

Quick Reference Guide to apply for a job with Halifax Regional Municipality

Overview

- Halifax Regional Municipality offers a user friendly web experience for the public to explore learn about job opportunities for all areas of the municipality. Go to: www.halifax.ca/employment
- To use the system, you will need to spend some time creating your individual **candidate profile**.
- The Employment home page hosts many tools to assist you in preparing for your career goals.
- Work where you live. Love where you work
- 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.
- Contact jobs@halifax.ca for additional questions about working with the municipality.

Guidelines

- Each application and candidate profile will be screened against the job's requirements.
- If you screen in you will be invited to the next steps in the hiring process.
- If you do not screen in you will receive notification that you will no longer be considered for the position.
- You may request a debrief after any stage in the hiring process.

Visit www.Halifax.ca/employment to view all current employment opportunities

Applying for jobs

When viewing the job description:

1. Click **Apply to job**
2. If you are not already logged in, you will be asked to **enter** your user name and password.
3. Select a resume via **resume/CV and select Saved resume/cv or Browse**.
4. You can also add a cover letter to support your application.
5. Click **Save and continue**
6. You will need to answer a Questionnaire for all applications, once completed and click **Submit**.

You have successfully applied!


Create your candidate profile

Upon accessing the Career Opportunities page, you'll arrive at the Welcome page, where you can **Search openings**. Here you will start by entering in your resume.

1. Go to **Don't have an account yet?**. Click the link as noted; or you can sign in with one of our social media integrations [in](#) [f](#) [t](#)
2. Complete the **Let's get Started** page, entering a user name, password and answering 3 security questions.
3. Click **Continue**
4. To upload your resume to capture your contact, education and work experience, click the dropdown labeled **Candidate Zone and select Profile**
5. Under Profile you can import from a social media account or upload a resume by clicking **Import Profile** or create a manual resume by clicking **Enter it myself**.
6. To upload your resume, click **Import Profile**, and **Upload** locate the file and click **Save**.
7. You may also add your Resume/Cover letter under **My Files**.
8. The system will allow you to store up to 5 resumes and 5 cover letters on your profile for future use.
Your candidate profile has been created!

Searching for jobs

To view all current opportunities:

1. Click **Search**.
2. You can also search by fields like job title, business unit, location, etc.
3. Click **Search**
4. Click on the **hyperlinked job title** to review the description.


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The Halifax Regional Municipality
5. If you want to apply, see below for **Applying for jobs**.
6. You can create a custom search to have regular emails alert you of any jobs that make the criteria you have selected. This is up to you. Click **Candidate Zone and select Profile, Searches and select Search for Jobs** to create a personalized saved search.

Accessing Job Seeker Tools

www.halifax.ca/employment - go to Job Seeker Tools for information on:

- Hiring Process
- Writing a Cover Letter
- Writing a Resume/Tips
- Reference Checking Instructions and FAQs
- Preparing for an Interview