



Be an explorer.

COUNTY OF BRUCE RECRUITMENT MANAGEMENT APPLICANT PROCEDURES FOR CAREER CONNECTOR

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TABLE OF CONTENTS

Contents

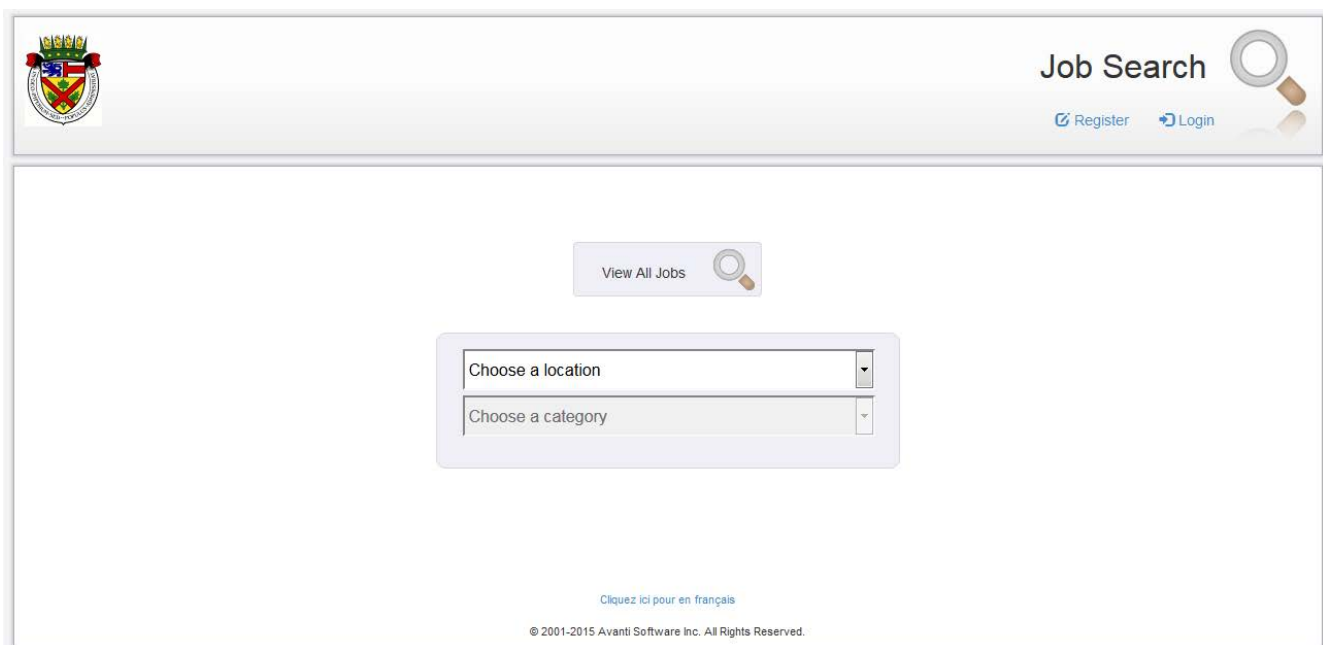
1.0 Registering For The First Time	3
2.0 Logging Into Career Connector.....	7
3.0 Overview of Main Screen.....	9
4.0 Managing Applicant Profile Menu	10
4.1 Personal Menu.....	11
4.2 Education Menu.....	12
4.3 Employment Menu	14
4.4 Skill Menu	16
4.5 Certificate Menu.....	17
4.6 Course Menu	19
4.7 License Menu.....	21
4.8 Membership Menu	23
4.9 Reference Menu	25
5.0 Deleting and Modifying an Entry	27
6.0 Applied Jobs Menu	28
7.0 Applying for Jobs	29
8.0 Resume and Cover Letter Upload.....	30

1.0 REGISTERING FOR THE FIRST TIME

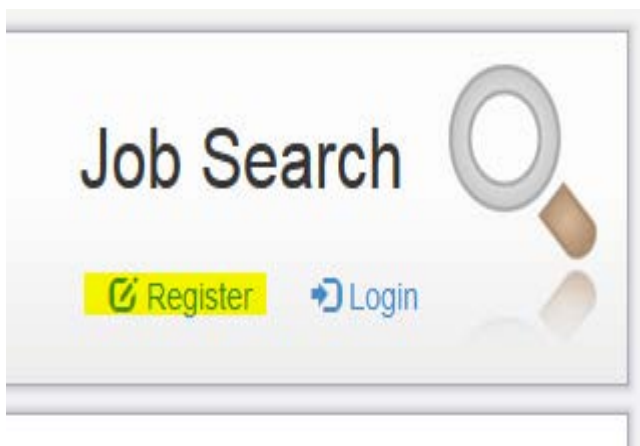
Follow these directions to Log into Career Connector

NOTE: If you followed the link from the Bruce County website you can skip to number 3.

