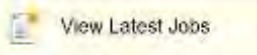






How to Apply Online (External Candidates)

The following step-by-step guide will assist you through the application process for jobs posted on the City of Hamilton website. **For technical issues with logging in or resetting your password email talent@hamilton.**

Step	Action
1.	Open a browser on your computer or mobile device and connect to City of Hamilton website. https://www.hamilton.ca/
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  to see the listing of current Job postings. 

5.



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

Use this search box to enter a keyword search

Use this icon to sort in ascending or descending order by job title

Using this action, you can filter by location and year

Click on any job posting to view the job posting details

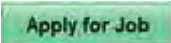
The screenshot shows the Hamilton Search Jobs page. On the left, there are filters for Location (Community/Energy/Services (12), Public Works (10), Hamilton Public Library (7), Hamilton Police Services (0)) and Job Posted in (2017). The main content area shows search results for three jobs: Public Utilities Coordinator (Job ID: 12748, Location: Public Works, Posted Date: 07/14/2017), Recreation Coordinator (Job ID: 12773, Location: Recreation, Posted Date: 07/14/2017), and Registered Practical Nurse (Job ID: 12703, Location: Multiple, Posted Date: 07/14/2017). Callout boxes point to the search box, a sorting icon, the filter section, and one of the job listings.

Note



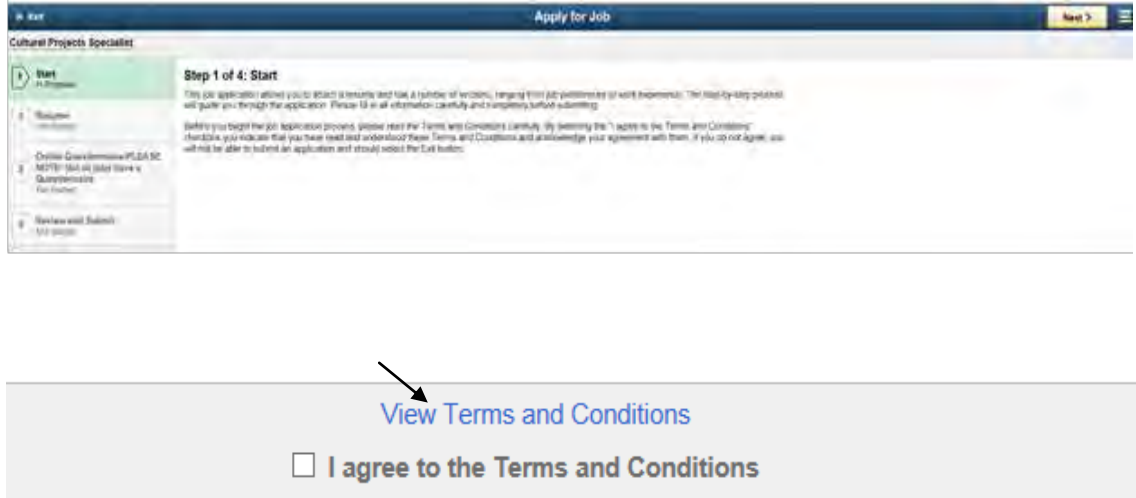
If you did not sign in with your User ID yet, the system will ask you to sign in before you can apply to a job. Please refer to Appendix A for further instructions to create a User ID for first time registrants.

6.

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

The screenshot shows a detailed job posting page for Hamilton. At the top right, there is a green button labeled "Apply for Job" with a black arrow pointing to it. The page contains various details about the job, including the job title, location, and posted date.

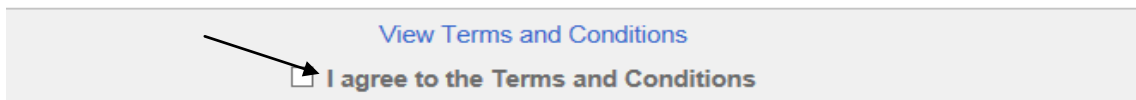
7. The system will provide you a step by step application process. The first step is to review the Terms and Conditions by clicking on “View Terms and Conditions”.






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

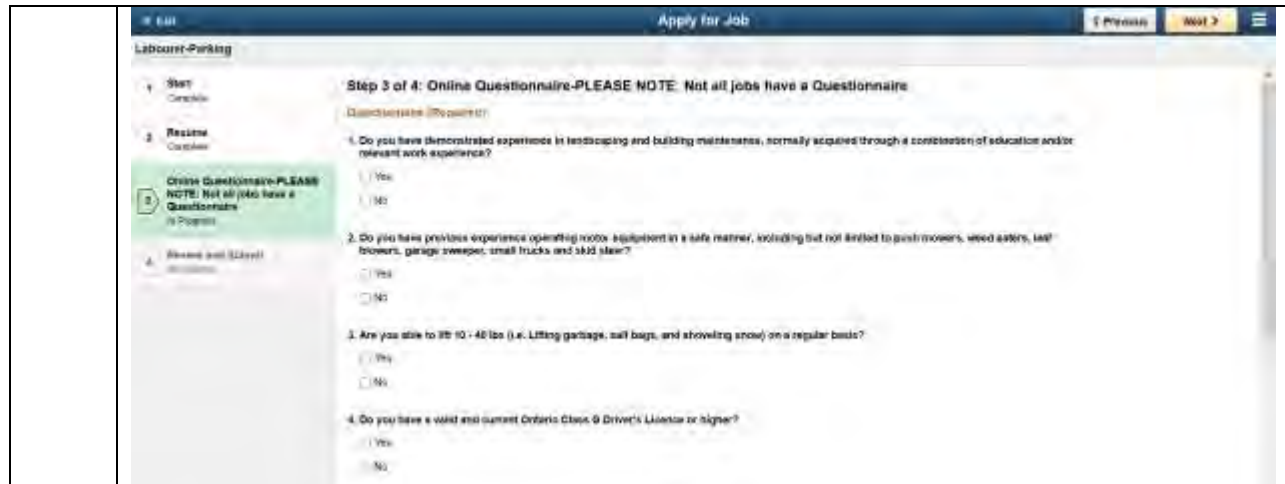


9. Agree with the “Terms and Conditions” for the application by clicking on at bottom of the page.



10. Click on  to move to the next step.

<p>11.</p>	<p>Click Attach Resume 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 Upload to attach your resume.</p> 
<p>13.</p>	<p>Click Done and then Next > 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>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.</p> <p>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.</p> <p>If you want to change your personal contact information you can do that online at any time by going to your My Account Information.</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

