

# TALEO USER GUIDE

## Candidate

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## Creating Your Profile/Submitting a General Application

- To create a profile/account and submit a general application, first click on **Positions Open** on the **Search Openings** page.

City Careers | New Search | Login Page

### Search Openings

Search our positions by selecting a Job Category or Location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online.

Positions Open  
3

Job Category  
Select All That Apply...

Location  
Select All That Apply...

Search

- The following screen will display all active open competitions. At the bottom of the page, click on **Apply** to the right of **Just want to submit your resume?**

### Search Results

**Set a Job Alert**  
Sign up for email notifications to be alerted when new career opportunities become available.

Save

Positions Matched  
3

Sort by:  
Title

Order:  
Ascending

Treasury and Financial Svc  
2020-3

This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.

Share View Apply

Taxes  
2020-1

This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.

Share View Apply

Parks Services Admin

This position provides customer service, clerical and specialized computer support services to Facility Services staff and requires sound knowledge of the practices and procedures of Project Development and Facility Services Department and Public Works Op

Share View Apply

Just want to submit your resume?

If you are unable to find an opportunity that interests you, you can submit your resume for general consideration.

Apply

- If there are no positions open at present, click on **Search** at the bottom left corner.

City Careers | New Search | Login Page

### Search Openings

Search our positions by selecting a Job Category or Location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online.

Positions Open  
0

Job Category: Select All That Apply... Location: Select All That Apply...

Search

- Then, at the bottom of the page, click on **Apply** to the right of **Just want to submit your resume?**

City Careers | New Search | Login Page

### Search Results

**Set a Job Alert**  
Sign up for email notifications to be alerted when new career opportunities become available. Save

Positions Matched  
0

**Just want to submit your resume?**  
If you are unable to find an opportunity that interests you, you can submit your resume for general consideration. Apply

- You will now proceed through registering as a new applicant and submitting a general application. On the following screen, **1. Register**, enter an **Email** and **Password** (to be used for future logins), and select the  icon to proceed.

1 of 5

### General Application

1. Register

To submit your application, please complete these steps. Fields marked with a red asterisk (\*) are required.


