

Quick Reference Guide to Your HRM Candidate Zone

Overview

The candidate zone is used to apply to jobs, track applications to jobs, and respond to communication from the recruiter. To login and access the candidate zone, click:

External Applicants: <https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25749&siteid=5764#home>

Internal Applicants Only: <http://intranet.halifax.ca/BusinessUnits/HumanResources/employment/index.html>

The candidate zone is made up of:

- **Dashboard** is used to view saved jobs, track applications, access any job searches and alerts, and respond to forms and offers post application process.
- **Profile** is completed if you do not already possess a resume. If you apply with a resume, you do not need to complete your profile (not mandatory). You can also manage your contact information, and upload attachments (i.e. proof of education or licensing).
- **Account Settings** is used to manage your password, link your social networks, and update general settings.
- **Assessments** is function that is not commonly used.
- **Message Archive** is used to view any messages and alerts that are sent to you by the recruiter. Please check here, if you are concerned about having missed any communication from the recruiter on an active competition.

Track Your Applications	Creating a Job Search and Job Alert	Having Trouble Signing In?
To track applications, select Candidate Zone > Dashboard . 1. Select Applications tab. Saved Applications list any applications that are in progress. Select Continue to finish your application and submit or select Remove to delete the partially completed application. 2. Submitted Applications lists any jobs that you have applied for in the last 90 days and the current status of your application (i.e. Application Received/Declined, Under Review, Interview, etc.). 3. Select a job to open more details. 4. Select Review Application to view the application that you submitted. 5. Select View Job Description to review the details of the job posting. 6. Select Add Files to add any supporting documents to the application such as proof of education or licensing. 7. Select Withdraw Application to no longer be considered for the position. If you make an error or wish to edit your application, please DO NOT withdraw as it will permanently remove you and you be unable to reapply when the competition is closed. Please email jobs@halifax.ca with the revised information.	In the Dashboard, you can create a personalized Job Searches and Alerts . In this field, it shows your previous job searches and allows you to edit or renew job alerts. 1. Click Search for Jobs to create a personalized saved search. 2. To do a quick search of all current job postings, type in the key words (title, job category, function) and click Enter . 3. Or, you can conduct an Advanced Search by entering in keywords, auto req ID (each job posting has a unique ID), job category and post date. When finished, click Enter or Job Opportunities . 4. To save your results, individually select the jobs you are interested in and click Save below. 5. To turn your job search into a Job Alert , click on Save This Search in the top right hand corner. Enter Search Name , define frequency of updates, and confirm email and click Save . Under your Dashboard you will now see your saved searches and job alerts. Job alerts expire in 90 days and can be renewed.	You can reset your password by clicking the Forgot Username or Password? link on the Welcome Page. 1. Click the link as noted; complete the information marked as required* 2. Once you have entered your information, a password recovery email will be sent to you. 3. Click the link in the email answering the 3 security questions associated with your account. 4. Security responses, passwords and usernames are case-sensitive. 5. Once all information has been provided you will be prompted to create a new password for your account.
Accessing Job Applicant Tools		For more information regarding our recruitment process such as how to develop an effective application and prepare for an interview, please visit: https://www.halifax.ca/about-halifax/employment/work-halifax-regional-municipality