

# How To Apply



Workopolis has a two step application process for job seekers. It is designed to:

- Simplify the application process
- Allow job seekers to quickly send resumes as files (i.e. Word, PDF)
- Allow them to apply without leaving Workopolis.com

Employers will be able to:

- Receive more applications (job seekers can apply faster)
- View the original Word or PDF document (need to adjust the wording)
- Reduce duplicate applications (job seekers can only apply once for a job)

**Apply Now**

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Step One Employer Experience:

## Activating the two steps Apply option

On **Step 7 How to Collect Resumes** of the job posting flow

- Select one of these 2 options:
  - **Workopolis Recruitment Centre** Access applications within your Workopolis account to start reviewing the candidates resumes.
  - **Email** We will email you the applicants resume. Applicants won't see this email address therefore avoid entering it in the job description.
- Enter the correct **Email** in the field provided
- Complete the posting

The option you selected will be embedded within the **Apply Now** button on your posting.

The screenshot shows the "7. How to Collect Resumes" section of a job posting form. It features two main options, separated by a large "OR" in a white box with a pink border. The top option is "Workopolis Recruitment Centre", which is selected in a dropdown menu. To its right, a note states: "Receive email updates for all new applications, and manage applicants in one location." The bottom option is "Email", also selected in a dropdown menu. Below this, there are two input fields for email addresses: "careers@workopolis.com" and "carrieres@workopolis.com". The second field has a small elephant icon to its right. A pink rectangular box highlights both email input fields. At the bottom of the form, a note reads: "Applicants will NOT see this email address on the job posting. Workopolis will email applicants' resumes to this address. You'll also be able to see and sort your applicants by signing in and using our new Applicant Manager tool:"



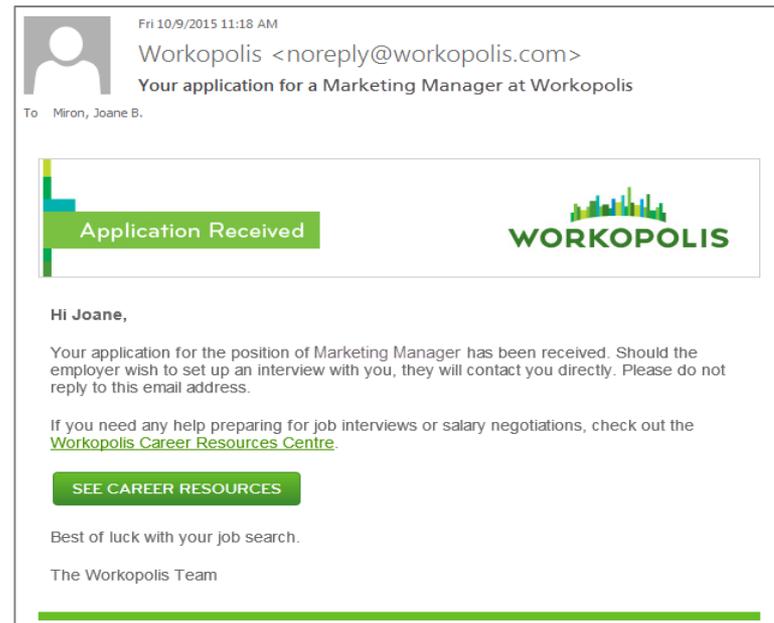
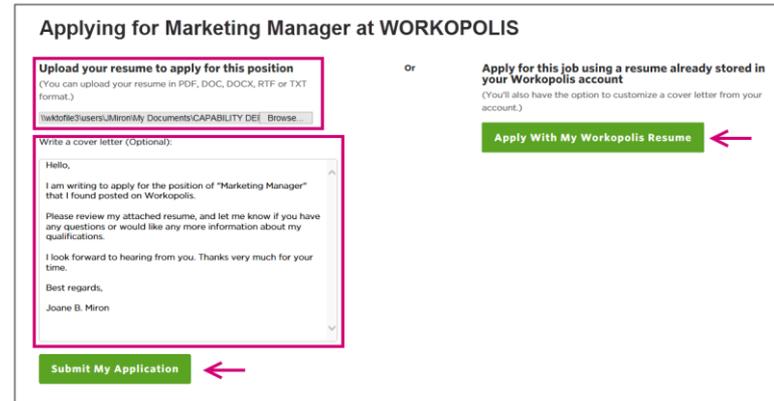
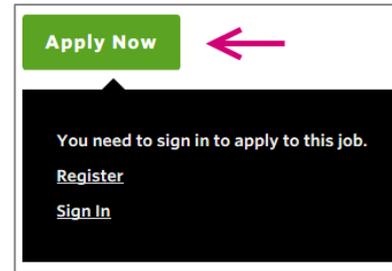
**Note:** The **French Email** field will be visible only if you post a bilingual job.

