

JobConnect Posting Instructions

For Job Seekers

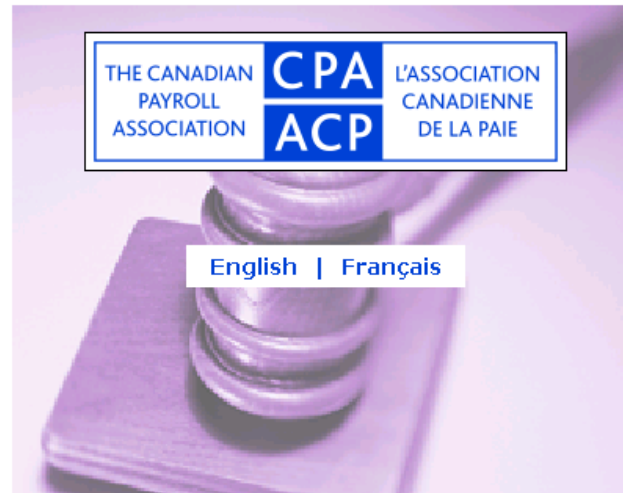


Step 1

- Go to the Canadian Payroll Association's Website at www.payroll.ca and choose English or French.

The Canadian Payroll Association (CPA) is the national association that has been representing employer payroll interests in Canada since 1978. The CPA is influential, affecting payroll legislative policies and practices in hundreds of thousands of small, medium and large employers, and payroll service and software providers.

**Payroll Leadership
through Advocacy And
Education**



L'Association canadienne de la paie (ACP) représente les intérêts des employeurs dans le secteur de la paie depuis 1978. L'ACP a une grande influence; elle oriente les pratiques et objectifs législatifs de paie chez une centaine de milliers d'employeurs des petites, moyennes et grandes entreprises ainsi que celles des fournisseurs de services et de logiciels de paie.

**Chef de file en matière
de paie au moyen de la
représentation et de la
formation**

Step 2

- Login to the website using your **User ID** (five or six digit number) and **Password**. The login is located on the right hand corner of the page.

The screenshot shows the CPA website homepage. At the top right, there is a 'Log In' button. A green arrow points from the text 'The login is located on the right hand corner of the page.' to this button. The website header includes the CPA logo and navigation links: 'Français | Help | Site map'. Below the header is a search bar with the text 'Keyword Search' and a 'SEARCH' button. A navigation menu contains links for 'About the CPA', 'Membership', 'Certification', 'Professional Development', 'Resources', 'JobConnect', 'CPA Events', and 'Media Room'. The main content area features a 'Join the CPA Today!' banner with a woman's photo and a 'Click Here for More Info!' button. To the right is a promotional banner for 'EDMONTON 2011 A FESTIVAL OF PAYROLL' with details for the 'CPA Conference & Trade Show June 7-10, 2011 • Edmonton, AB'. The footer includes sections for 'TIP OF THE WEEK', 'CPA ANNOUNCEMENTS', and 'QUICK LINKS'.

Step 2

- If you have forgotten your password, there is an area where it can be reset and sent to your email address.

The screenshot shows the CPA login page. At the top left is the CPA/ACP logo. To the right are links for 'Français', 'Help', 'Site Map', 'Contact Us', 'My Profile', and a 'Log In' button. Below this is a 'Keyword Search' box with a 'SEARCH' button. A navigation menu includes 'About the CPA', 'Membership', 'Certification', 'Professional Development', 'Resources', 'Job Connect', 'CPA Events', and 'Media Room'. The main content area is titled 'CPA LOGIN' and contains the text 'This area of the site is password protected.' Below this is a grey bar with the text 'Enter login information here.' There are two input fields: 'CPA Number:' and 'Password:'. A 'Login' button is positioned below the password field. To the right of the input fields, there is a link: 'If you do not have a password or have forgotten your password, [click here](#).' A green arrow points from the text in the slide to this link. At the bottom, there is a 'Note' about password confidentiality.

Step 3

- Once logged-in, click on the JobConnect icon along the grey menu bar.



Step 3

- You should then be at the following page.

The screenshot shows the JobConnect website homepage. At the top left, there are logos for 'THE CANADIAN PAYROLL ASSOCIATION CPA' and 'L'ASSOCIATION CANADIENNE DE LA PAIE ACP'. To the right is the 'JOBCONNECT™' logo. Further right, there are links for 'Français | Help | Site Map | Contact Us | My Profile | Log In'. Below these is a 'Keyword Search' input field with a 'SEARCH' button. A navigation menu contains links for 'About the CPA', 'Membership', 'Certification', 'Professional Development', 'Resources', 'JobConnect', 'CPA Events', and 'Media Room'. The main content area starts with 'Home/ JobConnect' and a 'WELCOME TO JOBCONNECT' heading. A paragraph describes the site's purpose: 'JobConnect is designed to help employers solve staffing needs and to assist candidates seeking new job opportunities. Whether you are currently searching, passively seeking or waiting for the dream job, JobConnect is the best career resource for your needs. Employers post your jobs and find qualified candidates today!'. Below this are three main sections: 'Employers' (with links for posting jobs, creating accounts, logging in, and rate plans), 'Job Seekers' (with links for searching, posting resumes, logging in, and creating accounts), and 'CPA Resources' (with links for CPM & PCP Certification, Membership Information, and Robert Half Salary Guide). To the right of the Job Seekers section is a 'LATEST CAREER OPPORTUNITIES' section listing three jobs: 'Benefits Administrator - Contract', 'Payroll & Benefits Advisor', and 'Payroll Manager'. Below this is a 'TECHNICAL SUPPORT' section with a toll-free number and email address. At the bottom right, there is a large 'JOBCONNECT™' logo.