#### New Applicant Registration

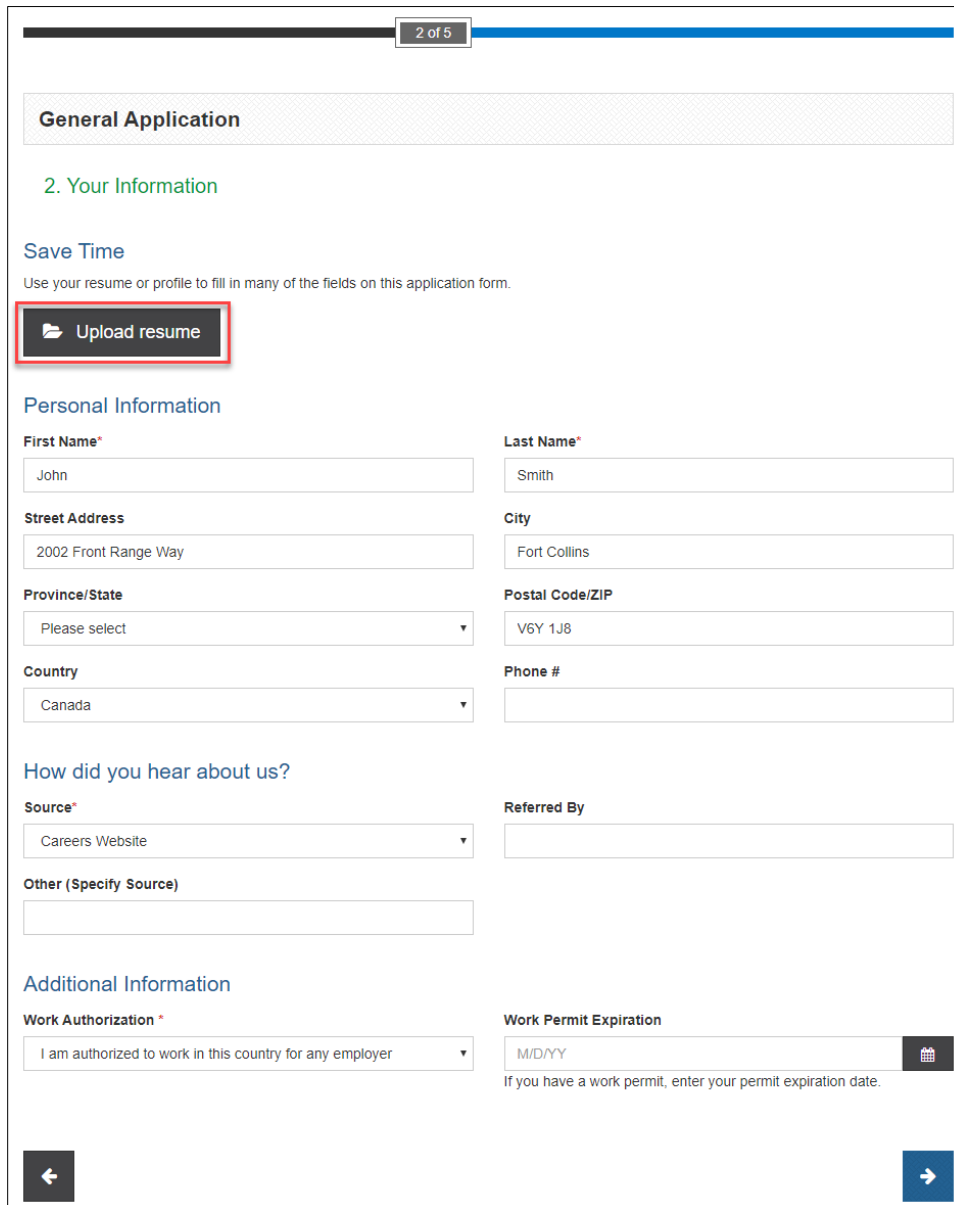
Your email address will be used as your login name allowing you to return to our website to update your profile.

If you are a returning applicant, please sign in or reset your password using the Login button.

Email \* Password \* Re-type new password: \*

← →

- At the following **2. Your Information** screen, click on **Upload resume** to upload your resume file from your computer. The system will review the uploaded file and pull data to populate the fields below under **Personal Information**, which you can review/amend following.
- Complete the fields under **How did you hear about us?** and **Additional Information**, and select the  icon to proceed.




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### General Application

## 2. Your Information

### Save Time

Use your resume or profile to fill in many of the fields on this application form.

 **Upload resume**


### Personal Information



<b>First Name*</b>	<b>Last Name*</b>
<input type="text" value="John"/>	<input type="text" value="Smith"/>
<b>Street Address</b>	<b>City</b>
<input type="text" value="2002 Front Range Way"/>	<input type="text" value="Fort Collins"/>
<b>Province/State</b>	<b>Postal Code/ZIP</b>
<input type="text" value="Please select"/>	<input type="text" value="V6Y 1J8"/>
<b>Country</b>	<b>Phone #</b>
<input type="text" value="Canada"/>	<input type="text"/>


### How did you hear about us?

<b>Source*</b>	<b>Referred By</b>
<input type="text" value="Careers Website"/>	<input type="text"/>
<b>Other (Specify Source)</b>	
<input type="text"/>	

### Additional Information

<b>Work Authorization *</b>	<b>Work Permit Expiration</b>
<input type="text" value="I am authorized to work in this country for any employer"/>	<input type="text" value="M/D/YY"/> 
	<small>If you have a work permit, enter your permit expiration date.</small>

- At the following **3. Resume and Documentation** screen, you can upload additional files to be included with your profile if you wish, using the **Add Attachment** button. Once complete, select the  icon to proceed.

3 of 5

General Application

3. Resume and Documentation

Upload Your Resume

Upload your resume if you have not already done so.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.




