TALEO USER GUIDE
Candidate

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Creating Your Profile/Submitting a General Application

- To create a profile/account and submit a general application, first click on **Positions Open** on the **Search Openings** page.

- The following screen will display all active open competitions. At the bottom of the page, click on **Apply** to the right of **Just want to submit your resume?**

- If there are no positions open at present, click on **Search** at the bottom left corner.

- Then, at the bottom of the page, click on **Apply** to the right of **Just want to submit your resume?**

- You will now proceed through registering as a new applicant and submitting a general application. On the following screen, **1. Register**, enter an **Email** and **Password** (to be used for future logins), and select the ➡ icon to proceed.
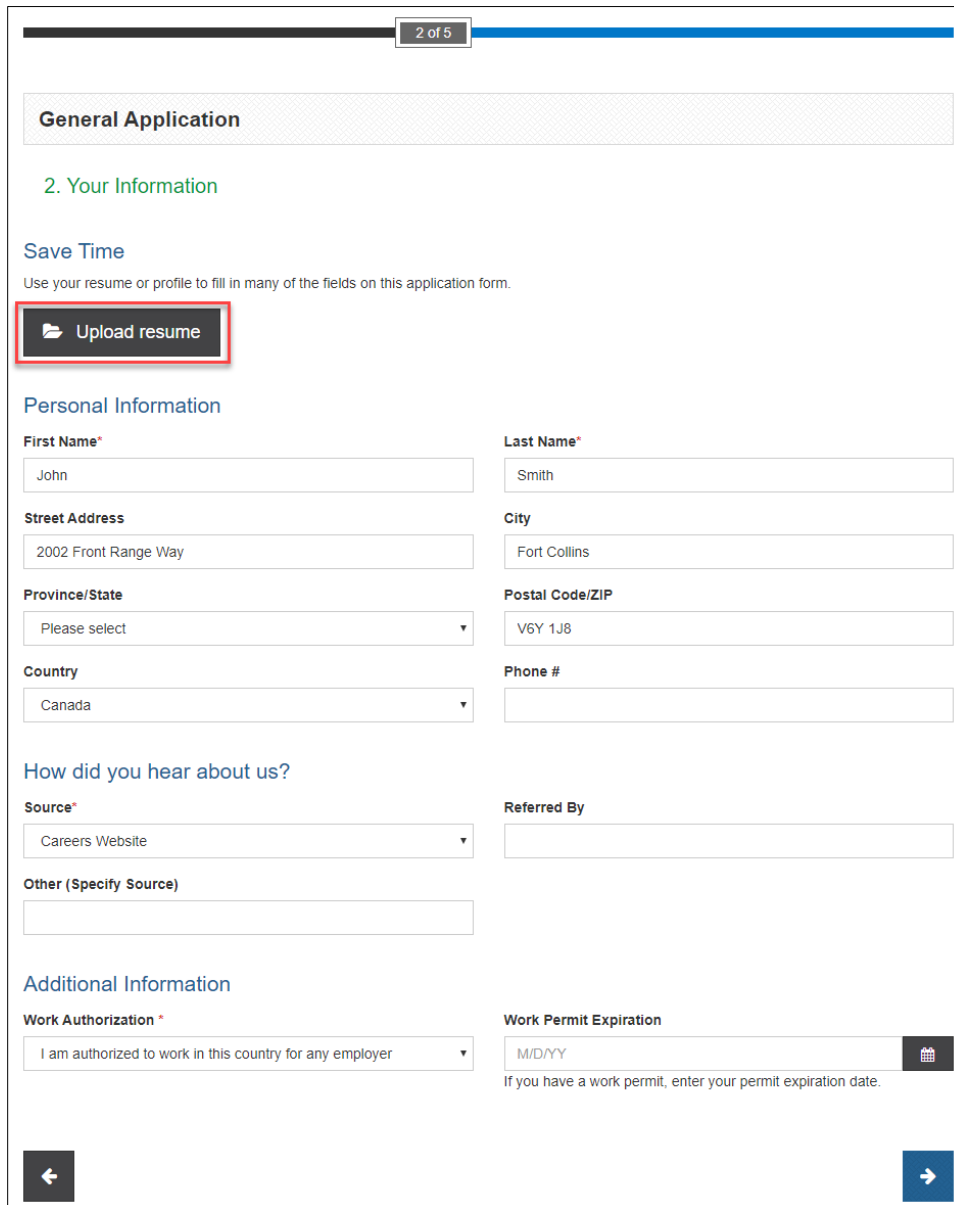
- At the following **2. Your Information** screen, click on **Upload resume** to upload your resume file from your computer. The system will review the uploaded file and pull data to populate the fields below under **Personal Information**, which you can review/amend following.