1. Open your internet browser (Internet Explorer, Mozilla Firefox, Chrome or Safari).
2. In the URL area (address bar at the top of the browser) type in the following address:
<https://mail.brucecounty.on.ca:444/Avanticareerconnector#/search>
3. You should be taken to a screen which looks like this:



4. To register for the first time, click on 'Register' in the upper right corner of the window.



5. At this point, Career Connector would like the applicant to set up a profile.

Profile Registration

User name *

E-mail *

Password *

Confirm password *

Password Policy

Password must be at least 8 characters long, require at least 1 uppercase character and 1 numeric character.

Given name *

Surname *

Initial

Address *

City *

Province *

Country *

Postal *

Home Phone *

Mobile Phone *

Register

*The fields with a red asterics are required fields to register successfully.

You can self-register to the Career Connector website to apply for positions posted within the County of Bruce. The information required to do so is as follows:

User Name: Applicant chooses their own User name

NOTE: If the applicant is selected for hiring, the user name will be changed to coincide with our active directory stipulations.

Email: Applicant inputs the personal email address that they currently use.

Password: The applicant chooses their own individual specific password. Requirements for the set up for passwords are shown below.

Password Minimum Length

- Password Requires Digit
- Password Requires Lowercase
- Password Requires Uppercase
- Password Requires A Special Character
- Allow Users to Reset Password

Password Policy Password must be at least 8 characters long, require at least 1 uppercase character and 1 numeric character.

Confirm password: Applicant re-enters the password they have chosen in prior field.

Given Name: Applicant enters their given legal name.

Surname: Applicant enters their legal surname.

Initial: Applicant enters their legal middle name initial. This field is not required.

Address: Applicant enters their current address.

City: Applicant enters the city they currently reside in.

Province: Applicant enters the province they currently reside in.

Country: Applicant enters the country they currently reside in.

Postal: Applicant enters the postal code of where they currently reside.

Home Phone: Applicant enters their current home phone number.

Mobile Phone: Applicant enters their current mobile phone number.

*If the applicant does not have a mobile phone they can enter their home phone again here.

After the applicant has reviewed and confirmed all information inserted, click 'Register'.



If all information is entered satisfactory, the system will prompt a message that looks like below:



Account Created



Your account has been created.

Please check your email and confirm your registration.

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The applicant can now go to their personal email to confirm their registration.

The email they will receive looks like below:

Dear 

Please confirm your account by clicking the link below.

