Work Instructions
for myjobs
Applying for a Job

Contents

Logging in to myJOBS
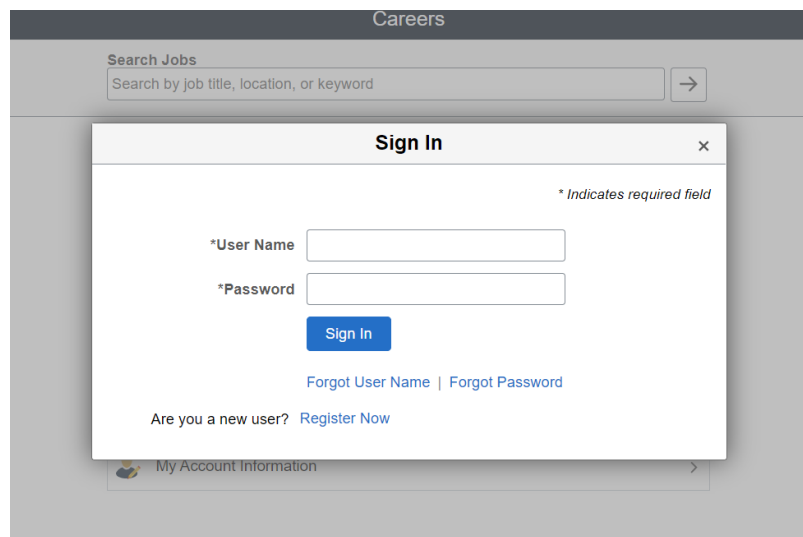
1. Go to https://myjobs.greatersudbury.ca
2. Click on **Sign In**

3. Enter your Username and Password and click on **Sign In**.

Viewing Available Jobs

1. Click on **View All Jobs**.
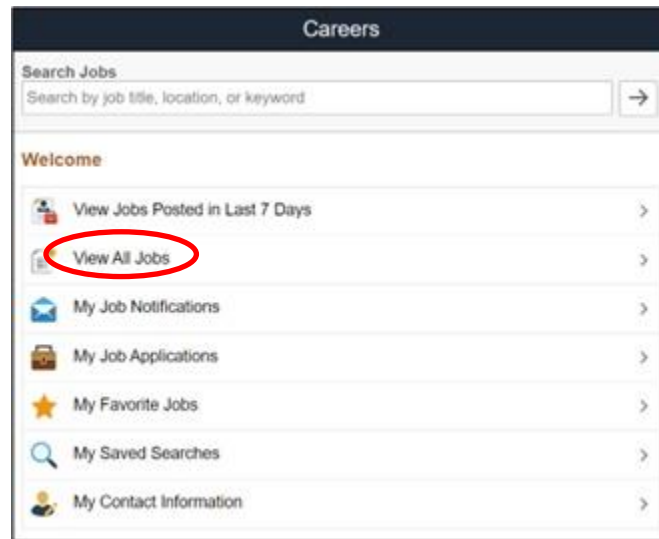
2. This will bring you to a page where you can view all current job postings. You can use the filter options in the column on the left (location, department, date posted) to filter your search. Available filter options to select from will vary depending on the jobs posted.

3. To view job posting details, click on the posting you want to see. This will bring you to see the full details of the posting, including the job description, requirements and any other relevant information to the job.

‹ Search Jobs	Job Description
◁ Previous Job	Operator "A" (Water)

Apply for Job

Job ID 1793

☆ Add to Favorite Jobs

✉ Email this Job

Job Description

Section: Water
Division: Water/Wastewater Treatment and Compliance
Department: Growth and Infrastructure
Initial Reporting Location: Wanapitei Water Treatment Plant