JohnSmith.pdf

Attachments

Upload your cover letter or any additional attachments, such as transcripts, certifications or licenses, which are relevant to the position.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

Add Attachment

- On the **4. Work and Education History** page, the system populate fields from your uploaded resume. To make amendments to your Work History, select the  icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Work History** if entries are missing. To make amendments to your Education History, select the  icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Education** if entries are missing. Once complete, select the  icon to proceed.

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### General Application



#### 4. Work and Education History

Please provide your employment history, starting with the most recent employment at the top.


##### Employment History

Counseling Supervisor  
The Wesley Center  
1/1999 - 1/2002



 Edit  Remove

Client Specialist  
Rainbow Special Care Center  
1/1997 - 1/1999



**Position Title\***

**Company Name\***



**Date From\***


Please select

**Date To\***

Please select


**Description**


 Save  Cancel



 Add Work History


##### Education History

B.Sc  
University of Arkansas  
- 1/1999



 Add Education


- On the **5. Review and Submit** page, you can review your submission in its entirety by selecting the  icon next to **Application Review**. Once you have completed your review, select **Submit**.


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### General Application

#### 5. Review and Submit

##### Application Review



## Reviewing/Applying for a Position

- Click on **Positions Open** on the **Search Openings** page to view a list of available opportunities.

City Careers | New Search | Login Page

### Search Openings

Search our positions by selecting a Job Category or Location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online.

Positions Open

3

Job Category

Select All That Apply...

Location

Select All That Apply...

Search

- To review positions details on the **Search Results** page, click on the **Title** for more information.

### Search Results

Set a Job Alert

Sign up for email notifications to be alerted when new career opportunities become available.

Save

Positions Matched

3

Sort by:

Title

Order:

Ascending

<b>Clerk Treasury</b> Treasury and Financial Svc 2020-3	This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.	Share	View	Apply
<b>Firefighter</b> Taxes 2020-1	This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.	Share	View	Apply
<b>Work Control Centre Clerk</b> Parks Services Admin	This position provides customer service, clerical and specialized computer support services to Facility Services staff and requires sound knowledge of the practices and procedures of Project Development and Facility Services Department and Public Works Op	Share	View	Apply

- To proceed with an application from the **Position Information** page, click on either of the ✓ **Apply Now** icons.

**Position Information**

« < > »

**Clerk Treasury**

Department  
**Treasury and Financial Svc**

Division  
**Finance & Corporate Svc**

Job ID  
**2020-3**

[✓ Apply Now](#)

Positions Available: 1  
PCC Number: 52  
Hours of Work: 8:15 am - 5:00 pm  
Job Status: Regular Full-Time

**POSITION OVERVIEW**

This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts. Examples of key work activities include:

- Process cash, cheques, and debit cards for payments for a variety of pre-established accounts for internal and external customers.
- Issue receipts, process payments, balance daily intake of cash, cheques and debit cards.
- Update cash management reports and prepare bank deposits.
- Responsible for the balancing of all cash accounts and reconciliation of daily bank deposits.

Compensation: CUPE Local 718 / JT / \$20.19 per hour  
Compensation Benefits & Overview: The City of Richmond offers competitive pay programs, comprehensive benefits and attractive incentives. Auxiliary status positions receive a payment of 12% in lieu of all fringe benefits.

[← Back](#) [Share](#) [✓ Apply Now](#)

- If you are a New Applicant on the following **1. Register** page, enter an **Email** and **Password** (to be used for future logins), and select the [➔](#) icon to proceed. If you already have an account, select **Login Page** at the top of the page to proceed and log in.

1 of 5

**Clerk Treasury**

Department  
**Treasury and Financial Svc**

Duration Of Appointment  
**N/A**

Job ID  
**2020-3**

**1. Register**

To submit your application, please complete these steps. Fields marked with a red asterisk (\*) are required.

[New Applicant Registration](#)

Your email address will be used as your login name allowing you to return to our website to update your profile.

If you are a returning applicant, please sign in or reset your password using the Login button.

**Email \*** **Password \*** **Re-type new password: \***

[Returning Applicants](#)

If you are a returning applicant, please sign in or reset your password using the 'Login Page' button at the top of this page.