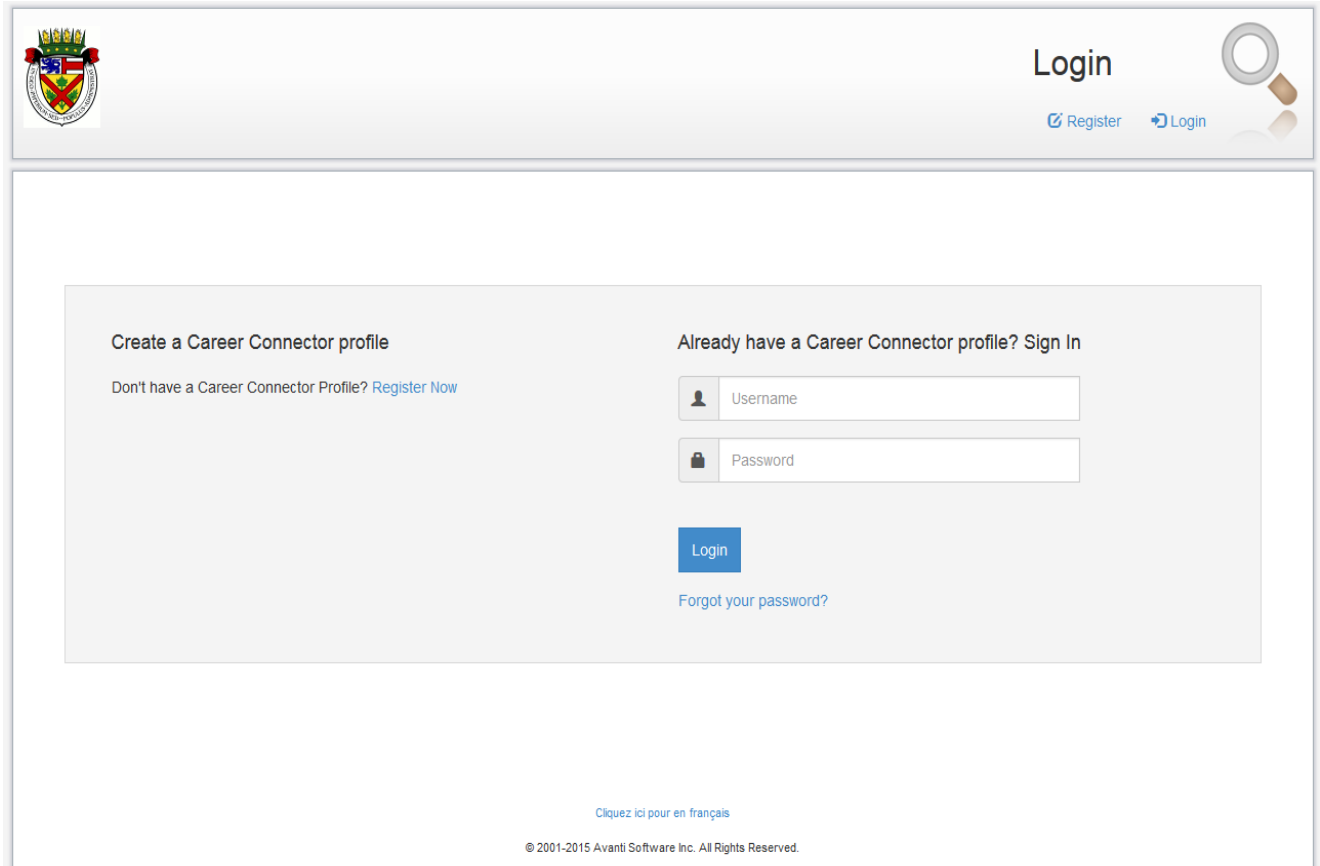
[Confirm Email](#)

Thank You

The applicant must click on the blue 'Confirm Email' hyperlink, to finalize the set up.

