



The County of Lambton's Job Board External Candidate Guide

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Created by: Human Resources Department

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Access the Job Board

Job Board Link: www.lambtononline.ca/jobs

Create a Presence

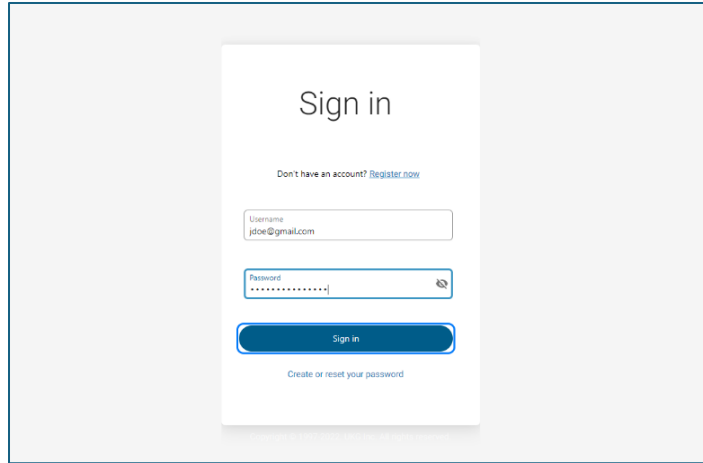
Already have an account on the previous job board? You will not need to create a new account, but you will have to create a new password. Select “*Create or Reset Your Password*” underneath the log-in screen. Once you verify your email address, you will create a new password. Once you have successfully logged in, you will be able to view past applications and any application documents that were attached to your profile.

Before applying for a position at the County of Lambton you must first create a presence (or profile).

1. Select Register to create a new account
2. Input the required details including your email and password.
3. Click Register.

The screenshot shows the registration page for the County of Lambton Job Board. At the top left is the County of Lambton logo. To the right are links for 'Find Opportunities', 'U.S. English', and 'Sign In'. The main heading is 'Register' with a link for 'Already have an account? Sign In'. Below the heading is the instruction 'Create an account to apply or save for later'. The form contains several required fields: First Name (John), Last Name (Doe), Email (jdoe@gmail.com), Password (masked with dots), Confirm Password (masked with dots), and Primary Phone Number (123-456-7890). A blue 'Register' button is at the bottom of the form.

4. You will receive a confirmation email once the account has been set-up
5. After registering an account, you will be prompted to sign in



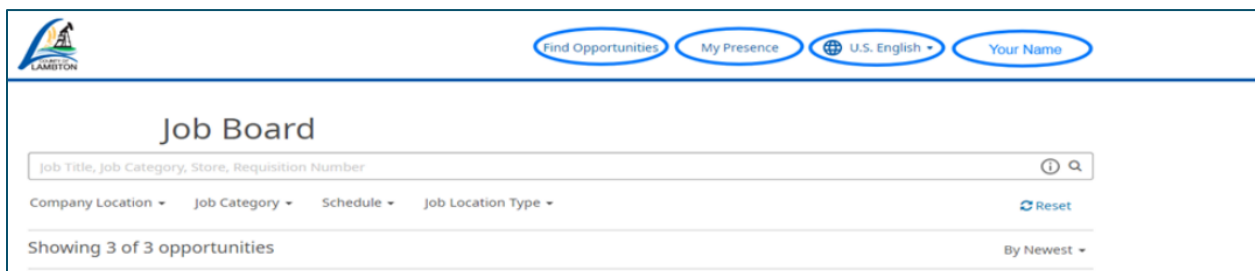
Important:

Please avoid creating duplicate profiles. **If you are an existing County employee** and wish to apply for a position, you must do so through the internal job board to ensure you're identified as internal.

Navigating the Job Board

While viewing the job board, you will be able to see more menu tabs at the top of the screen. An Image and brief description of each is below.