Job Status: Limited position
Number of Vacancies: 1
Affiliation: Outside Unit
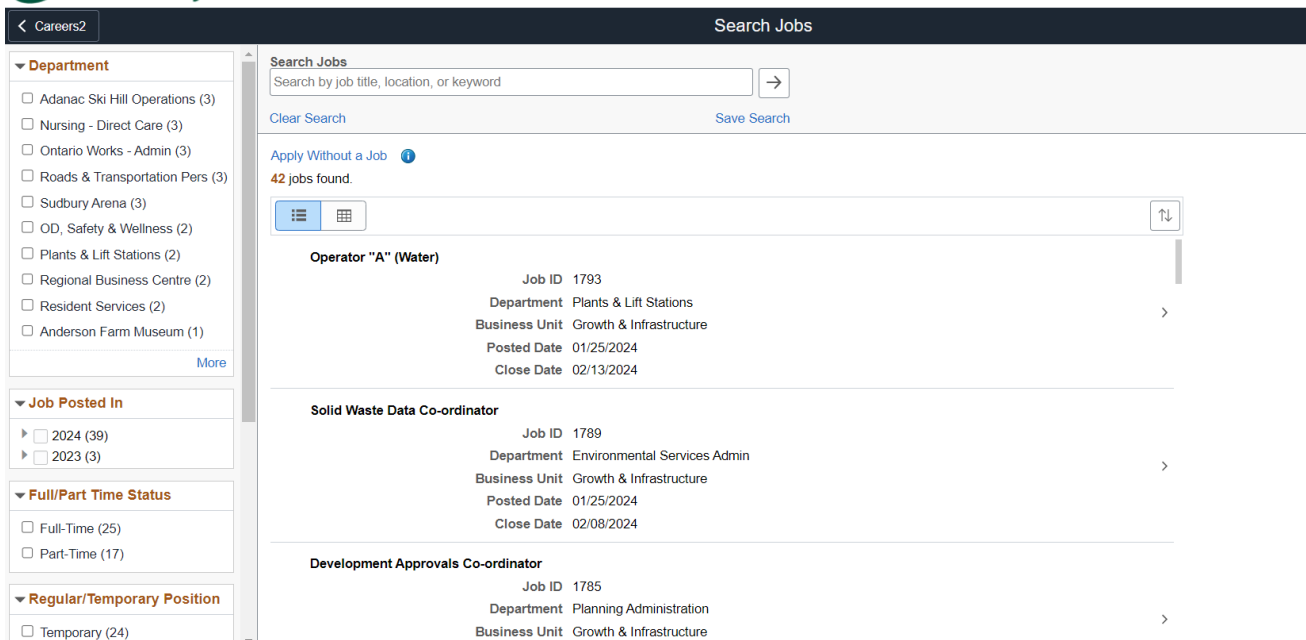**Estimated Probable Duration**: up to eighteen (18) months
Hours of Work: 80 hours bi-weekly
Shift Work Required: Yes
Range of Pay: $31.81 to $35.97 per hour

The start date will follow the selection process.
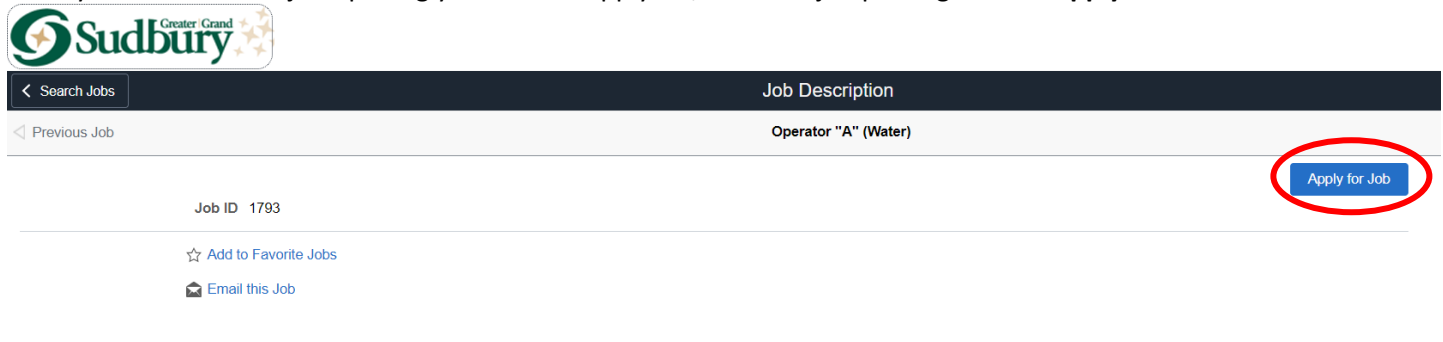
A **criminal record check** is required for this position and will be requested by the Hiring Manager should you be the candidate of choice. Please do not submit your criminal record check with your application.