Step 4

- In order to post a resume, under **'Job Seekers'** click on **'Create a New Account'**. If you have already created a new account with JobConnect, click on **'Login to my account'**.

passively seeking or waiting for the dream job, JobConnect is the best career resource for you

Employers

- Post your jobs: [CPA Members \(save 20%\)](#) | [Non-Members](#)
- Create a new account as a [CPA Member](#) | [Non-Member](#)
- Login to my account as a [CPA Member](#) | [Non-Member](#)
- View our [Rate Plans](#)

Job Seekers

- [Search and apply for jobs](#)
- [Post your resume](#)
- [Login to my account](#)
- [Create a new account](#)



Step 5

- This next screen must be filled out, with all fields with a '*' beside being mandatory.

THE CANADIAN PAYROLL ASSOCIATION **CPA** L'ASSOCIATION CANADIENNE DE LA PAIE **ACP** **JOBCONNECT™**

Francis | Help | Site Map | Contact Us | My Profile | Log In

Keyword Search **SEARCH**

About the CPA | Membership | Certification | Professional Development | Resources | JobConnect | CPA Events | Media Room

Search jobs | Job seekers desktop | Employer profiles | Help

[job seekers](#) > [create new account](#)

REGISTER NOW

Register your profile with us in order to apply for jobs and take advantage of our job seeker tools.
*(*required fields in red)*

First Name* **Last Name***

Email Address* **Confirm Email Address***

User Name*
(minimum 3 characters)

Password* **Confirm Password***
(minimum 3 characters)

Enter a question and a one-word answer that is easy to remember. If you forget your password, support will use this to confirm your identity.

Step 5

- Some important points on the previous screen are to create a *JobConnect specific* **User name** and **Password**. It can be kept the same as your existing CPA User ID and password, but it will still need to be re-entered.
- Check all boxes to make sure it has been entered correctly and that nothing has been omitted.

Step 6

- After creating your applicant profile the next screen that should be used is the applicant home.