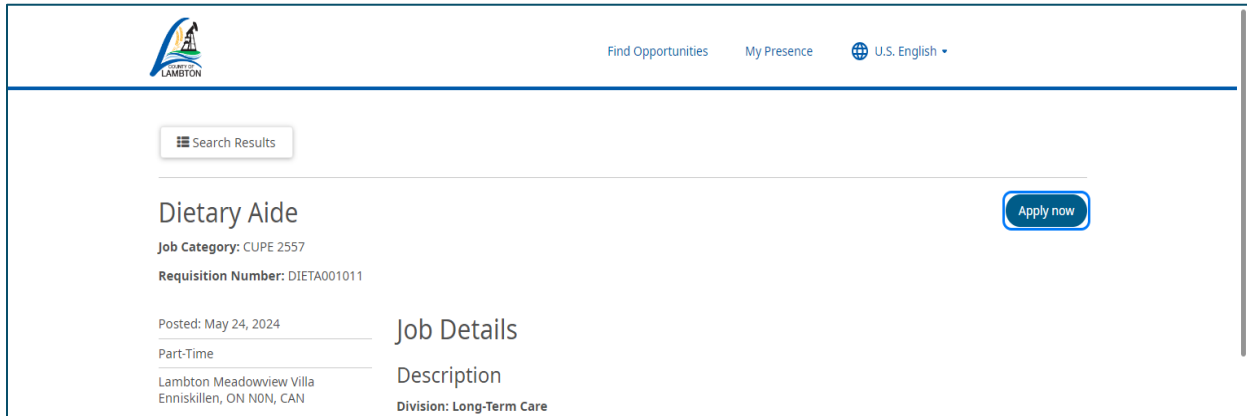
- **Find Opportunities:** In this section you will have access to all current job postings, apply and search for positions, and create job alerts.
- **My Presence:** This contains saved personal information attached to your profile. There is a tab called “*Documents*” where you can hold certificates, resumes and cover letters. The “*Application*” tab tracks which positions you have applied to and when you applied to them.
- **U.S English:** Allows for the changing of language of the text.
- **Your Name:** By clicking on your Name in the top left corner, you will have access to an “*Accessibility*” tab that provides accessibility and accommodation information. The “*Subscription*” tab will allow you to manage any job alerts you have set up. The log-out option is also listed here.



How to Apply to a Job Posting

On the “**Find Opportunities**” page, locate the job you are interested in. There is a search bar where you can search the job name and code, or you can use the filters below the search bar to find positions based on Location, Category, Schedule, and Job Location Type. Click on the job title to view the full job opportunity.

1. Click the **Apply now** button at the top right of the page.



The screenshot shows a web interface for a job posting. At the top left is the County of Lambton logo. To the right are navigation links: "Find Opportunities", "My Presence", and "U.S. English". Below the navigation is a "Search Results" button. The main content area displays the job title "Dietary Aide" with an "Apply now" button to its right. Below the title, it lists "Job Category: CUPE 2557" and "Requisition Number: DIETA001011". On the left side, there are details: "Posted: May 24, 2024", "Part-Time", "Lambton Meadowview Villa", and "Enniskillen, ON N0N, CAN". On the right side, there are sections for "Job Details", "Description", and "Division: Long-Term Care".

2. If you have not logged into your account already it will prompt you to sign into your account before applying.
 - a. **Important:** Please avoid creating duplicate profiles. If you are an existing employee and wish to apply for any position within the County you will need to do so through the internal job board to ensure you're identified as internal
3. After successfully logging in you will be taken to the **Application Page** with the title of the position you are applying to in the top left corner.

Important: There will be a tab that prompts you to upload resume (as highlighted below), **DO NOT** upload your resume to this section.

Apply for
Dietary Aide

You can use a resume to fill out your application faster and it will be added automatically as an attachment.

Upload Resume
DOC, DOCX or PDF (Max file size 6MB)

Contact Information

The name on the account you are currently logged in with is displayed below.

- If this is not your account, please [Sign Out](#) to create your own presence and start the application process again.
- If you need to make changes to your name, please go to the [My presence](#) page before submitting your application.

Email
Cohen.Kiteley@county-lambton.on.ca

* Required field

Title
Choose...

* First Name Middle * Last Name

Suffix
Choose...

Former Name ⓘ

* Primary Phone Secondary Phone

123-456-7890

* Country
Canada

4. Please complete the Contact Information section. The **Work Experience, Education, Skills, Behaviours, Motivations, Licenses and Certifications, and Links sections do not need to be completed and will not be reviewed by hiring team.** All relevant information (Resume, Cover Letter, Certifications) should be submitted in the Documents section.
5. To submit your application documents, scroll down on the application page and click on the tab labeled Documents. Then click the Upload a File button.

