

Quick Reference Guide to Applying for Jobs at HRM

Overview

- Halifax Regional Municipality offers a user-friendly web experience for the public to explore job opportunities for all areas of the organization. The Employment home page also hosts many tools to assist you in preparing your application and being successful in our recruitment process. Go to: <https://www.halifax.ca/about-halifax/employment/work-halifax-regional-municipality>
- Competitive salaries and benefit packages; career opportunities; professional development; commitment to promoting diversity in the workplace; and work-life balance are a few reasons why working for the municipality could work for you.
- New job opportunities are posted weekly online every Tuesday and Thursday. Please be mindful of the posting closing date.
Job Opportunities for External Applicants: <https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25749&siteid=5764#home>
Job Opportunities for Internal Applicants Only: <http://intranet.halifax.ca/BusinessUnits/HumanResources/employment/index.html>
- Contact jobs@halifax.ca for additional questions or to request an accommodation to the application and recruitment process.
- Contact brassringssupport@halifax.ca for technical support with the application process.

Applying for Jobs	Applying Without a Resume: Building Your Candidate Profile	Questionnaires in the Application Process
<p>When viewing the job posting:</p> <ol style="list-style-type: none"> 1. Click Apply to Job at the bottom of webpage. If you wish to apply later, click Save to add the job to your profile. 2. Login with username and password. 3. Click Let's Get Started to begin. If you do not have time to finish your application, click Save and Finish Later. Typically, the application process takes 15 minutes to complete if applying with a resume. 4. Select Résumé/CV to upload your application. Select Saved Résumé/CV to use a resume on file or Browse to add a new one. You can upload more than one document in this process such as proof of license/education, etc. 5. You can also Add a Cover Letter to support your application. Click Save and Continue. 6. In this section, update your contact information. Click Save and Continue at the bottom. Please note, if you apply with a resume you do not need to complete the Profile section including Education History, Work Experience, and Skills. 7. Complete Required Questions and select Save and Continue. 8. Complete the Additional Information (not every job has this section) that includes any job specific screening questions. Click Save and Continue. 9. Describe how did you learned about the opportunity and click Save and Continue. 10. Add any additional documents (if required). The system will allow you to store up to 25 files (including resumes, cover letters and supporting documents) on your profile for future use. Click Save and Continue. 11. Review completed application and click Send My Application. Your application has been submitted! 	<p>HRM recognizes that not all job applicants possess a resume and as an alternative, we welcome you to create a Profile within our application system that helps you build a record of your work history, education/training and skills. Please ensure that you provide enough information in your Profile to demonstrate how you meet the requirements of the position that you are applying for. This Profile can be saved and edited for future applications.</p> <ol style="list-style-type: none"> 1. Login to your account and click Let's Get Started. 2. In this section, you can either add your resume or build your Profile. If you do not possess a resume, click on Use My Profile then click Save and Continue. 3. You can then Import Your Profile from your social media or you can build one using the fields below. 4. Please add your: <ol style="list-style-type: none"> a. Contact Information – Please ensure your email address is correct and you are using an account you check regularly. b. Education History - You may include up to 3 of the most relevant schools or programs you have attended. c. Work Experience - You may include up to 5 of your most recent positions. d. Skills – You may include a range of skills that can then be verified through your education, training and work experience. 5. When complete, click Save and Continue. 	<p>Required Questions are mandatory to complete however the self-identification section is voluntary. HRM is committed to reflecting the community it serves at all position levels, occupations and/or business units. We encourage all applicants to self-identify. In this section, candidates may also request an accommodation to the recruitment process whereby alternative arrangements are made to ensure that they can fully participate at any stage of the application, assessment, and interview process. We are committed to providing an inclusive and equitable recruitment process.</p> <p>Additional Information or job specific screening questions are a critical piece of your application. Information provided in this section will be verified by your resume. Please complete these questions to the best of your ability.</p>