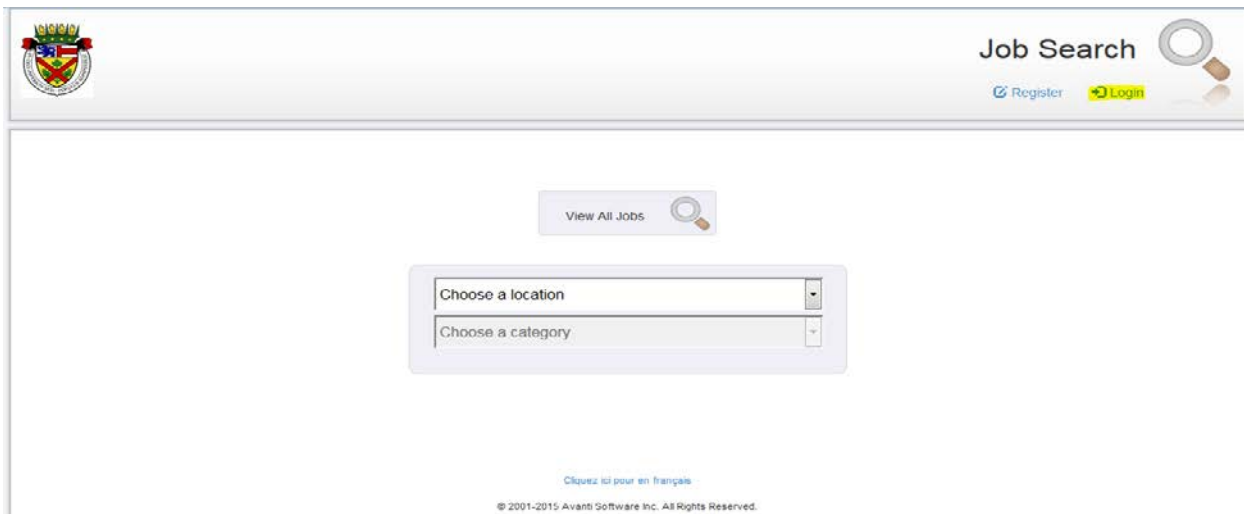
2.0 LOGGING INTO CAREER CONNECTOR

Once the applicant confirms their email, they can now log in to the Career Connector as a registered applicant to finish their profile. To log in click 'Login' on the main home page of the website.



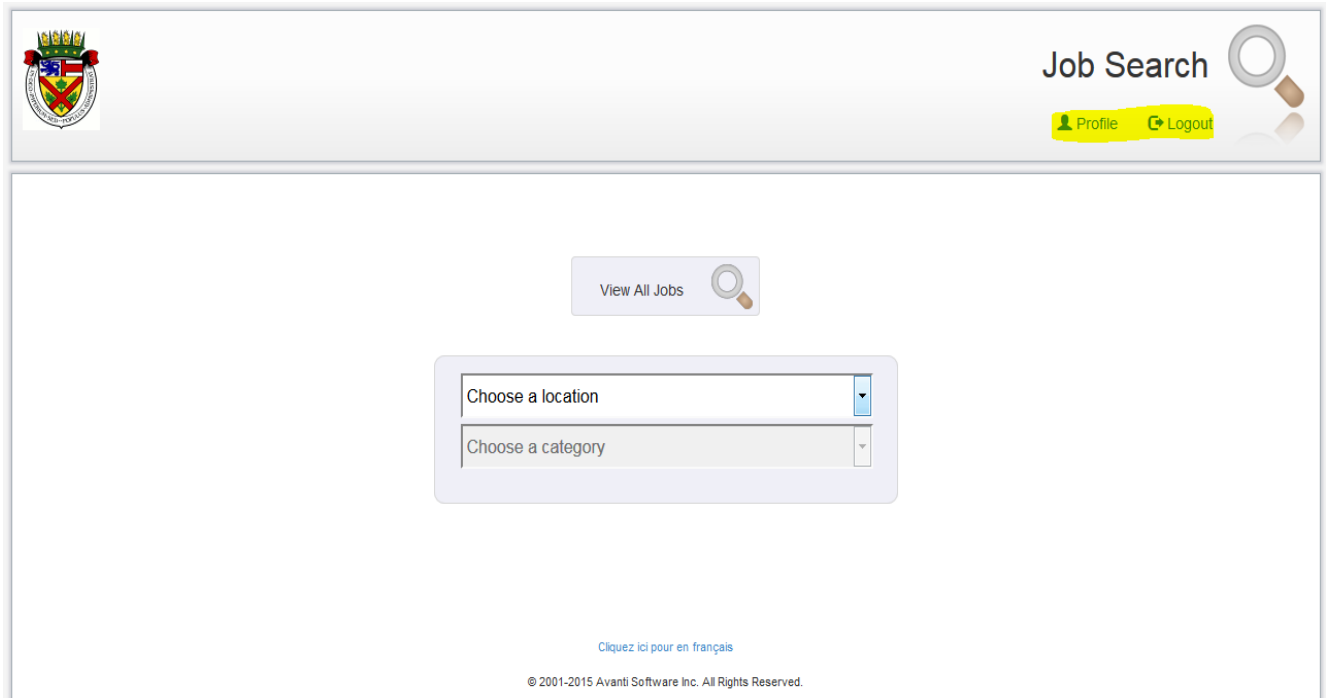
The screenshot shows the top navigation bar with the university crest on the left, the word "Login" in the center, and a magnifying glass icon on the right. Below the navigation bar are two links: "Register" and "Login". The main content area is a light gray box with two columns. The left column is titled "Create a Career Connector profile" and contains a link "Don't have a Career Connector Profile? Register Now". The right column is titled "Already have a Career Connector profile? Sign In" and contains a "Username" input field, a "Password" input field, a blue "Login" button, and a link "Forgot your password?". At the bottom of the main content area is a link "Cliquez ici pour en français" and a copyright notice "© 2001-2015 Avanti Software Inc. All Rights Reserved."