Motivations *What gets you out of bed in the morning?*

Licenses and Certifications +

Links

Documents

Include documents with your application: choose from your previously uploaded documents or upload new ones.

Max 10 attached documents per application.

No documents uploaded.

Upload a file

DOC, DOCX, PDF, JPG or PNG (Max file size 6MB).

6. Search and double click on the documents that you would like to attach to your application

Documents

Include documents with your application: choose from your previously uploaded documents or upload new ones.

Max 10 attached documents per application.

File Name	Document Type	Description
<input checked="" type="checkbox"/> John Doe Resume.docx	Resume	Description
<input checked="" type="checkbox"/> John Doe Cover letter.docx	Cover Letter	Description
<input checked="" type="checkbox"/> John Doe Certificate.docx	Other	Description

Upload a file

DOC, DOCK, PDF, JPG or PNG (Max file size 6MB).

7. Applicants may be required to answer pre-screening questions. The following pre-screening questions will not be considered as part of the application:
 1. When can you start? (Note: Response required but will not be considered as part of the application)
 2. Were you referred by a current employee?
 3. How did you hear about this opportunity? (Note: Response required but will not be considered as part of the application).

There may be pre-screening questions regarding work experience, education, skills and qualifications that candidates must answer.

8. Once all the required information and documentation has been provided, click Submit on the bottom of the page to complete the application.

Questions

* Required field

* How did you hear about this opportunity?
CareerBuilder

Were you referred by a current employee?
 Yes
 No

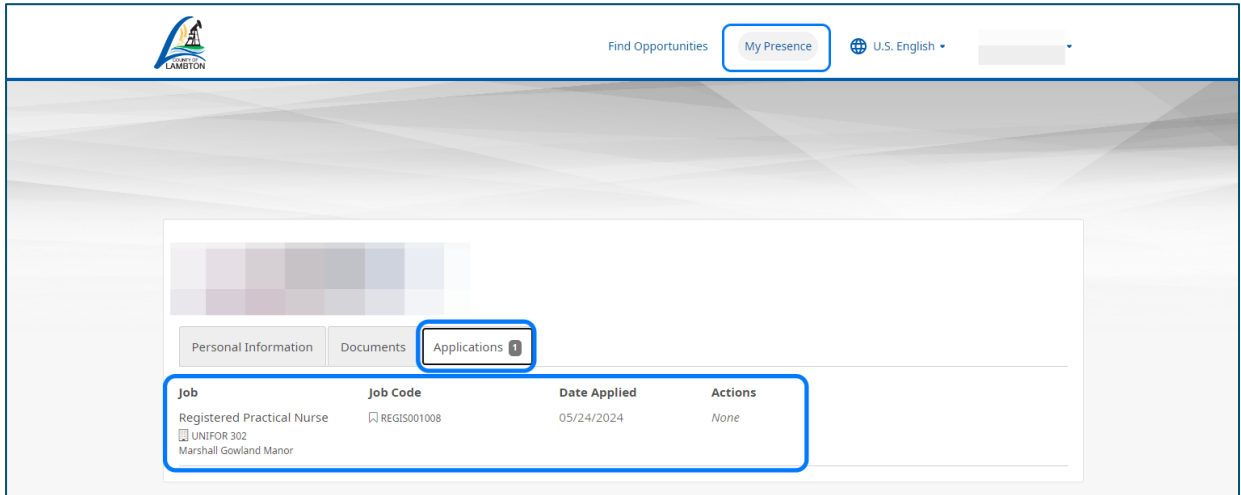
* When can you start? (MM/DD/YYYY)
05/24/2024

4000 characters left

Once you leave this page, you won't be able to edit the information you entered.

Submit Cancel

- After successfully applying, you should receive a confirmation email acknowledging your application. Furthermore, you can view all your applications under the My Presence section under the Applications tab.



If there are issues during the application process, please contact the Human Resources Department (see page 10).