Characteristic Duties: Under the supervision of a Water Supervisor or the Quality Compliance Officer:

1. Act as Operator-In-Charge and assume responsibility for the operation and maintenance of CGS's water facilities and infrastructure.
2. Perform regular inspections of various facilities and perform the duties required to ensure effective functioning of the facilities.
3. Make operational adjustments and minor repairs, as required.

Applying for a Job

Once you have found a job opening you want to apply for, from the job posting click on **Apply for Job.**
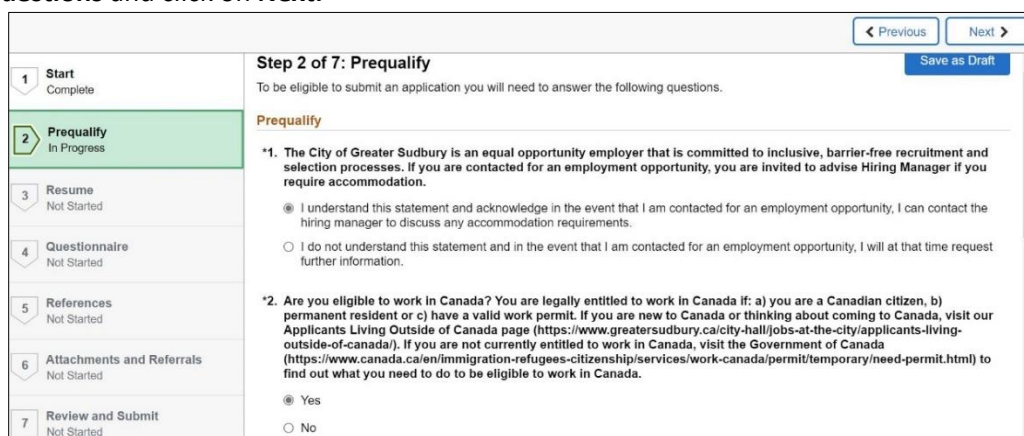
The application page will open, and you will see the steps on the left-hand side of the page. Click on **Start.**
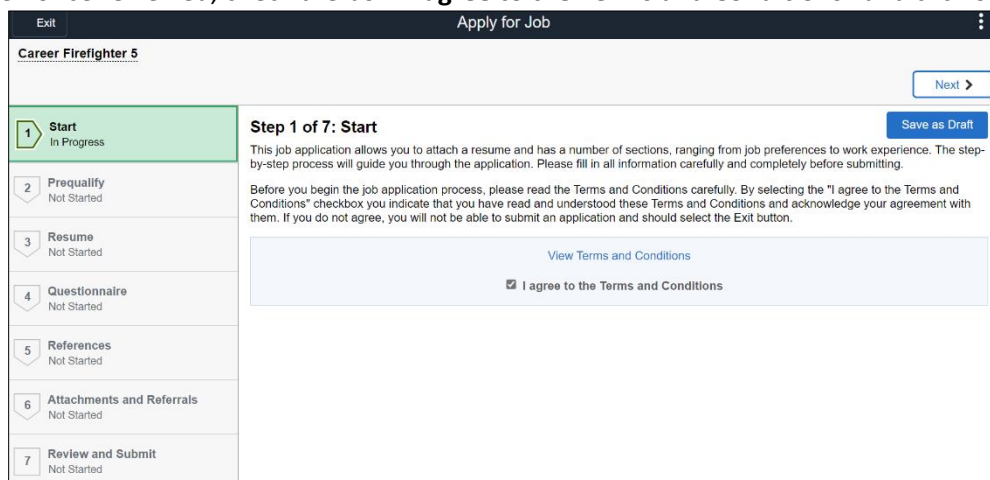
Step 1: Start: is reviewing and accepting the terms and conditions. Review them by clicking on **View Terms and Conditions** and then once reviewed, check the box **"I agree to the Terms and Conditions"** and click on **Next.**

Step 2: Prequalify: A series of questions will appear for you to answer. These questions are asked to all applicants. **Answer all the questions** and click on **Next.**

