. To create a Job Alert for your specified terms, click on the “**Activate job alerts for the search**”. You will be able to change the frequency in which you receive alerts about the new posted opportunities.
6. After selecting the desired **Frequency**, click **Create**.



Chatham-Kent Find Opportunities

Create Job Alert

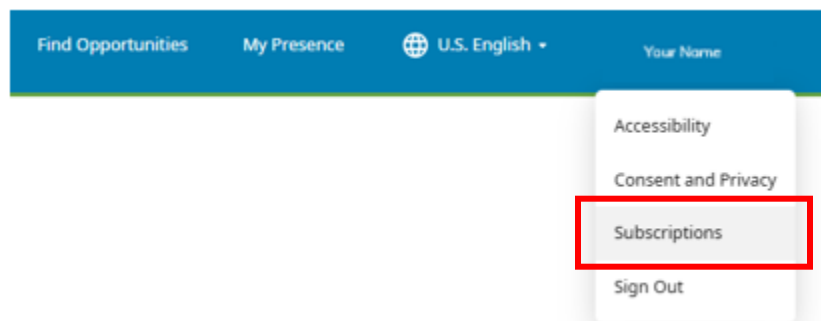
Send me email(s) when there are new opportunities available for **Customer Service**

Frequency

By signing up for these job alert emails, you are providing your [consent](#).

Create Cancel

To unsubscribe to any of your job alerts, select your name on the top right of the job board. In the drop-down menu, select **Subscriptions**. You’ll see a list of your Job Alerts with the option to unsubscribe.



Contact Information

If you have questions or require assistance with the external job board and its functions (creating a profile, applying for a job, uploading documents, etc.), please contact the Municipality of Chatham-Kent's Human Resources at 519-360-1998 or email ckcareers@chatham-kent.ca.