- Complete the fields under **How did you hear about us?** and **Additional Information**, and select the ➡ icon to proceed.

- At the following **3. Resume and Documentation** screen, you can upload additional files to be included with your profile if you wish, using the **Add Attachment** button. Once complete, select the ➡ icon to proceed.

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General Application

3. Resume and Documentation

Upload Your Resume

Upload your resume if you have not already done so.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

JohnSmith.pdf ❯

Attachments

Upload your cover letter or any additional attachments, such as transcripts, certifications or licenses, which are relevant to the position.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

⊕ Add Attachment

←   →

- On the **4. Work and Education History** page, the system populate fields from your uploaded resume. To make amendments to your Work History, select the ❯ icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Work History** if entries are missing. To make amendments to your Education History, select the ❯ icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Education** if entries are missing. Once complete, select the → icon to proceed.

- On the **5. Review and Submit** page, you can review your submission in its entirety by selecting the ⊙ icon next to **Application Review**. Once you have completed your review, select **Submit**.

Reviewing/Applying for a Position

- Click on **Positions Open** on the **Search Openings** page to view a list of available opportunities.

City Careers | New Search | Login Page

Search Openings

Search our positions by selecting a Job Category or Location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online.

Positions Open

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Job Category

Select All That Apply...

Location

Select All That Apply...

Q Search

- To review positions details on the **Search Results** page, click on the **Title** for more information.

Search Results

Set a Job Alert
Sign up for email notifications to be alerted when new career opportunities become available.

Save

Positions Matched

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Sort by: Order:

Title   Ascending

Clerk Treasury
Treasury and Financial Svc
2020-3

This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.

Share   View   Apply

Firefighter
Taxes
2020-1

This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.

Share   View   Apply

Work Control Centre Clerk
Parks Services Admin

This position provides customer service, clerical and specialized computer support services to Facility Services staff and requires sound knowledge of the practices and procedures of Project Development and Facility Services Department and Public Works Op

Share   View   Apply

- To proceed with an application from the **Position Information** page, click on either of the ✓**Apply Now** icons.

- If you are a New Applicant on the following **1. Register** page, enter an **Email** and **Password** (to be used for future logins), and select the ➡ icon to proceed. If you already have an account, select **Login Page** at the top of the page to proceed and log in.

- On the **2. Your Information** page, select **Upload resume** to upload your resume file from your computer. The system will review the uploaded file and pull data to populate the fields below under **Personal Information**, which you can review/amend following.

- Complete the fields under **How did you hear about us?** and **Additional Information**, and select the ➡ icon to proceed.

- At the following **3. Resume and Documentation** screen, you can upload additional files to be included with your profile if you wish, using the **Add Attachment** button.

- Answer the screening questions under **Questions.** Once complete, select the ➜ icon to proceed.

- On the **4. Work and Education History** page, the system populate fields from your uploaded resume. To make amendments to your Work History, select the ◐ icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Work History** if entries are missing. To make amendments to your Education History, select the ◐ icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Education** if entries are missing. Once complete, select the ➔ icon to proceed.

- On the **5. Review and Submit** page, read through the **Disclaimer** before proceeding to the **Candidate Sign Off** section for completion if you are in agreement. The **Candidate eSignature** and **Candidate Signature Date** fields must be completed to verify your acknowledgement.

- You can review your submission in its entirety by selecting the ⊙ icon next to **Application Review**. Once you have completed your review, select **Submit**.

- Your application will then be verified as submitted on the following page.

Job Alerts

- To set up a Job Alert (to receive email notifications for opportunities that match your field(s) of interest when they go live), from the **Search Openings** page, click on the ☰ icon under **Job Category**.

- At the following pop-up, check mark **Job Category** field(s) of interest, and then select **Save**.

- The following screen will confirm your selections; click on **Search**.

- The following screen will display any search results that meet this criteria (or not, if no current openings are a match). At the top of the screen under **Search Results**, click on the **Save** icon next to **Set a Job Alert**.

- You will now receive email notification for future opportunities that match this criteria.

- To remove a **Job Alert,** after logging in, select **Remove** under **Job Alert Subscriptions**.

NOTE: If you are a City of Richmond employee, ensure you set a Job Alert for the internal career centre (accessible via the City Intranet) to ensure you receive notifications for internal opportunities.