Once 'Login' is selected it will take the applicant to the login page that looks like the below:

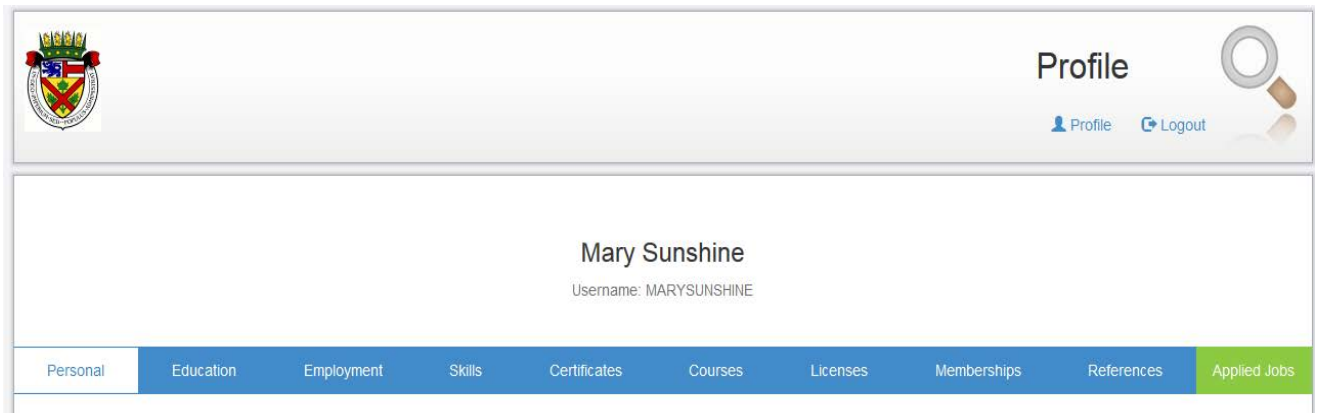


The screenshot shows the top navigation bar with the university crest on the left, the words "Job Search" in the center, and a magnifying glass icon on the right. Below the navigation bar are two links: "Register" and "Login". The main content area is a light gray box with a "View All Jobs" button and a magnifying glass icon. Below the button are two dropdown menus: "Choose a location" and "Choose a category". At the bottom of the main content area is a link "Cliquez ici pour en français" and a copyright notice "© 2001-2015 Avanti Software Inc. All Rights Reserved."

The applicant must type the username and password that was just set up when registering. This will take the applicant to the home page and the 'Login' button now becomes 'Logout' and 'Register' becomes 'Profile'.



If the 'Profile' Button is selected it allows the applicant to insert more information into their profile, by menu headings, as you see below:



At this point the applicant is expected to develop a profile and then they can apply for multiple jobs without having to re-enter the same information. Each applicant will need to have their resume uploaded.

3.0 OVERVIEW OF MAIN SCREEN

BRUCE COUNTY

The Bruce County Crest is a 'Hyper-link' to bring you back to the home page regardless of what menu you are in.

Job Search

[Profile](#) [Logout](#)

[View All Jobs](#)

The 'View All Jobs' button will take the applicant to the listing of all current 'Open' job postings.

Choose a location

Choose a category

'Profile' is a link to the Profile menus.

'Logout' is a link to exit the Career Connectors web page.

'Choose a location' drop down menu is a list of departments we hire for. If an applicant wishes to only see postings for a specific department, they can select the respective department here.

[Cliquez ici pour en français](#)

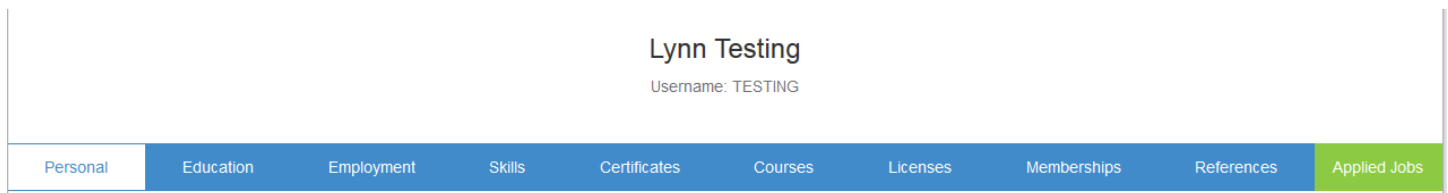
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4.0 MANAGING APPLICANT PROFILE MENU

You can access the profile menu by clicking on the 'Profile' icon in the top right hand corner of the screen.



