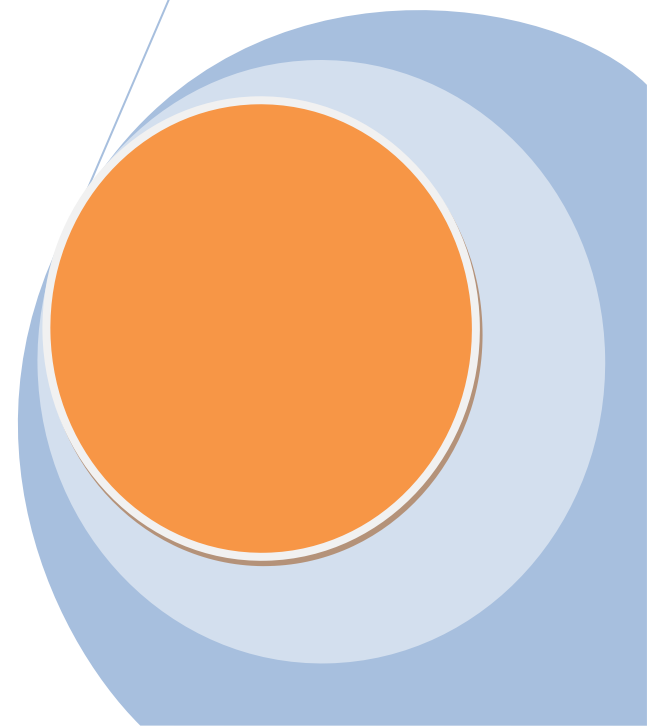


How to Register on TalentFlow

Instructions for **New TalentFlow Users** on how
to register an account on TalentFlow



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How to Register on TalentFlow

The following are instructions on how to register an account on TalentFlow in order to apply for Toronto Public Service Job opportunities. **Please note** you can register, view and apply to all job opportunities anywhere from any computer with internet access.

Before you can apply to any job opportunities, you have to **register** and create a **Profile** on the TalentFlow system.

Creating a profile may take you a while to complete, be patient you will only have to do this once. After that you will be able to apply for Toronto Public Service jobs using the login address and password you create during the registration process.

Accessing Toronto Public Service External Job Opportunities

Go to the City's employment website address:
<http://www.toronto.ca/employment/>

The main City of Toronto Career page will display.

Click on one of the following links: **Current Opportunities**, **Summer Opportunities** or **Ongoing Opportunities**.

The relevant External Job Opportunities Job Seeker site will be displayed.

To view the External Job opportunities, you can either enter Search criteria or simply click on the button.

How To Register

Before you are able to apply to available job opportunities, you must have a Candidate Profile registered on TalentFlow.

Registering From the Employment Homepage...

To register from the Employment Homepage, click on the [Click here](#) link under the words **Register Now!**

This will take you to the "**Register now!**" screen where you can start creating your profile.

Complete all mandatory fields indicated with red text and marked with an asterisk. **Please ensure an accurate email address is entered.**

NOTE: Record your User Name and Password. You will be able to review your online application. To assist us in maintaining a secure database, **DO NOT** share your User Name and Password with anyone.

Getting to Know You

In this step you will be asked to complete some "**Getting to Know You**" questions. These are mandatory questions and must be completed to proceed further with the online registration.

When complete, click the **Submit Registration**  button at the bottom of the screen.

If you receive a Security Information pop up window at any time during your online application process, click the **Yes**  button.

This will take you to your **Personal Profile** which you will need to complete. Reminder - you only have to do this once.

Completing Your Personal Profile

Step 1: Contact Information, Education and Experience

There are 4 steps in creating your **Personal Profile**. In **Step 1**, complete all mandatory fields indicated in red text marked with an asterisk. Use upper and lower case text similar to the sample provided below. Email address should be entered in lower case only.

Enter your education and experience.

Once completed, click the **Save and Continue**  button at the bottom of the page.

Step 2: Salary, Employment Type and Job Type Status

You are now at **Step 2** of the **Personal Profile**. Complete all mandatory fields in red text marked with an asterisk.

Please select only the Location field: **Canada-Ontario-Toronto**.

"Salary expectations are **not** used for screening purposes. For convenience a default minimum salary expectation of \$1 is provided. Please skip this section and proceed to the next step of your registration."