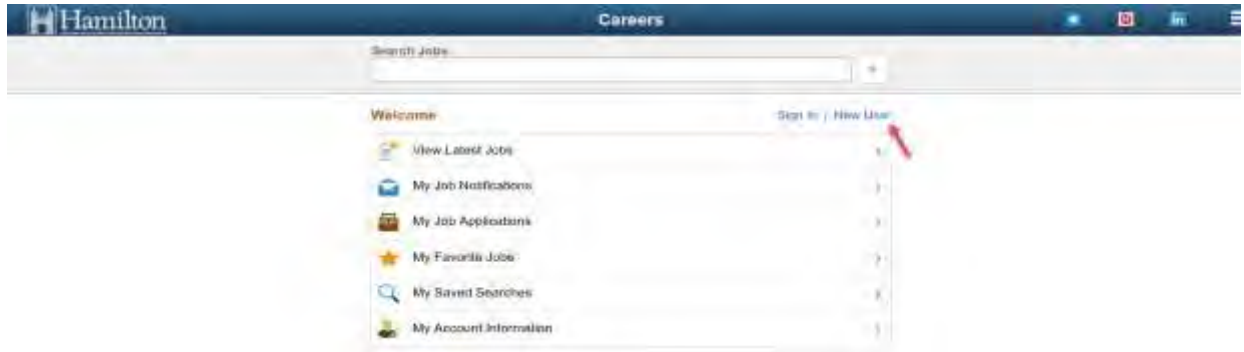
Disable any Pop-Up Ad Blocker software you have on your computer. This type of software has shown to cause problems when attempting to attach resumes online.

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




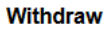

Step	Action
1.	Click on the link "New User"
2.	Create a user name and enter all the required fields.
3.	Review the terms and conditions by clicking on the link "View Terms and Conditions". You must agree in order to be able to create a user in the system.
4.	Click on the link "I agree to the Terms and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



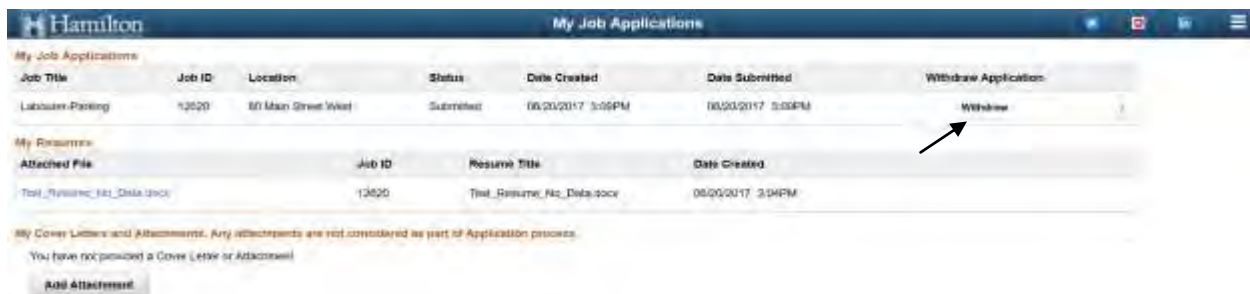
Note	Action
	<p>After you register on the system, the confirmation message will confirm your registration.</p> <div style="background-color: #e0ffe0; padding: 10px; text-align: center;"> <p>You have successfully registered</p> </div>

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. The first row shows 'Labourer-Packing' with Job ID 12620, Location 80 Main Street West, Status Submitted, Date Created 06/23/2017 3:05PM, Date Submitted 06/23/2017 3:05PM, and a Withdraw button. Below this is a 'My Resumes' section with an 'Attached File' table showing a resume file for Job ID 12620. At the bottom, there is a message: 'My Cover Letters and Attachments. Any attachments are not considered as part of Application process. You have not provided a Cover Letter or Attachment.' with an 'Add Attachment' button.

Job Applications page after performing the Withdraw



The screenshot shows the Hamilton My Job Applications page after the withdrawal. The main table now has an additional column: Date Withdrawn. The first row shows 'Labourer-Packing' with Job ID 12620, Location 80 Main Street West, Status Withdrawn, Date Created 06/23/2017 3:05PM, Date Submitted 06/23/2017 3:05PM, and Date Withdrawn 06/23/2017 3:17PM. The 'My Resumes' section and the 'My Cover Letters and Attachments' message remain the same as in the previous screenshot.

Applicant Page Frequently Asked Questions:



View Latest Jobs	The Search Jobs page shows the latest job postings, but you can refine the list using filters and keyword searching.
My Job Notifications	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.
My Job Applications	This item displays counts of your application history including submitted, un-submitted, and withdrawn applications.
My Favorite Jobs	This item displays your history of jobs identified as 'Favorites'. This feature is not currently used by the City of Hamilton.
My Saved Searches	This item displays a count of your saved job searches.
My Account Information	This item displays your contact information. Select My Account Information, if you wish to make updates.