This navigates the applicant to the menus located within the profile which consist of the following:



In the applicant profile, the fields with an asterisk (), in any menu heading, are mandatory fields.

*The 'Status' field under all menu headings, needs to be marked as 'Completed' in order to qualify for the job requirement to recognize the completion of that specific entry when matching skill sets at the recruiting level.

*If the desired selection is not in the drop down list, the applicant must choose "Other" and enter the details in the comment section of that particular entry.

4.1 PERSONAL MENU

The Personal menu is the personal information that was entered when registering for the Career Connectors Page so there should be no need to complete this menu unless there is changes to personal information. You can modify your personal information or change your password any time in this menu if need be.

The menu looks like the below:

Personal Information

E-mail *

Given Name *

Surname *

Initial

Address *

City *

Province *

Country *

Postal *

Home Phone *

Mobile Phone *

Preferred Language

Save

ChangePassword

4.2 EDUCATION MENU

The Education menu provides the ability for applicants to insert, view and modify their education. To insert an entry, click on the '+' symbol in the education menu beside the 'Education' title.

Education

The following menu will appear:

Add Education

Major Study

Minor Study
Designation *
Institute *
Years of Program
Grade Standing
GPA
Status
From Date *
To Date *

Major Study, Minor Study

Displays the Major Study and Minor Study.

Designation

Displays the selected designation. These codes are used to define the designations or levels of achievement earned by employees and can be used in conjunction with the other Education codes when inserting an employee's educational records under Formal Education.

Institute

Displays the institute. These codes are used to define the Institutions that employees have attended and can be used in conjunction with the other Education codes when inserting an employee's Courses and Formal Education.

Year of Program

Provides the ability to enter the number of years of the program.

Grade Standing

Displays the grade/standing code from the drop down menu of the below options:

- Course Deferred
- Course Failed
- Course in Progress
- Course Incomplete
- Course Passed

GPA

Displays the Grade Point Average (GPA). GPA must be a value between 0.0 and 4.3.

Status

Select the current Status of the Education for the employee from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

From Date

Displays the date the applicant started the program.

To Date

Displays the date the applicant completed or expects to complete the program.



4.3 EMPLOYMENT MENU

The Employment menu provides the ability for applicants to enter their prior employment information. To insert an entry, click on the '+' symbol beside the 'Employment' title.

Prior Employment

The following menu will appear:

Add Prior Employment

Position *	<input type="text"/>
Description *	<input type="text"/>
Reason for Leaving	<input type="text"/>
Pay Rate	<input type="text"/>
Pay Unit	<input type="text"/> ▼
Company *	<input type="text"/>
Supervisor	<input type="text"/>
Title	<input type="text"/>
Address	<input type="text"/>
Address2	<input type="text"/>
City	<input type="text"/>
Province	<input type="text" value="Alberta"/> ▼
Country	<input type="text" value="Canada"/> ▼
Postal Code	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
E-Mail	<input type="text"/>
From Date *	<input type="text"/> 
To Date *	<input type="text"/> 

Position

Enter the position held for the prior employment.

Description

Enter a description of the prior employment position.

Reason for Leaving

Enter a reason for leaving.

Pay Rate, Pay Unit

Enter prior wages for the applicant.

Company

Enter the company for the prior employment.

Supervisor

Enter the supervisor for prior employment.

Title

Enter the supervisor's title.

Address, Address2 City, Province, Country, Postal Code

Enter the address of the prior employment.

Phone, Fax

Enter the phone and fax number for prior employment.

Email

Enter an email address for prior employment.

From, To

Enter the start and end date of the prior employment.

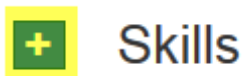
4.4 SKILL MENU

Skill Codes identify the levels of competency achieved through experience, culture or environment. These could include such skills as:

- Fluency in other languages
- Literacy in other languages
- Ability to operate machinery or equipment that does not require standardized training or certification
- Volunteer skills achieved
- Skills achieved through hobbies and activities outside the work environment

The Skills menu provides the ability for applicants to enter their skill information.

