

Clerk R9 & Clerk Steno R9 Inventory Applicant Job Aide

This reference document supports information provided during the Clerical Inventory Applicant Orientation sessions. Use it to locate Clerical Inventory and MyHR hiring sites and information.

Clerical Inventory Questions:

All questions and requests for information should be submitted to: Clerical.Inventory@gov.bc.ca. We will respond as soon as possible. If you wish to be removed from the Clerical Inventory, submit an email request to this mailbox.

Clerical Inventory Postings:

New Inventory postings are posted only on Monday and Thursday mornings by no later than 9:00 AM. Monday postings close at midnight on the following Wednesday and Thursday postings close at midnight on the following Sunday. Job opportunities are posted to their related inventory category and are available only to qualified inventory members.

Viewing Inventory Postings

To find Clerical Inventory job opportunities:

- Go to [Careers & MyHR](#) – Current Job Postings, select link under Government Careers to get to your “Career Centre”
- Select “View Inventory Requisitions”

Note: “View Inventory Requisitions” is only visible when there are active inventory postings.

MyHR link for employees:

https://search.employment.gov.bc.ca/cgi-bin/i/internal_mycenter.cgi

MyHR site link for non-employees:

<https://search.employment.gov.bc.ca/cgi-bin/a/mycenter.cgi>

(Log in with your user name and password)

Viewing Notifications

Once the competition has concluded and the successful candidate has been appointed, the results notification will be posted on the Notification Board (*see below*). For Inventory competitions, unsuccessful applicants do not receive an email notification.

MyHR link: https://search.employment.gov.bc.ca/cgi-bin/a/searchjobs_quick.cgi

Note: ‘Click here to view the BC Public Service Notification Board’ is how you access the Notification Board.

BC Public Service - Job Opportunities

[How to Apply](#) [Internal Profile](#) [Search Opportunities](#) [Job Agents](#) [Career Centre](#)

Quick Job Search

[→ Advanced Job Search](#) [→ View All Jobs](#)



Set Up a Job Search Agent

To automatically receive an email when a new job is posted:

- Login to your Career Centre with your user name and password
- Access the “View requisitions link”. At the bottom of the page, select “Send me notifications of Inventory Requisitions”
- Select this box and save your changes before exiting the page.
- Each time a job is posted to the Inventory Requisitions, you will receive an email notification.

With at LEAST ONE of the following	
Region (Only areas containing jobs will appear. The number of jobs in an area will display at the end of each Region in brackets.)	Alberni-Clayoquot (1) Bulkley-Nechako (21) Cariboo (7) Central Coast (1) Central Okanagan (4) Comox-Strathcona (3)
Location (Only areas containing jobs will appear. The number of jobs in an area will display at the end of each location in brackets.)	* MULTIPLE LOCATIONS (34) 100 Mile House (3) Abbotsford (2) Agassiz (1) Bella Coola (1) Burnaby (7)
Category	Administrative Services Communications Compliance and Enforcement Correctional Services Court and Judicial Services Education Services

[Search Jobs](#)

[Clear Search](#)

[Click here to view the BC Public Service Notification Board](#)

To create a Job Search Agent, search our careers and save your search criteria as a Job Search Agent. It will your current Job Agents.

‘Click here to view the BC Public Service Notification Board’ will take you to active notifications. Notifications show the date posted to the board and the date the notification is removed from the board. If there are no current notifications, there will be a statement, “**There are no notifications at this time.**”

Viewing Notifications - continued

MyHR site link: https://search.employment.gov.bc.ca/cgi-bin/a/affiliatejobs_viewall.cgi?qty=50&order=postdate%20desc.

Click on the job title to view the notification.

The screenshot shows the MyHR website header with navigation links: Job Seekers, Hiring Managers, About the BC Public Service, and Careers & MyHR Search. Below the header is the 'BC Public Service - Job Opportunities' section, including links for 'How to Apply', 'Search our Careers', 'Create Profile', 'Career Centre Login', and 'Executive Opportunities'. The main content area is titled 'BC Public Service Notification Board' and includes a disclaimer: 'This site is a place for you to be notified of hiring appointments. Post Date refers to the date a Notice of Appointment has been posted. Close Date refers to the date that the notice will come down.' A table shows one job listing: 'Requisition 26164, CLK, OPR - Registration Clerk' with a post date of 2016-10-11 and a close date of 2016-10-17. The footer contains various logos, including '100 Years of BC', '2016 BC's Top Employers', and '2016 Canada's Greenest Employers'.

Every time you apply for a job:

- Review the job requirements to determine if you are qualified
- Review and revise your profile resume to include your job specific qualifications
- Update your profile before submitting your application
- If applying for multiple jobs and there are qualification differences, revise your resume prior to submitting each application
- Once your resume is updated, you are ready to apply.

Helpful Applicant Information and Resources

Begin on the Job Seeker page: <http://www2.gov.bc.ca/gov/content/careers-myhr/job-seekers/application-process>. Explore 'The Application Process' links to find hiring resources and information.

[Home](#) / [Careers & MyHR](#) / [Job Seekers](#) /

[Search for Opportunities](#)
[Your Profile \(Resume\)](#)
[Your Cover Letter](#)
[Apply](#)
[Application Screening](#)
[Interviews & Assessments](#)
[Past Work Performance](#)
[Applicant Feedback](#)
[You Got the Job](#)

The Application Process

Hiring decisions in the BC Public Service must be based on merit. Our application and hiring processes are non-partisan, fair, consistent and transparent. In this section of the website, we offer information and advice that will help you apply for a job in the BC Public Service.

Hiring on merit ensures that we have a strong, neutral workforce that is able to provide excellent service to the public.

Search for Opportunities

[Find out how](#) to view all opportunities or narrow your search to find jobs you are interested in.

Your Profile (Resume)

[Create your profile](#) (this is your resume) with the BC Public Service so you can apply for jobs.

Your Cover Letter

If required, [create a cover letter](#) to highlight relevant information about your qualifications.

Apply

Consider your eligibility for the position, customize and [submit your profile](#).

Application Screening

Learn how [job applications are screened](#) in the BC Public Service.

Interviews and Assessments

Learn how to [prepare for your interview](#) and other assessments.

Past Work Performance

Learn about [reference checks and past work examples](#).

Applicant Feedback

Feedback helps applicants [learn about their performance](#) in the hiring process.

Current Job Postings

- [BC Public Service Employees](#)
- [External Applicants \(non-B.C. government employees\)](#)
- [Executive Opportunities](#)

Featured Careers

[Learn more](#) about the interesting and diverse careers we offer.

Follow us on [Twitter](#), [YouTube](#) and/or [LinkedIn](#) to get the latest news and updates.

Useful Contacts

Can't find what you need? Submit an [AskMyHR](#) service request.

Note: This service is only accessible to employees with a valid government IDIR ID. If you are an employee but don't have an IDIR, [contact the BC Public Service Agency](#).

Each page includes links to additional MyHR resources for job searching, submitting applications, preparing for interviews, etc.