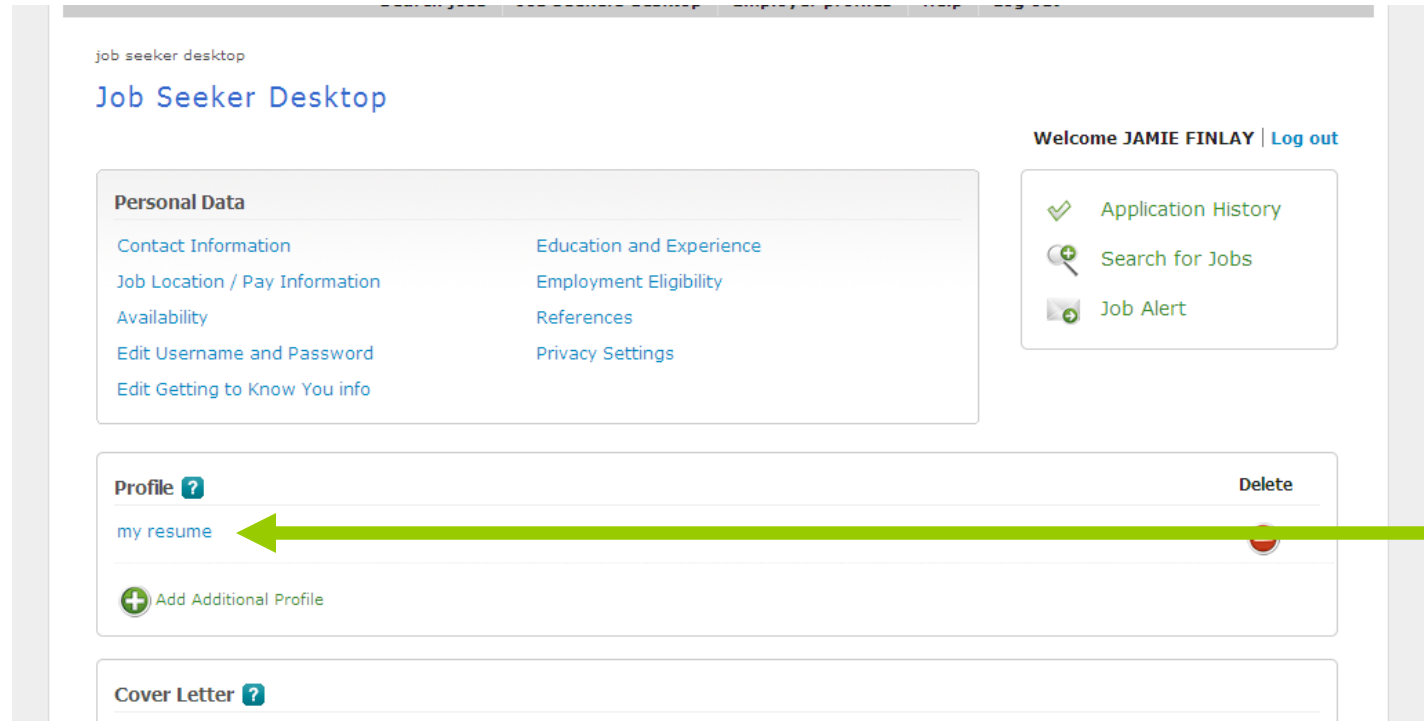
The screenshot shows the JobConnect applicant home page. At the top, there are logos for The Canadian Payroll Association (CPA/ACP) and JobConnect. Navigation links include Français, Help, Site Map, Contact Us, My Profile, and Log In. A search bar is present with the text 'Keyword Search' and a 'SEARCH' button. Below the search bar is a horizontal menu with options: About the CPA, Membership, Certification, Professional Development, Resources, JobConnect, CPA Events, and Media Room. A secondary menu below that includes Search jobs, Job seekers desktop (highlighted), Employer profiles, Help, and Log out. The main content area is titled 'Job Seeker Desktop' and includes a welcome message for 'JAMIE FINLAY' with a 'Log out' link. The 'Personal Data' section contains links for Contact Information, Job Location / Pay Information, Availability, Edit Username and Password, Edit Getting to Know You info, Education and Experience, Employment Eligibility, References, and Privacy Settings. The 'Profile' section shows a 'my resume' profile with a 'Delete' button and an 'Add Additional Profile' button. The 'Cover Letter' section is also visible.

Step 6

- 3 Key areas on this page are:
 - **Applicant History** – Will display the jobs you have applied for and your current applicant status.
 - **Search for Jobs** – Lets the job seeker use different criteria (geography, skill) to search for a job.
 - **Job Search Agents** – This tool can be used to have e-mails alert you to new postings.

Step 7

- The next screen to enter is the resume edit screen, which is located under profile.



Step 8

- After clicking on *my resume*, the following screen should appear.

THE CANADIAN PAYROLL ASSOCIATION | CPA ACP | L'ASSOCIATION CANADIENNE DE LA PAIE | **JOBCONNECT™**

Français | Help | Site Map | Contact Us | My Profile | Log In

Keyword Search **SEARCH**

About the CPA | Membership | Certification | Professional Development | Resources | JobConnect | CPA Events | Media Room

Search jobs | Job seekers desktop | Employer profiles | Help | Log out

job seeker desktop > edit professional profile

Edit Professional Profile

You're almost done!

Select a **Job Stream** best representing the job you want and include your **Resume**.

PROFESSIONAL PROFILE - STEP 3 OF 4

Hover over the help icon next to a field to view additional tips. [?](#)
 (*required fields in red)

Profile Title / Job Stream

Instructions: Enter a title for this profile.

Descriptive Title*

Job Stream

Resume

Upload your resume

The content of an uploaded resume will be entered into the box below and a copy in the original format will be kept. The employer will be able to view both versions. Supported formats: Word, PDF, RTF and HTML.

Upload Resume using the File Manager:

Step 8

- One tip during posting is to click on the **'Format Text Resume'** box and paste your resume. This allows all formatting to stay on resume text. Otherwise the text will have to be reformatted if it is just pasted.
- Previewing a resume will also ensure that it is correctly formatted.
- The next screen allows you to specify skills and past positions held in payroll that helps better match applicants to a position. It is ideal to include all applicable positions/skills in this area.
- Your resume can also be made confidential (will not display your name) or private (will not be stored in JobConnect's database), depending on the options you choose in privacy.

Additional Tips

- Make sure all of your information is filled out in your profile and there are no spelling/grammar mistakes in your resume.
- If you are actively looking for work, do a daily search for postings in your area.
- Update your resume regularly (weekly or monthly) on JobConnect. An updated resume/profile will attract more employers as they frequently look for the most recently posted.

Troubleshooting

- If problems occur with the technical aspect of JobConnect, please contact Workopolis Niche networks at 1-888-641-4047 x 8310. They can also be emailed at jobconnect@payroll.ca.
- If you are having difficulty with your CPA User ID, please contact member services at 416-487-3380 x 118 or toll free 1-800-387-4693 x 118.