To insert an entry, click on the '+' symbol beside the 'Skill' title. In this menu only, the 'Status' field is defaulted to 'Complete'.



The following menu will appear:

Add Skills

Skill *

Skill Level

Comments

Status

Qualify Date

Renewed Date

Expiry Date

4.5 CERTIFICATE MENU

A certificate can be achieved through volunteer activities, on-the-job mentoring, by participation in hobbies or sporting activities, or company-required certificates.

The Certificates menu provides the ability for applicants to enter their certificate information. To insert an entry, click on the '+' symbol beside the 'Certificates' title.

Certificates

The following menu will appear:

Add Certificates


Certificates *

Certificate Id


Description

Status


Issued Date *



Renewed Date



Expiry Date



Certificate

Select a certificate type from a user defined list.

Certificate ID

Enter up to 20 alphanumeric characters for the Certificate ID, when applicable.

Description

Enter a description associated with the certificate which can be up to a maximum of 50 characters.

Status

Select the current Status of the Certificate from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

Issued Date

Enter the date the certificate was completed, if applicable.

Renewed Date

When the Status is complete, a renewal date is required when the certificate has an expiry.

Expiry Date

Enter the date the certificate expires, if applicable.

4.6 COURSE MENU

Course Codes is used to maintain a list of all defined internal and external Course Codes. The Courses menu provides the ability for applicants to enter their course information. To insert an entry click on the '+' symbol beside the 'Courses' title.

Courses

The following menu will appear:

Add Courses


Course *


Institutes


Grade Standing

Hours

Status

Completed Date
 

Renewed Date
 

Expiry Date
 

Comments

Course

Select a course code from a user defined list.

Institute

Select an institute from a user defined list.

Grade Standing

Select a grade/standing code from a user defined list.

Hours

Enter the number of Hours it took to complete the course.

Status

Select the current Status of the course for the applicant from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

Completed Date

When the status option has 'Complete' selected, a date is required to indicate the date completed.

Renewed Date

When the status option has 'Complete' selected, a renewal date is required when the Course has an expiry.

Expiry

Enter the date the course expires, if applicable.

Comments

Any pertinent information about this qualification can be included by the applicant in the Comments section.

4.7 LICENSE MENU

License codes track licenses held by employees and their validity period. The License menu provides the ability for applicants to enter their License information.

To insert an entry, click on the '+' symbol beside the 'License' title.

Licenses

The following menu will appear:

Add Licenses

License Type *

License Class
License Id *
Status
Issued Date
Renewed Date
Expiry Date

License Type

Select a 'License Type' from a user defined list.

License Class

Select a 'License Class' from a user defined list.

License ID

Enter the 'License ID' when applicable.

Status

Select the current status of the license for the employee from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

Issued Date

Select the date the license was issued.

Renewed Date

Enter the renewal date, if applicable.

Expiry Date

Enter the date the license expires, if applicable.

4.8 MEMBERSHIP MENU

Membership Codes track Memberships held by employees and their validity period. The Membership menu provides the ability for applicants to enter their Membership information. To insert an entry, click on the '+' symbol beside the 'Membership' title.

Memberships

The following menu will appear:

Add Memberships

Membership *

Membership Id

Status

Start Date

Renewed Date

Expiry Date

Membership

Select a membership from a user defined list.

Membership Id

Enter the 'Membership ID' when applicable.

Status

Select the current status of the membership for the employee from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

Start Date

Enter the completed date.

Renewed Date

Enter the renewal date, if applicable.

Expiry Date

Enter the date the membership expires, if applicable.

4.9 REFERENCE MENU

The Reference menu provides the ability for applicants to enter their Reference information. To insert an entry click on the '+' symbol beside the 'Reference' title.

References

The following menu will appear:

Add References

Reference Type *

Name

Company

Address

Address2

City

Province

Country

Postal Code

Phone

Fax

E-Mail

Reference Date

Comments

Type

Select a reference type code from a user defined list.

Name

Enter the name of the reference.

Company, Address, City, Province, Postal Code

Enter the Company name and address of the reference.

Phone, Fax, Email

Enter the phone, fax and the email of the reference.

Date

Enter the date the reference was made.


Comment

Enter the comments about the reference.