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## Step Two Jobseeker Experience: The Application Process

Job seekers have a simple and consistent application process.

- One **Apply Now** button
- Either **Sign In** if they are an existing user or **Register** for new user
- Ability to apply by either uploading a new document (PDF, DOC, DOCX, RTF, TXT) or with an existing Workopolis resume
- A generic cover letter displays in a text field, but the job seeker can customize their own
- Apply history is saved in the **Saved Jobs** list
- Apply for a job without leaving the Workopolis interface
- A confirmation email is received when the application is completed



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## Step Three Employer Experience: Viewing The Applications

To view the job seekers application, go to the Applicant Manager in Workopolis or your email inbox.

### Option 1: Applicant Manager

- Access your applicant list from your Workopolis Employer account. To find out more, check out our Applicant Manager training document.

### Option 2: Email

- Employer receives an email notification that they have received an application
- Consistent email message: standard subject line (job title and candidate name) makes it easier to sort and find applications
- Employer receives the applicant's resume as an attachment and the cover letter is in the body of the email notification

The screenshot shows the Workopolis dashboard. On the left is a dark sidebar with a 'W' logo at the top. Below the logo, it says 'WORKOPOLIS' and 'joane miron'. There is a 'Sign out' button. The sidebar menu includes 'Dashboard', 'Jobs' (highlighted with a pink box and a pink arrow pointing left), 'Resume Database', and 'Account'. The main content area is titled 'Dashboard'. It has two columns: 'Get Started' and 'What's Next'. 'Get Started' contains the text 'What are you waiting for? Post a job to start recruiting your next rock star.' and a green 'Post A Job' button. 'What's Next' contains links for 'See all open jobs', 'Search the resume data', and 'Buy some credits'. Below this is a 'MY JOBS' section with a 'Post A Job' button. It contains a table with columns for job titles, 'Applicants', and 'Exp.'. The table lists: 'Customer Service Representative' (8 (2 New), 14d), 'Sales Representative' (6 (4 New), 25d), 'Corporate Trainer' (15 (1 New), 25d), and 'Bilingual Marketing Manager' (14 (1 New), 15d). A pink box highlights the 'See all open jobs' link with a pink arrow pointing left.

	Applicants	Exp.
Customer Service Representative	8 (2 New)	14d
Sales Representative	6 (4 New)	25d
Corporate Trainer	15 (1 New)	25d
Bilingual Marketing Manager	14 (1 New)	15d

The screenshot shows an email notification from Workopolis. The header includes the date and time 'Mon 7/6/2015 1:38 PM', the sender 'Workopolis <noreply@workopolis.com>', and the subject 'Workopolis Posting | Application for Marketing Manager from Joane Miron'. The recipient is 'Shapiro, Adam'. There is a 'Message' button and an attachment icon for 'Miron\_Joane\_EN.docx (20 KB)'. The body of the email features the Workopolis logo and a vertical bar on the left. The text reads: 'Hi there, Great news. A candidate has applied to your job posting for a do not apply on Workopolis. Here are the resume and cover letter. Best of luck with your hiring! - Workopolis Having trouble opening this resume? Click here to view it online.' Below this is a section titled 'Candidates cover letter:' which contains the text: 'Hello, I am writing to apply for the position of "Marketing Manager" that I found posted on Workopolis. Please review my attached resume, and let me know if you have any questions or would like any more information about my qualifications. I look forward to hearing from you. Thanks very much for your time. Best regards, Joane Miron'. At the bottom, there is a footer with contact information for Business Support and a link to the Privacy Policy.