



## Creating an Online Profile and Applying for Jobs

1. Have you applied for a job in the past with the City of Edmonton?
  - If no, proceed to Step 2.
  - If yes, and you cannot remember your login details, use the courtesy phone to call our staff and retrieve your user information.
2. Got to [www.edmonton.ca/careers](http://www.edmonton.ca/careers)
3. Click on “Job Opportunities” and then “Search Public Job Opportunities”
4. Set your search criteria. This could be a keyword like “accountant, custodian, or transit” or a job family or category.
  - Hint: specify only one criterion at a time so your search will generate results.
5. Once you’ve found a job that matches your skills, experience, education and interests, open up the job description by clicking the blue title.
6. Read through the duties, qualifications, location, pay, etc. At the bottom of the page click “Apply Online”.
7. Read through the Acknowledgement Statement and click “Continue”.
8. Select “New User” or if you already have a username and password, enter it at this step and click “Login”. You may be asked to reset your password: enter the old, temporary one and then enter a new, permanent password on the two lines provided.
9. If a new user, choose a username, password (enter it on two lines to confirm), and put in your e-mail address. Click “Register”.
10. Enter your personal details as correctly and completely as possible. Click “Save and Continue” to move past this step. **After every step, press “Save and Continue”.**
11. If a new user, you can choose to receive job alerts next. Select the job family (eg. Trade Helpers, Labourers and Equipment Operators) and the job function (eg. Bus Cleaner). Press “Add to List”. You may choose multiple families and functions. Once you have finished your selections, move to the next step.
12. Set the location for Job Alerts (Edmonton); next, select the department in which you would like to work.
13. Enter your Education and Certifications.
14. Enter your Work Experience.
15. Answer the Pre-Screening Questions.
16. Add attachments
  - If at home, click on “Browse” and find your document.
  - If in a public place, insert a USB stick and click “Browse” to find files OR check off which existing files on your profile are “relevant” to your current job application.
17. On the Summary step, review your information. Click “Edit” beside each category to change your answers or details. Once you are satisfied, press “Submit”.
18. Provide an e-signature stating that your information is honest and complete.
19. You have now applied for the job! Check your e-mail account to see an automatic message sent to confirm your submission. Use your profile to check for status updates during the selection process.

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**Need Help?** Pick up the courtesy phone located between the two computers.

You can also e-mail [employment@edmonton.ca](mailto:employment@edmonton.ca) or phone 780-496-7872 or 780-496-7831