Step 3: Resume: is where you will upload your resume and cover letter.
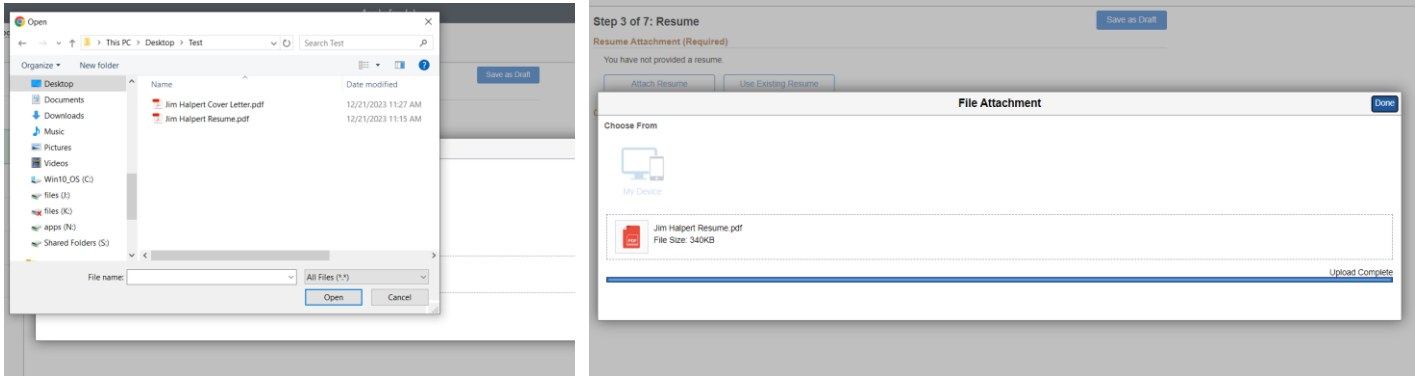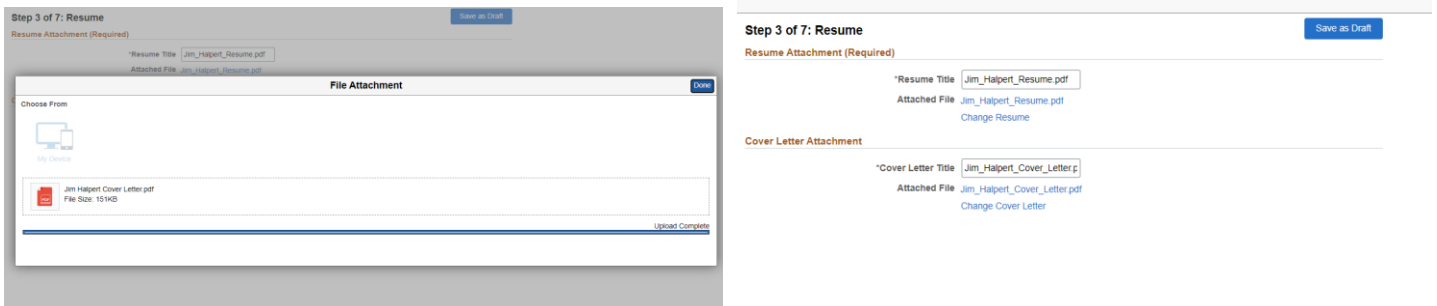
1. Click on **Attach Resume.**
2. Click on **My Device.**
3. Select your file (resume) and click on **Open**.
4. Click on **Upload.**
5. Once the file is uploaded, you will see "Upload Complete". Click on **Done.**

