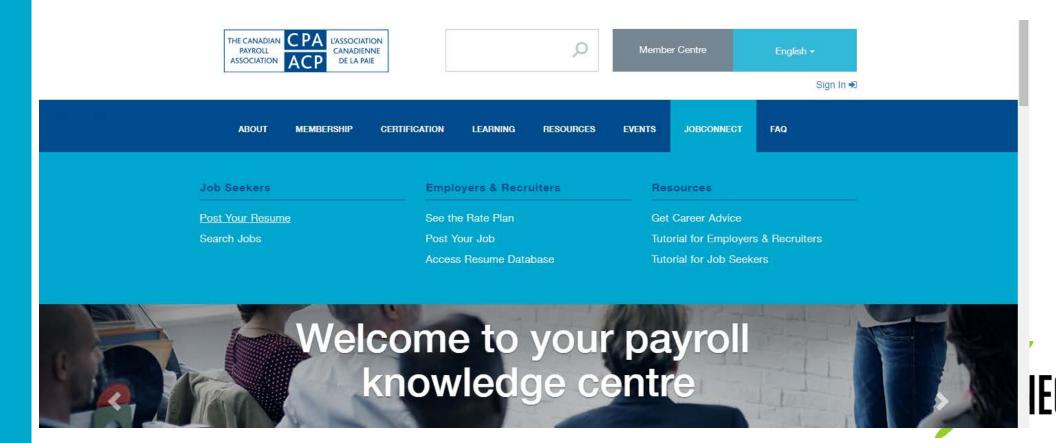
JobConnect Resume Posting Instructions

For JobSeekers

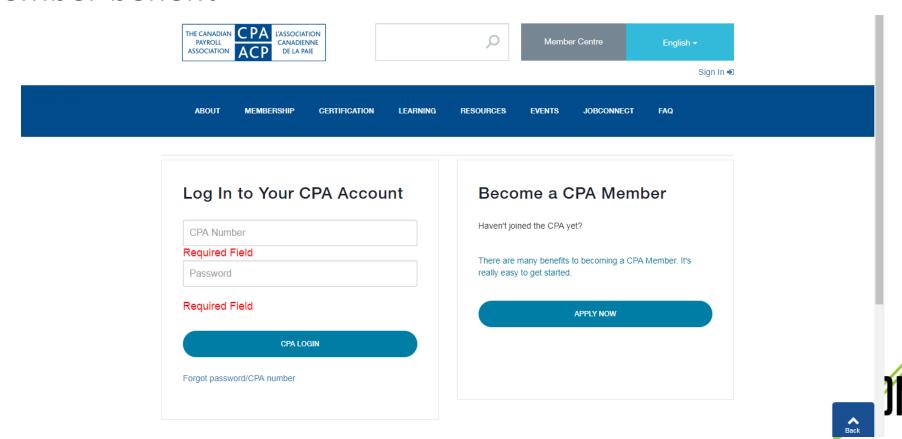




• Visit <u>payroll.ca</u> and click on hover over JobConnect on the main menu with your mouse. Click on <u>Post Your Resume</u>.



 Login with your CPA Number and Password – JobConnect is a member benefit



- 1. If you've registered with JobConnect before, login to your profile
- 2. If you haven't registered before, create a profile

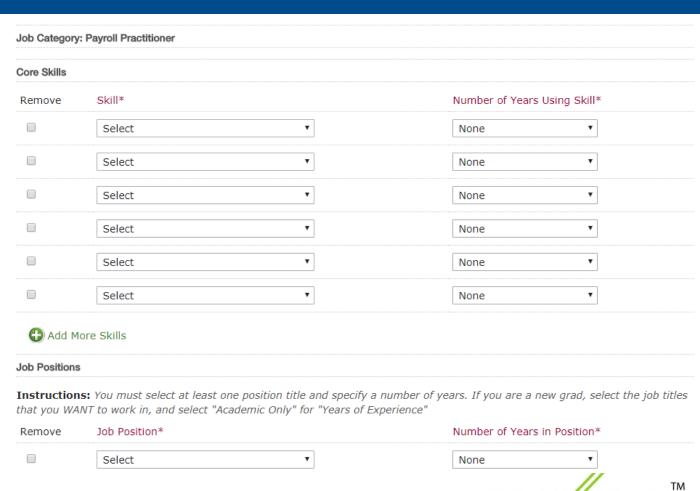
Jobco nnect™		
Search Jobs Candidates	Desktop Who's Hiring	Help
candidate > sign in		
	Sign in Already registered? Sign in below:	
	User Name / Email Address	
1	Password:	
	SIGN IN	
2	Forgot your username or password? NOT YET REGISTERED?	



- Once logged in, you can have multiple resumes by entering text or uploading a file
- Save your file and continue

Search Jobs	Candidates Desktop	Who's Hiring	Się	gn out	Help
candidate desktop	> edit professional resum	ne			
Edit Professional Re	sume				
You're almost done	el				
Select a Job Cate	gory best representing th	e job you want and include your R	lesume.		
Professional Resume	- Step 3 of 4				
Hover over the hel	p icon next to a field to vi n red)	iew additional tips. 🕜			
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Instructions: Ent	er a title for this resume.				
Descriptive Title	*				
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- Complete the Core Skills and Job Positions sections
- Click Save and Continue at the bottom



 You've completed the resume upload process and can begin applying for jobs. You can search for jobs and upload additional resumes

Search Jobs Candidates Desktop Who's Hiring Sign out Help candidate desktop > thank you!

Thank You!



You can review, edit or add another resume by clicking Candidate Desktop.

To view postings matching your interests and skill sets, click on Search Jobs.

Additional Questions?

For assistance:

Call Workopolis Toll Free: 1-888-641-4047

Email Workopolis: jobconnect@payroll.ca

