



# The County of Lambton's Job Board Candidate Guide (External)

## Access the Job Board

Job Board Link: [www.lambtononline.ca/jobs](http://www.lambtononline.ca/jobs)

## Job Board Menu Guide

- **Job Opportunities** - a listing of the current job postings. New job postings are posted Monday mornings.
- **Career Alert** - an email notification that is sent to you when new job postings become available. We recommend subscribing to these. Instructions are below.
- **My Profile** - login to your profile here. You require a profile to apply for jobs. Your profile will store your personal information, application documents, application history, and letters of offer.
- **Help** - provides you with the contact information if you are having issues with the system as well as troubleshooting and Frequently Asked Questions.

## Create a Profile

A profile is required to apply for a job posting. Follow these instructions to create a profile:

1. Click on the **My Profile** menu tab on the left side of the page.
2. Under "New Applicant?" enter your email address and click "Create Profile".
3. The first step is to upload your resume. To upload a resume, click "Browse". Locate the resume on your computer and double-click the file to select it (Recommended file types are .doc, .docx, and .pdf). Once you have selected a file, select the file type "Resume" from the drop down, then click "Upload". A green confirmation sentence will appear at the top of the page to indicate that the resume was uploaded successfully. You must then click the "Save & Continue" button at the bottom of the page to move onto step 2 of creating your profile.
4. The second and final step is to complete the form. You must complete the page within 60 minutes and click the "Save & Continue" button at the bottom. After you click the button, an email confirmation will be sent to you with your password.
  - a. **Personal Information:** Complete all required fields.
  - b. **Email Communication Consent:** You must select the first option in order to receive communication about job postings, such as a letter of offer.
  - c. **General Information:** If you are not currently an employee, select "No".
  - d. **Skills Section:** This information is not required at this time and can be skipped.

5. Lastly, review and accept the disclaimer located at the bottom. Click the "Save & Continue" button. A confirmation page will appear and you will receive an email confirmation with your password.

## My Profile Menu Guide

Once you've created your profile and you are logged in, you will see more menu tab options appear on the left side. They include:

- **My Profile** - if you are logged in, this will now show you the profile form you filled out, including Personal Information, Email Consent, and the "Currently employed by the County of Lambton?" option. If you make any changes, ensure you click the "Save & Continue" button.
- **My Jobs** - a list of the job postings you successfully applied to. You can also change the documents you attached to an application (if the job is still posted) from here.
- **My Documents** - all documents (ex. resume, cover letter, etc.) that are saved to your profile. It is recommended not to delete any files you attached to an application less than 6 months ago.
- **My Messages** - if you are the successful candidate, you will find your letter of offer here.
- **Change Password** - if you need to change your password.

## Apply to a Job Posting

1. On the **Job Opportunities** page, find the job posting you are interested in and click the job title. The job posting content will appear. Scroll to the bottom of the page and there will be an "Apply for this job" button.
2. Once you click "Apply for this job", you may be required to answer some pre-screening questions. Once you have answered the questions, continue to the next step by clicking "Apply for this job" at the bottom of the page.
3. You will then be required to login into your profile, if you have not done so already.
4. Once logged in, you can attach document(s) to your application in one of two ways:
  - a. **Attached file(s):** Here you will find documents previously uploaded and saved to your profile. To attach a document to your job application, select the checkbox to the left of the file name. Once you have selected the documents you would like attached to your job application, click "Save & Continue" to submit your application. If you require documents that are not listed here, see option (b) below.
  - b. **Upload document:** If you need to upload a new document to attach to your job application, click "Browse", locate the file on your computer, and double-click to select it. Select the file type from the drop-down menu, then click "Upload". A green confirmation sentence will appear at the top of the page to indicate the document was uploaded successfully to your profile, you are then required to select the checkbox to the left of the file name to attach it to your job application. Once you have the documents selected that you would like attached to your job application, click the "Save & Continue" button at the bottom and your application will be submitted.

**\*\*Do not delete documents that have been attached to a job application less than 6 months ago\*\***

5. A confirmation page will appear and a confirmation email will be sent to you indicating you have successfully applied for the job. You can also check the **My Jobs** page for a list of the job postings you have applied to.

### **Career Alerts**

A Career Alert is an email notification that is sent to you when a new job posting becomes available. Jobs are posted on Mondays so you shouldn't receive them more than once a week. We recommend subscribing to these. Career Alerts expire every 120 days so you will need to re-subscribe. You can edit and unsubscribe at any time.

1. To sign up, click the **Career Alert** menu tab.
2. Select the Job Categories that you are interested in or select "All".
3. Select the disclaimer at the bottom and click "Save".

### **Contact Information**

If you have questions or require assistance with the online Job Board and its functions (creating a profile, applying for a job, uploading documents, etc.). Please contact:

**Rylie Mallette**

Human Resources Assistant

519-845-0801 ext. 5375

[rylie.mallette@county-lambton.on.ca](mailto:rylie.mallette@county-lambton.on.ca)