6. Click on **Attach Cover Letter**.
7. Click on **My Device.**
8. Select your file (Cover Letter) and click on **Open**.
9. Click on **Upload.**
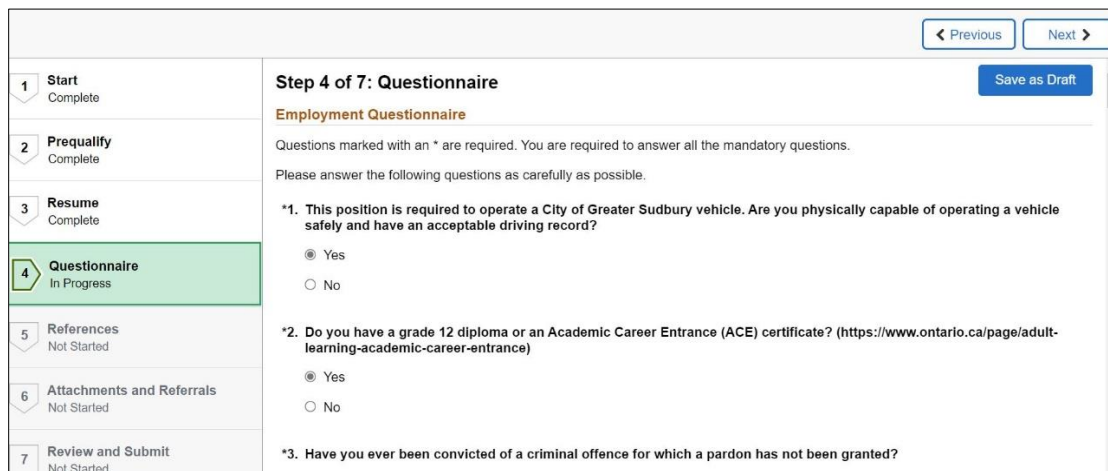10. Once the file is uploaded, you will see "Upload Complete". Click on **Done.**

11. Confirm the two files attached are the right ones, and then click on **Next.**

*Click on **Save as Draft** during any step of the application to save your progress.

Please Note: Once you have attached your resume to apply for a job, the next time you apply for a job the resume files will be in the system for you already. You should only have to upload them again if you made changes to your resume.

Step 4: Questionnaire: is where you will answer job specific questions to demonstrate how you meet the requirements of the job posting. These questions will vary based on the position.
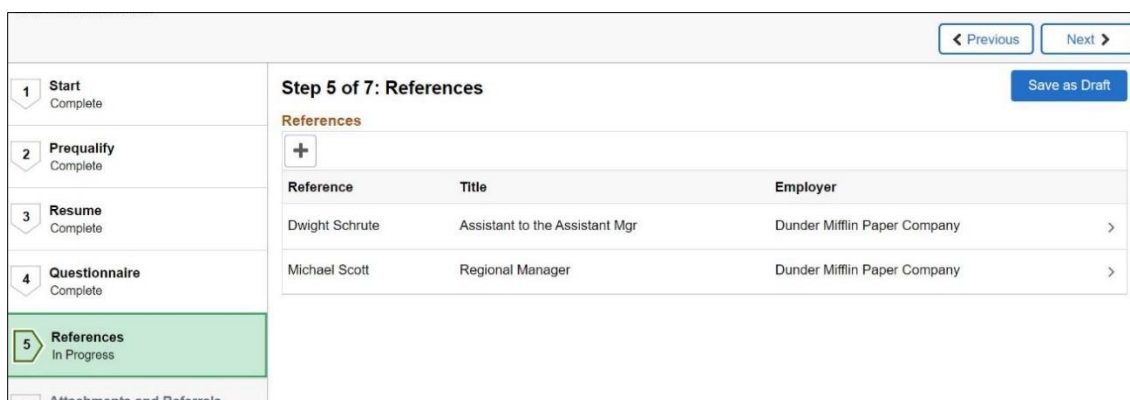

Answer all the questions and then click on **Next.**

*Click on **Save as Draft** during any step of the application to save your progress.