Select the Job Type Status and Employment Type (select all that apply).

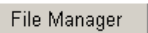
Select your employment eligibility status and enter your availability.

Once completed, click the **Save and Continue**  button at the bottom of the page.

Step 3: Adding a Resume

You are now at **Step 3** of the **Personal Profile**. You are required to enter a title for your profile. Your profile title can be anything you like, i.e. *Accounting Assistant 1, the Job ID, etc.* This is for your personal reference only. You will also need to select a Job Stream for your profile. Click on the drop down menu and select a job family that most represents what you are applying for.



There are 3 different ways you can attach your resume to your profile:

1. You upload your resume from file (as a Word document 97-2003, a PDF or a Rich Text document) using the **File Manager**  button.
2. You can use the "Resume Builder" to build a resume
3. You can type/copy and paste your resume in the Resume text box.

If you do not want to input or upload a resume at the time of registration, input "no resume" in the resume text box. When applying to a job you must input or upload a resume.

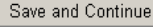
1. *Uploading a Resume*

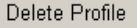
To upload your resume from your data files using the **File Manager**, click the **Add New**  button to browse the files in your directory.

Click the  button and select the file you want to upload. Click the  button.

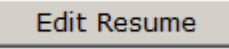
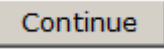
To view the file/resume that has been uploaded, click on the Title that you entered for your profile.

Click the **Return & Attach**  button. Your file/resume will appear in the Resume text box. Use your toolbar to edit, format, etc.

Once your resume editing is complete, click the  button and your resume will be displayed.


WARNING: If you click on the Delete Profile  button, you will delete the personal profile that was just created. You will have to re-enter all your information again.

Your resume will be displayed for your review.

You can either further edit your resume by clicking the  button, or to continue completing your profile click .

2. *Using the "Resume Builder"*

To build a resume, click on the  button and following instructions. **Note:** all fields in red marked with an "*" are required fields.

Once you completed the all applicable fields, click on the button. You will be able to preview and edit your resume. Once it is final, click on the  button. This will take you to **Step 4** of the Registration process.

3. *Type or Copy/Paste Resume*

You can type your resume into the text box provided. Use the tools at the top of the text box to format your resume (i.e., bold, add bullets etc.). You can also cut and paste from a word document.


Click on the  button, then click on the  button.

This will take you to **Step 4** of the Registration process.

Step 4: Core Skills and Job Positions Inventory

You are now at **Step 4**, the last step! This is a Core Skills and Job Positions inventory. Select at least one Core Skill from the drop down menu and at least one Job Position. Enter the number of years using that skill and the number of years in the position selected, respectively. If you have additional Skills you would like to add, click on the link: [Add More Skills](#)

For the Job Positions, if none of the options apply to you, select "**Other**". When complete, click the  button at the bottom.

To **remove** a Core Skill or Job Position selection, go to the Remove column and place a checkmark in the field you wish to remove. Click the  button and the field will be removed.

Once you have successfully completed your Profile, you will receive an onscreen "**Thank You!**" message. You will also receive a confirmation email to your registered email address.

Modifying or Adding a New Resume

Prior to applying to a job posting, you may want to change your existing resume, delete or even add a new one. **Note:** you can store up to three resumes on your profile. This is done through the Job Seeker Desktop and is called modifying your Profile.

Modifying an Existing Resume:

To modify your existing resume, click on the **Edit** link in the profile section of your Job Seeker Desktop.

This will take you to the **Edit Professional Profile** screen.

Here you can modify your resume in the Resume text box, or re-upload an updated version of your resume from a file (i.e. Word document, PDF) using the **File Manager** button.

To re-upload your updated resume from your data files using the **File Manager**, click the **Update** button to browse the files in your directory.

Click the button and select the file you want to re-upload. Click the button.

To view the file/resume that has been re-uploaded, click on the Title that you entered for your profile.

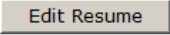
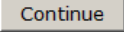
Exit/Close your resume and you will return to the online application form. If this is the correct document, click the **Return & Attach** button.


Your file/resume will appear in the Resume text box. Use the toolbar to edit, format, etc.

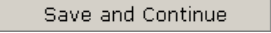
Once your resume editing is complete, click the **Save and Continue** button and your resume will be displayed.

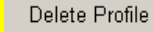
WARNING: If you click on the Delete Profile button, you will delete the personal profile that was just created. You will have to re-enter all your information again.