[←](#) [➔](#)

- On the **2. Your Information** page, select **Upload resume** to upload your resume file from your computer. The system will review the uploaded file and pull data to populate the fields below under **Personal Information**, which you can review/amend following.
- Complete the fields under **How did you hear about us?** and **Additional Information**, and select the [➔](#) icon to proceed.

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**Clerk Treasury**  
Department  
**Treasury and Financial Svc**  
Duration Of Appointment  
**N/A**  
Job ID  
**2020-3**

**2. Your Information**  
**Save Time**  
Use your resume or profile to fill in many of the fields on this application form.  
**Upload resume**  
**Personal Information**  
**First Name\***  
John W.  
**Last Name\***  
Smith  
**Street Address**  
2002 Front Range Way  
**City**  
Fort Collins  
**Province/State**  
Manitoba  
**Postal Code/ZIP**  
V6Y1J8  
**Country**  
Canada  
**Phone #**  
  
**How did you hear about us?**  
**Source\***  
Careers Website  
**Referred By**  
n/a  
**Other (Specify Source)**  
  
**Additional Information**  
**Work Authorization \***  
Please select  
**Work Permit Expiration**  
M/D/YYYY  
If you have a work permit, enter your permit expiration date.  
  
← Save Draft →

- At the following **3. Resume and Documentation** screen, you can upload additional files to be included with your profile if you wish, using the **Add Attachment** button.
- Answer the screening questions under **Questions**. Once complete, select the → icon to proceed.

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**Clerk Treasury**  
 Department  
**Treasury and Financial Svc**  
 Duration Of Appointment  
**N/A**  
 Job ID  
**2020-3**

### 3. Resume and Documentation

#### Upload Your Resume

Upload your resume if you have not already done so.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

JohnSmith.pdf

#### Attachments

Upload your cover letter or any additional attachments, such as transcripts, certifications or licenses, which are relevant to the position.

Note: You can attach a total of up to 10MB of data. Your resume and all attachments combined must be less than 10MB.

+ Add Attachment

#### Questions




Have you completed grade 12 or equivalent? \*

Please select

How many years of experience do you have working with the public in a customer service role? \*

Please select

← Save Draft →

- On the **4. Work and Education History** page, the system populate fields from your uploaded resume. To make amendments to your Work History, select the  icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Work History** if entries are missing. To make amendments to your Education History, select the  icon to the right for an entry, and then **Edit** or **Remove** content as needed. You can additionally select **Add Education** if entries are missing. Once complete, select the  icon to proceed.

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**Clerk Treasury**  
 Department  
**Treasury and Financial Svc**  
 Duration Of Appointment  
**N/A**  
 Job ID  
**2020-3**



### 4. Work and Education History

Please provide your employment history, starting with the most recent employment at the top.

#### Employment History

Counseling Supervisor  
The Wesley Center  
1/1999 - 1/2002


 

 Edit  Remove

+ Add Work History

#### Education History


B.Sc  
University of Arkansas  
- 1/1999



+ Add Education

← Save Draft →

- On the **5. Review and Submit** page, read through the **Disclaimer** before proceeding to the **Candidate Sign Off** section for completion if you are in agreement. The **Candidate eSignature** and **Candidate Signature Date** fields must be completed to verify your acknowledgement.

- You can review your submission in its entirety by selecting the  icon next to **Application Review**. Once you have completed your review, select **Submit**.

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**Clerk Treasury**

Department  
**Treasury and Financial Svc**

Duration Of Appointment  
**N/A**

Job ID  
**2020-3**

### 5. Review and Submit

#### Disclaimer

Your personal information is being collected under the authority of section 26 and section 27 of the Freedom of Information and Protection of Privacy Act "FOI/PP Act". The personal information you provide to the City of Richmond for this application will be used to assess your qualifications and suitability as a potential employee. The City of Richmond may also collect and use additional personal information provided by you and your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file, and may be used in the administration and management of the City of Richmond's Human Resource Programs. If you have any questions about the collection or use of your personal information, please email the Freedom of Information Coordinator at records@richmond.ca and include "FOI" in the subject line.

