



The County of Lambton's Job Board Candidate Guide (External)

Access the Job Board

Job Board Link: www.lambtononline.ca/jobs

Navigating the Job Board

Once you login to My Profile, you'll be able to see more menu tabs. A brief description of each is below.

- **Job Opportunities** - current job openings.
- **My Profile** - saved personal information.
- **Career Alert** - email notifications that alert you of new job postings (further details and instructions below).
- **My Jobs** - record of the job postings you've applied to and the application documents submitted.
- **My Documents** - documents you've uploaded to your profile (i.e. cover letter, resume, other).
- **My Messages** - if you accept a position, the letter of offer can be found here.
- **Change Password** - to update your password.
- **Help** - contact numbers, FAQs, and the Candidate Guide.

Create a Profile

A profile is required to apply for a job posting. Follow these instructions to create a profile:

1. Click on the **My Profile** menu tab on the right side of the page.
2. Under "First-time User?" enter your email address and click "Create Profile".
3. The first step is to upload your resume. To upload a resume, click "Choose File". Locate the resume on your computer and double-click the file to select it (Recommended file types are .doc, .docx, and .pdf. Please note, .pages file types are not compatible). Once you have selected a file, select the file type "Resume" from the drop down, then click "Upload". A green confirmation sentence will appear at the top of the page to indicate that the resume was uploaded successfully. You must then click the "Save & Continue" button at the bottom of the page to move onto step 2 of creating your profile.
4. The second and final step is to complete the form. You must complete the page within 60 minutes and click the "Go to next tab" button at the bottom. This will take you to the next page. Please review the terms of use and if you wish to proceed, click the checkbox beside "I agree to the terms of use". Then click the "Save & Continue" button. After you click the button, an email confirmation will be sent to you.

My Profile Menu Guide

Once you've created your profile and you are logged in, you will see more menu tab options appear on the left side. They include:

- **My Profile** - if you are logged in, this will now show you the profile form you filled out, including Personal Information and the Email Consent. If you make any changes, ensure you click the "Save & Continue" button.
- **My Jobs** - a list of the job postings you successfully applied to. You can also change the documents you attached to an application (if the job is still posted) from here.
- **My Documents** - all documents (ex. resume, cover letter, etc.) that are saved to your profile. It is recommended not to delete any files you attached to an application less than 6 months ago.
- **My Messages** - if you are the successful candidate, you will find your letter of offer here. (You will also receive an email).
- **Change Password** - if you need to change your email or password.

Apply to a Job Posting

1. On the **Job Opportunities** page, find the job you are interested in.
2. Click the **Job Number** to see the full details of the job.
3. Scroll to the bottom of the page and click the **Apply Now** button.
4. Answer the pre-screening questions and click **Apply Now**. If the question number is listed in red then that is a mandatory question.
5. **If you have not yet logged in**, you will be prompted to login before receiving your application confirmation.
6. **If you are already logged into your profile**, the **My Documents** page will appear. If application documents are required for the position you are applying for, please see the next bullet point. If not, you can skip this step by clicking the **Save and Continue** button.
7. **My Documents** will show you the documents you already have saved on your profile. You can use these documents or upload new documents. To use a document to apply for the job posting, select the checkbox to the left of the document name.
8. A confirmation message will appear on your screen once you've applied. You will also receive a confirmation email and can now view the job on the **My Jobs** tab. If these do not occur, your application was not received. Please contact the Human Resources Department (contact information at the bottom of this page).
9. A confirmation page will appear and a confirmation email will be sent to you indicating you have successfully applied for the job. You can also check the **My Jobs** page for a list of the job postings you have applied to.

Career Alerts

- Career Alerts are email notifications that alert you when new job postings are available.
- To access Career Alerts, go to the Job Board and click the Career Alert menu tab on the right side of the page.
- Your email address should automatically populate in the email field.
- You can select "All" to be notified of all new job postings or you can select certain categories that you are interested in and you will only receive email notifications when jobs in those categories are posted.
- You will need to provide consent for email notifications to be sent to your attention and then click the **Subscribe and Save** button.
- You can change your Career Alert categories at any time or unsubscribe from Career Alerts at any time. To unsubscribe, click the Unsubscribe link at the bottom of the page and you'll receive a confirmation email once complete.

Contact Information

If you have questions or require assistance with the online Job Board and its functions (creating a profile, applying for a job, uploading documents, etc.). Please contact the County of Lambton Human Resources Department at 519-845-0801.