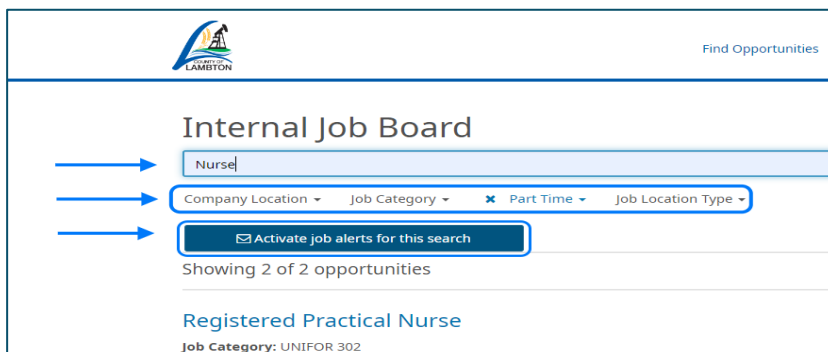
Job Alerts

Job Alerts are emails that notify you when new job postings are available for the County of Lambton.

To activate Job Alerts, go to the **Find Opportunities** tab and locate the search bar. You can search any job identifying terms that you may be interested in (Personal Support Worker, Nurse, Administration, Finance, etc.).

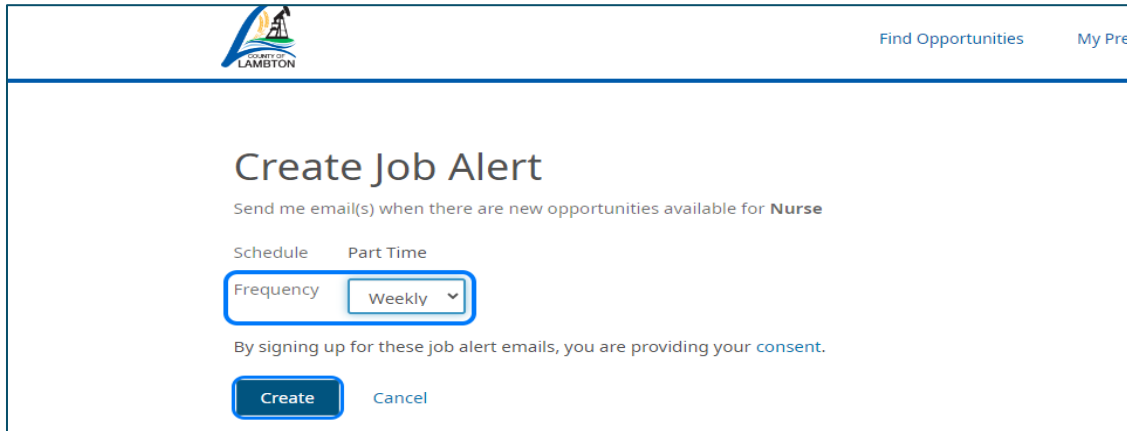
You can also use the filters Location, Category, Schedule, and Job Location Type under the search bar of to further customize your notifications.

After searching the term, all current open positions that match your description will be listed below. A blue tab labeled **“Activate job alerts for the search”** will also generate.

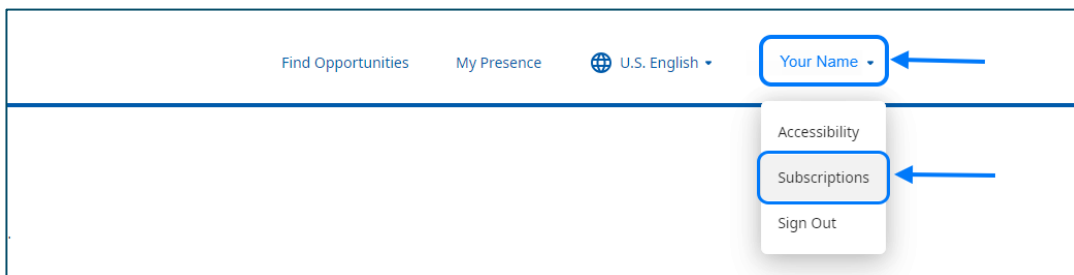


To create a Job Alert for your specified terms, click on the “**Activate job alerts for the search**”. You will be able to change the frequency in which you receive updates about the new posted positions.

After selecting the desired **Frequency**, click **Create**.



To **unsubscribe to any of your job alerts** select your name on the top right of the job board. In the drop-down menu, select subscriptions. A list of your Job Alerts will formulate with the option to unsubscribe.



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 or email recruitment@county-lambton.on.ca.