I understand that the City of Richmond is collecting and using my personal information for the purposes identified above. I certify the information I provided in this application is correct and true to the best of my knowledge and that I have listed all previously and currently held positions where the experience gained relates to the position for which I am applying and certify the information is correct and true regarding my educational history. I understand that a confirmed misrepresentation may disqualify me from employment and/or result in dismissal at any point during my employment.


Please note that the closing time on all of our job postings is 11:59 p.m. (PST) on the posting closing date. All documents that you provide are attached to your general profile and can be viewed by each hiring manager associated with all positions that you apply for. Your e-signature below will indicate your understanding of and the agreement to the foregoing. If you do not agree to these terms and conditions, do not use your e-signature, terminate your application and exit our site.

#### Equal Opportunity Employer


The City of Richmond is an inclusive employer committed to employment equity objectives and invites applications from all qualified individuals. We thank all applicants in advance for their interest; however, only those under consideration will be contacted. Should you be contacted and require some form of accommodation during the recruitment process, please let us know and we will endeavour to meet your needs to the best of our ability. If you are unsuccessful, please accept our appreciation for your interest. **No telephone inquiries, please.**


#### Candidate Sign Off

I certify that all of the information in this application is true and correct as of this date.

Candidate eSignature*	Candidate eSignature Date*
John Smith	5/11/20 

#### Application Review


Save Draft
Submit



- Your application will then be verified as submitted on the following page.

Welcome John Smith

**Clerk Treasury**

### Application Complete


#### ✔ Thank You for Your Submission

Thank you for submitting your application. We will review your qualifications and will contact you if there is a match with any of our current or future positions.

Please record your password for your records. Using this password along with your email address, you can log in to the Careers Website anytime to update your contact information and apply to new openings.

Continue ▶

## Job Alerts

- To set up a Job Alert (to receive email notifications for opportunities that match your field(s) of interest when they go live), from the **Search Openings** page, click on the  icon under **Job Category**.

Welcome John Smith

### Search Openings

Search our positions by selecting a Job Category or Location below. To see all openings sorted by location select "Any". Each job description includes a link for applying and submitting your resume to us online.

Positions Open

3

**Job Category**  
Select All That Apply...

**Location**  
Select All That Apply...

Search

- At the following pop-up, check mark **Job Category** field(s) of interest, and then select **Save**.

Job Category

Check/Uncheck All

☐ Administrative & Executive Support

☒ Arts, Cultural & Heritage

☒ Business Licence

☒ Bylaw Enforcement

Save Cancel

- The following screen will confirm your selections; click on **Search**.

Job Category

Arts, Cultural & Heritage, Business Li

Search

- The following screen will display any search results that meet this criteria (or not, if no current openings are a match). At the top of the screen under **Search Results**, click on the **Save** icon next to **Set a Job Alert**.

Welcome John Smith

### Search Results

**Set a Job Alert**  
Sign up for email notifications to be alerted when new career opportunities become available.

Save

Positions Matched

1

Sort by: Title  
Order: Ascending

**Clerk Treasury**  
Treasury and Financial Svc  
2020-3

This position is responsible for receiving, reconciling, and processing cash and cheque payments for a variety of services, charges and accounts.

Share View Remove

- You will now receive email notification for future opportunities that match this criteria.
- To remove a **Job Alert**, after logging in, select **Remove** under **Job Alert Subscriptions**.

Welcome Back!

Welcome John Smith

Job Alerts (1)

Job Alert Subscriptions

Job Alerts find and send to you new job postings that match your criteria. Use Search Openings to create a new Job Alert.

Job Alert Criteria

Alert 1  
5/12/20

Job Category: Arts, Cultural & Heritage, Business Licence, Bylaw Enforcement

×

Remove

**NOTE:** If you are a City of Richmond employee, ensure you set a Job Alert for the internal career centre (accessible via the City Intranet) to ensure you receive notifications for internal opportunities.