

# JobConnect Resume Posting Instructions

## For JobSeekers



# Step 1

- Visit [payroll.ca](http://payroll.ca) and click on hover over JobConnect on the main menu with your mouse. Click on [Post Your Resume](#).

The screenshot displays the payroll.ca website interface. At the top left is the logo for The Canadian Payroll Association (CPA/ACP) and L'Association Canadienne de la Paie. A search bar is located in the top center. To the right are links for 'Member Centre', 'English', and 'Sign In'. The main navigation menu includes 'ABOUT', 'MEMBERSHIP', 'CERTIFICATION', 'LEARNING', 'RESOURCES', 'EVENTS', 'JOBCONNECT', and 'FAQ'. The 'JOBCONNECT' menu is expanded, showing three sub-sections: 'Job Seekers' with links for 'Post Your Resume' and 'Search Jobs'; 'Employers & Recruiters' with links for 'See the Rate Plan', 'Post Your Job', and 'Access Resume Database'; and 'Resources' with links for 'Get Career Advice', 'Tutorial for Employers & Recruiters', and 'Tutorial for Job Seekers'. Below the navigation is a banner with the text 'Welcome to your payroll knowledge centre' over a background image of people in a meeting. The IECT logo is visible in the bottom right corner.

# Step 2

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

The screenshot displays the CPA JobConnect website interface. At the top, there is a header with the CPA logo (The Canadian Payroll Association / L'Association Canadienne de la Paie), a search bar, and navigation links for 'Member Centre' and 'English'. A 'Sign In' link is also present. Below the header is a dark blue navigation bar with links for 'ABOUT', 'MEMBERSHIP', 'CERTIFICATION', 'LEARNING', 'RESOURCES', 'EVENTS', 'JOBCONNECT', and 'FAQ'. The main content area is divided into two columns. The left column is titled 'Log In to Your CPA Account' and contains two input fields: 'CPA Number' and 'Password', both marked as 'Required Field'. Below these fields is a blue 'CPA LOGIN' button and a link for 'Forgot password/CPA number'. The right column is titled 'Become a CPA Member' and includes the text 'Haven't joined the CPA yet?' and 'There are many benefits to becoming a CPA Member. It's really easy to get started.' Below this text is a blue 'APPLY NOW' button. In the bottom right corner, there is a 'Back' button and the 'JOBCONNECT' logo.

# Step 3

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



[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

[Forgot your username or password?](#)

2

[NOT YET REGISTERED?](#)



# Step 4

- 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](#) [Sign out](#) [Help](#)

[candidate desktop](#) > [edit professional resume](#)  
[Edit Professional Resume](#)

You're almost done!  
Select a **Job Category** best representing the job you want and include your **Resume**.

Professional Resume - Step 3 of 4

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

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Resume Title / Job Category

**Instructions:** Enter a title for this resume.

**Descriptive Title\***

**Job Category**

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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](#)

File Manager:

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**Or enter your resume directly in the box below**

Type or paste your resume in plain text or in HTML.\*

**B** *I* U | Font Family | Font Size |

# Step 5

- Complete the Core Skills and Job Positions sections
- Click Save and Continue at the bottom

Job Category: Payroll Practitioner

## Core Skills

Remove	Skill*	Number of Years Using Skill*
<input type="checkbox"/>	Select	None
<input type="checkbox"/>	Select	None
<input type="checkbox"/>	Select	None
<input type="checkbox"/>	Select	None
<input type="checkbox"/>	Select	None
<input type="checkbox"/>	Select	None

 Add More Skills

## Job Positions

**Instructions:** You must select at least one position title and specify a number of years. If you are a new grad, select the job titles that you WANT to work in, and select "Academic Only" for "Years of Experience"

Remove	Job Position*	Number of Years in Position*
<input type="checkbox"/>	Select	None

# Step 6

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



[candidate desktop](#) > thank you!

## Thank You!



Congratulations! You have successfully completed the registration process.

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](mailto:jobconnect@payroll.ca)**