Step 5: References is where you will add your references to your application. This step is optional.
1. Click on **Add Reference.**
2. Enter the following details for your reference:
    a. Type of reference (professional, personal or both)
    b. Name
    c. Title
    d. Employer (company name)
    e. Phone number
    f. Email address
3. Click on **Done.**
4. To add another, **click on the +**
5. Repeat steps 2 – 4 until you have entered all your references.
6. Once complete, Click on **Next.**
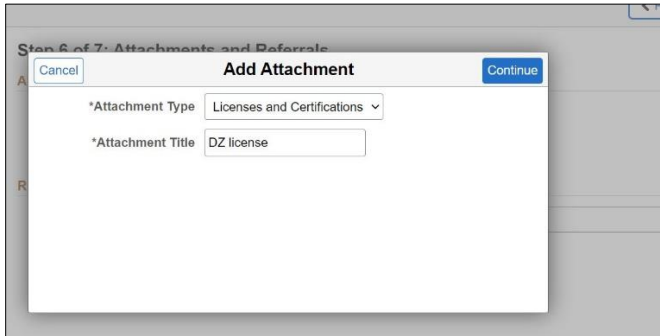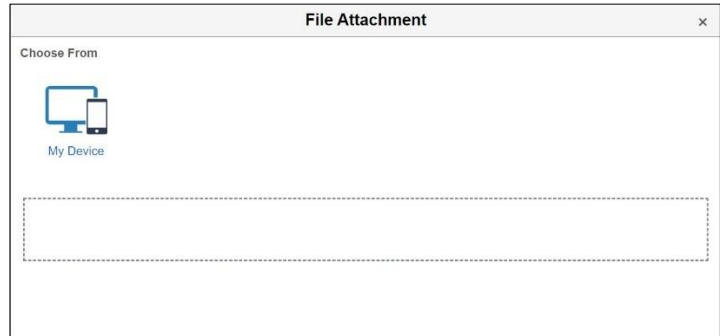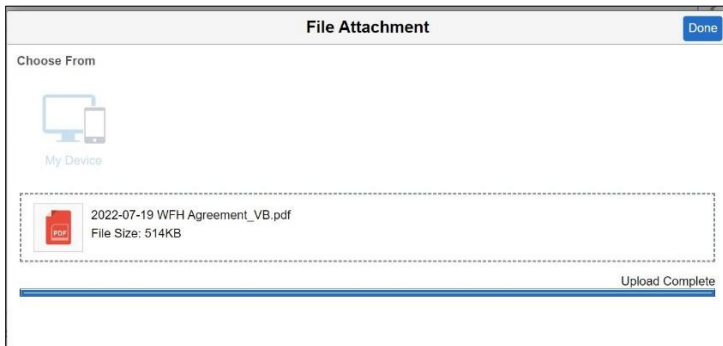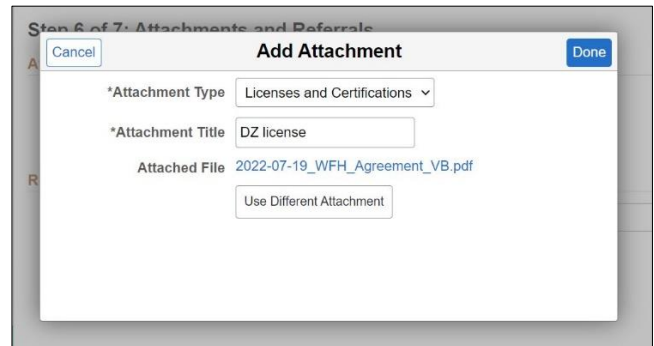
Step 6: Attachments and Referrals: is where you will attach any **additional documents requested in the job posting**. For example, a Paramedic posting requires applicants to submit pre-employment documentation.

To add the additional documents:
1. Click on **Add Attachment**
2. Select Attachment type from drop down menu
3. Add a title for your document
4. Click on **Continue**
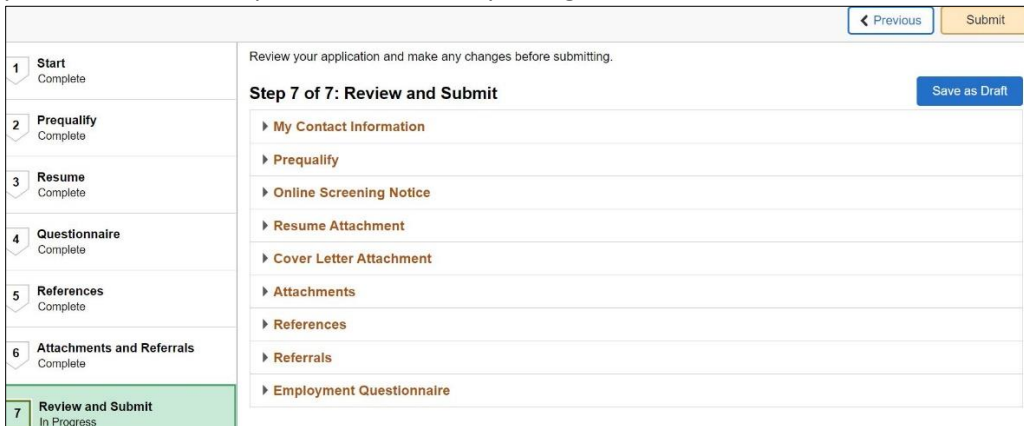
5. Click on **My Device**
6. Select the file to attach
7. Click on **Upload**
8. Once the file is uploaded, you will see "upload complete", click on **Done**
9. Confirm the attachment details are correct and click on **Done**