5.0 DELETING AND MODIFYING AN ENTRY

Once you have an entry in your profile, under any heading, you can modify or delete the entry at any

time. To do so, you must go into the respective heading and click on the 'modify'  or 'delete'

 icons, whichever is applicable.



Testor Test

Username: TEST123



+ Education

Fill in your education information and click "Save". *Status Field must be set to complete in order to qualify for that education.*

		Major Study	Minor Study	Designation	Institute	Years of Program	Grade Standing	GPA	Status	From	To
				Master's Degree	Canadian Construction Association	0		0	Completed	Nov 11, 2015	Nov 27, 2015
		Personal Support Worker		Certificate	Centennial College	0		0	Completed	Oct 05, 2015	Oct 12, 2015

When you click on modify icon the entry come up and you are able to modify whichever fields applies.

Add Education

Major Study

Minor Study

Designation *

Institute *

Years of Program

Grade Standing

GPA

Status

From Date *

To Date *

When you click on the delete icon. The entry is automatically deleted.

6.0 APPLIED JOBS MENU

The Applied Jobs menu provides the ability for applicants to review their history on which jobs they have applied for in the past. Below is a screen shot of an example on how the historical items will be listed.

Your Applied Jobs

Date Applied	Closing Date	Position	Job Description	Location
Nov 30, 2015	Dec 04, 2015	Director of Care, Brucelea Haven	Director of Care Brucelea Haven Long Term Care Home	Brucelea Haven

Date Applied

Displays the date the job application was submitted.

Closing Date

Displays the closing date of the position that was applied for.

Position

Displays the position that was applied for. This will display the position from the requisition, if a requisition is attached to the application. If no requisition is attached to the application, the position selected in the Preferences section of the application will be displayed.

Job Description


This will display the job description from the requisition, if a requisition is attached to the application.


Location

This will display the location from the requisition, if a requisition is attached to the application. If no requisition is attached to the application, the location selected in the Preferences section of the application will be displayed.





















7.0 APPLYING FOR JOBS

Once your profile is complete, you will be able to apply for postings by clicking on the 'Apply' icon in the 'Job Search' main menu listing or when viewing a job posting, clicking on the 'Apply Now' hyperlink.


 **BRUCE COUNTY**

Job Search 
[Profile](#) [Logout](#)

Show 10 jobs

Job	Title	Closing Date	Details	Apply
100-2015	Temporary Cook/Food Service Worker	Nov 13, 2015		
15-0101	Part-time Library Clerk	Nov 20, 2015		
15-0102	Casual Part-time Custodian	Nov 06, 2015		
15-0103	Part-time Library Clerk	Nov 20, 2015		
15-0105	Director of Care Brucelea Haven Long Term Care Home	Dec 04, 2015		
15-0125	2 Permanent Part-time Personal Support Workers	Dec 17, 2015		
15-0152	Gateway Haven Part-time Laundry Aide	Dec 25, 2015		
15-0153	Part-Time Library Clerk	Dec 29, 2015		
84-2015	Income Maintenance Caseworker 123	Sep 30, 2015		
86-2015	Cook, PT Brucelea Haven	Oct 08, 2015		

Showing 1 to 10 of 13 jobs Next

[New Search](#) 

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8.0 RESUME AND COVER LETTER UPLOAD

This provides the ability for applicants to upload their resume, cover letter and an additional document can be uploaded.

Resume

Upload Resume

No file selected.

Upload Cover Letter

No file selected.

Upload Other Document

No file selected.

Here are the extensions and formats that we accept for document uploads:

File Upload Settings

Temp Folder Path, Antivirus Scan Command Line and Antivirus Scan Command Line Parameters are required to enable file uploading in the Career Connector.

Allow Resume Uploading

Allow Cover Letter Uploading

Allow Other Documents Uploading

File Size Limit In Bytes

Allowed Document Extensions

Temp Folder for Antivirus Scans

Antivirus Command Line

Antivirus Command Line Parameters

Antivirus Scan Success Codes

Populate Antivirus settings with default values for an Antivirus provider by selecting a provider then clicking the **Update Antivirus Settings** button. The path to the command line program uses the default install location and might need to be updated depending on your installation.

Antivirus Command Line Parameters Variables List

- **\$file** - Path to file to be scanned.
- **\$temp** - Temp folder for antivirus scans.

ESET NOD32