

JOB SEEKER QUICK REFERENCE



Use this quick reference to assist with applying for jobs with the BC Public Service.

Go to [Current Job Postings](#)>Government Careers, select either BC Public Service Employees or External Applicants (non-BC government employees)

Navigation

Click the Help Resources icon to access Help and Instructions on any page.

- | | | | |
|--|----------------|--|-----------------|
| | Search Jobs | | View All Jobs |
| | Your Account | | Logout |
| | Notifications | | Career Centre |
| | Create Account | | Recently Viewed |
| | Pins to MyHR | | |

Icon Definitions

- | | | | |
|--|----------------------|--|--------------|
| | Edit | | Print |
| | Cancel | | Help Text |
| | Delete | | Download |
| | Calendar/Date Picker | | More Options |
| | Deactivated | | Active |
| | Sort | | |

Search Jobs

1. Select or
2. If using Job Search, enter your Keywords.
Select [Advanced Job Search](#) for additional search words.
3. Click
4. Click to see more about the job.
5. Select Job Profile attachment to view complete job details.
6. Click to start a new search.

Add Résumé to Your Account

Non-BC Government Employees:

1. Follow steps 1 to 5 of Create an Account.
2. Click .
3. Browse to locate your resume. Click .
4. Review and complete your Résumé Profile Creation page.
5. Review the resume content box and make any desired changes.
6. Read the Terms of Use Agreement and Collection Notice, mark to agree. Click .

BC Government Employees:

1. Use your IDIR ID and password to login as a Returning User. Click .
2. Click → [Résumé](#) → .
3. Enter your information in all **red text boxes**, black boxes are optional.
4. Copy and Paste (control V) unformatted Résumé or type your Résumé in the Contents box.
5. Read the Terms of Use Agreement and Collection Notice, mark to agree. Click or .
6. Add a cover letter now or .
7. Diversity Information: Select one or more options from the drop down box or you can choose the option not to answer. Click .

A success message indicates your resume is saved.

Create an Account

1. Select or if BC Government Employee, login using IDIR.
2. Enter your information in all **red text boxes**, black boxes are optional.
Note: External applicants can use Upload Resume to complete the form or type information in the boxes.
3. Review your information and click .
4. If successfully created, email message is sent to you: [Account Created](#)
5. To add your Résumé now, select . (See [Add Résumé to Your Account](#))

Apply for Jobs

1. Login and navigate to → [Search Jobs](#).
 2. Use **Advanced Job Search** to search for the job.
 3. Select the **Job Title** to view the job details.
 4. Click .
 5. Review your information in the **Application Form**, edit or complete any remaining fields. See steps in **Add Résumé** to add your Résumé or **Edit Your Résumé**.
 6. When completed, select the button.
 7. Where applicable, complete the **Screening Questionnaire**, and select .
 8. If prompted to provide a **Cover Letter**, see the steps in **Add /Edit a Cover Letter**, and select . To add and edit a previous cover letter, select the button beside your cover letter, then select .
 9. **Preview** is the last step in the apply process. Click the to make changes to your information.
 10. Click the button to complete your application or Save for Later to complete at a later time.
- A success message indicates you have completed the apply process.

Edit Your Résumé

1. Login and navigate to **Career Center** → **Résumé**
2. Select **Add/Edit Resume**.
3. Edit the information in your **Resume Profile and/or Resume Content box**.
 
4. Select **Submit** to save your changes.

Navigation:

Select to return to the prior step

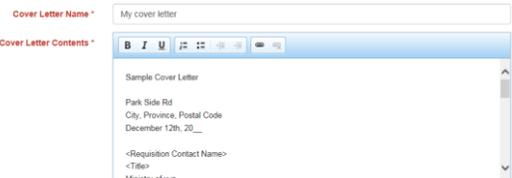
to advance to the next step

to save your information for later

to skip adding a cover letter or skip a step

to cancel with no information saved.

Add / Edit A Cover Letter

1. Login and **Apply for a Job**.
2. When prompted to add a cover letter, click **Browse...** and locate your cover letter. Double click to select and click
3. Enter a **Cover Letter Name**.
4. **Review your cover letter content and edit if needed.**

5. Click the or button. A success message will display.
6. Preview your information and edit, if needed. Click

To use or edit an existing cover letter:
 When prompted to add a cover letter, scroll to your list of cover letters (bottom of screen). Use to action to select the cover letter you wish to use. You can now or your cover letter.

Note: To skip adding a cover letter, select .

Job Search Agents

1. To save a job search, from the Job Search Results page click . Give your job search agent a name and click **Active**.
2. To manage your job search agents, login and navigate to **Career Center** → **Job Search Agents**
3. The options located in the Action(s) columns include:
 - your search results are on the screen.
 - no notifications for your job search agent results are emailed to you.
 - notifications of your job search agent results are sent to you.
 - will permanently remove the job agent.
4. To create a new job search agent, click .

Review Your Résumé Submission History

1. Login and navigate to **Career Center** → **Résumé Submission History** or **Career Center** → **My Resumes** → **Résumé Submission History**
2. Select the icon in the Actions column to perform the following tasks:
 - View the version of the Résumé you submitted.
 - View the cover letter submitted.
 - Remove yourself from the competition.
 - Reapply for the job.

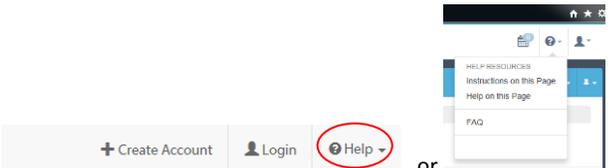
Offers

1. Login and navigate to **Career Center** → **My Offers**
2. Any offers extended to you for a requisition will display in this section with information on how to review, accept or reject the offer.

MyHR links for job seekers

- [Current Job Postings](#)
- [Executive Opportunities](#)
- [Search for Opportunities](#)
- [The Application Process](#)
- [Featured Careers](#)
- [New Employees](#)
- [Contact the BC Public Service Agency](#)

Need Help?



or

My HR links for Hiring Managers

- [About Hiring](#)
- [Hiring Process](#)
- [How to Post a Job](#)
- [Recruitment Management System Resources](#)
- [Assessment and Selection](#)
- [Extend the Offer](#)
- [Hiring Documentation](#)