10. To add another, **click on the** ✚
11. Repeat steps 2 – 9 until you have attached all your documents
12. Review your list of attachments to ensure nothing is missing
13. **How did you learn of this job?** Select an option from the referrals drop down menu
14. Click on **Next.**

Step 7: Review and Submit: is the last step of the application process. Here is where you can review all the information you've entered in steps 1-6 and make any changes needed.

To view more details, click on the title and the information will expand.

To make changes or correct an error in a section, click on **Modify**. This will take you back to the step you want to make changes to.

Make your required changes and click on **Next** until you are brought back to Step 7: Review and Submit.
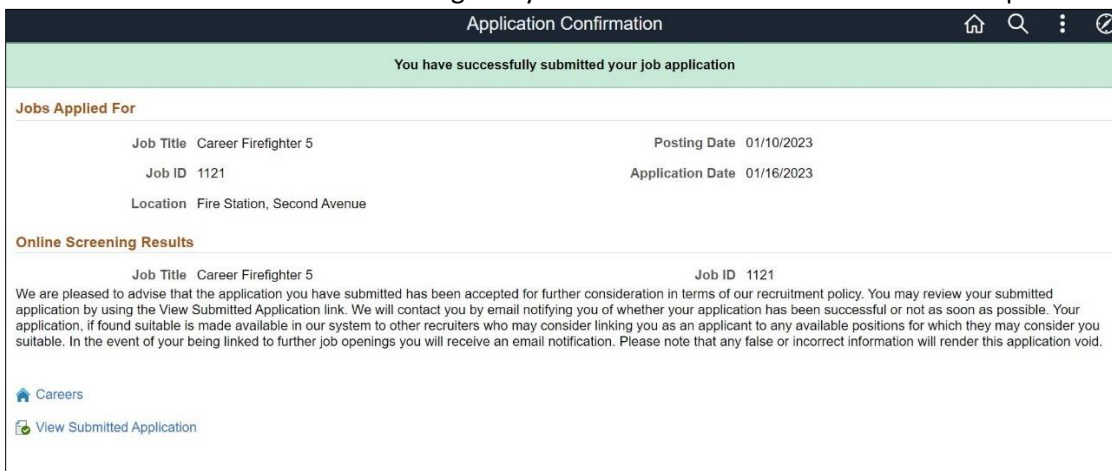
*Click on **Save as Draft** during any step of the application to save your progress.

Now that you've reviewed all your information, you are ready to submit your application.
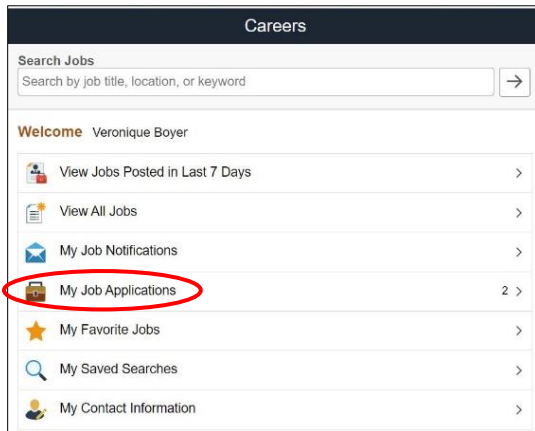
Click on **Submit.**

You will receive a confirmation message on your screen when the submission is complete.

Checking the status of your application

Once you have applied for a position, you are able to go into myJOBS and check the status of your application.

From the main myJOBS page, click on **My Job Applications.**

This section is where you will see your current job applications (drafts and submitted). You can view the application status by clicking on the **blue information icon.**

Withdrawing your application

In this section, you can also withdraw your application.

To withdraw your application, click on **Withdraw**, a window will pop up asking if you want to continue, click on **OK** to confirm your withdrawal. **This action cannot be undone.**