If you uploaded your resume from a file you can click the Update button to make further edits.

If you typed in your resume in the Resume Text box you can either further edit your resume by clicking the  button, or continue to complete your profile click .

The next screen to display is the Core Skills and Job Positions inventory. You can make changes here or click the  button at the bottom of the screen.

To **Remove** a Core Skill or Job Position selection, go to the Remove column and place a checkmark in the field you wish to remove. Click the **Save and Continue**  button and the field will be removed.

WARNING: If you click on the Delete Profile  button, you will delete the personal profile that was just created. You will have to re-enter all your information again.


You will be returned back to your Job Seeker Desktop with a confirmation message that you have been successful in editing your profile.

Click on the link [Log out](#) to exit the online application form.

Adding a New Resume:

To add a new Resume to your Profile, click on the **Add Additional Profile** link.

This will display your **Personal Profile**. You are required to enter a title for your profile. Your profile title can be anything you like, i.e. *Accounting Assistant 1, the Job ID, etc.* This is for your personal reference only. You will also need to select a Job Stream for your profile. Click on the drop down menu and select a job family that most represents what you are applying for.

You can type in your resume in the Resume text box, or upload your resume from a file (i.e. Word document, PDF) using the **File Manager**  button.

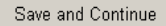
To upload your resume from your data files using the **File Manager**, click the **Add New**  button to browse the files in your directory.

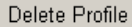
Click the  button and select the file you want to upload. Click the  button.

To view the file/resume that has been uploaded, click on the Title that you entered for your profile.

Exit/Close your resume and you will return to the online registration form. If this is the correct document, click the **Return & Attach**  button.

Your file/resume will appear in the Resume text box. Use the toolbar to edit, format, etc.

Once your resume editing is complete, click the **Save and Continue**  button and your resume will be displayed.

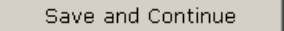
WARNING: If you click on the Delete Profile  button, you will delete the personal profile that was just created. You will have to re-enter all your information again.


Your previewed resume will be displayed.

You can either further edit your resume by clicking the  button, or to continue completing your profile click  .

You are now at **Step 4** of the **Personal Profile**. This is a Core Skills and Job Positions inventory. Select at least one Core Skill from the drop down menu and at least one Job Position. Enter the number of years using that skill and the number of years in the position selected, respectively. If you have additional Skills you would like to add, click on the link: [Add More Skills](#)

For the Job Positions, if none of the options apply to you, select “**Other**”. When complete, click the  button at the bottom of the screen.

To **Remove** a Core Skill or Job Position selection, go to the Remove column and place a checkmark in the field you wish to remove. Click the **Save and Continue**  button and the field will be removed.

WARNING: If you click on the Delete Profile  button, you will delete the personal profile that was just created. You will have to re-enter all your information again.

You will be returned back to your Job Seeker Desktop with a confirmation message that you have been successful in editing your profile.

Click on the link [Log out](#) to exit the online application form.

Modifying or Deleting Your TalentFlow Account

Deleting Your TalentFlow Account

Log into TalentFlow using the username and password you created when you registered.

Click on "**Edit**" link next to the "**Edit Username and Password**"

Click on "**Delete Account**". Your account, including your stored resume(s) and cover letter(s) will be deleted. **Note:** If you wish to apply to job online you will have to go through the registration process again.

Changing Your TalentFlow Password

Click on "**Edit**" link next to the "**Edit Username and Password**" field

Enter your old password

Enter your "New" password and "Confirm" password

Click on "**Update**".

Editing Your Security Question

Click on "**Edit**" Link next to the "**Edit Security Question**" field

To change your Security Question, click on the drop down menu next to the "Select the Security Question" field and select a security question.

Input the answer to this Security Question in the text field next to "Security Answer"

Click on "**Update**".

To change your response to the existing "Security Question", input the new answer to this Security Question in the text field next to "Security Answer"

Click on "**Update**"

For Technical Difficulties...

If you experience any technical difficulties during the registration process you can call TalentFlow Support (provided by Zylog Systems Canada Ltd.) at 1-877-223-1833 or email support@talentflow.com from 8:30 a.m. until 8:00 p.m., EST, Monday – Friday. For all other inquiries please contact City of Toronto staff at jobshelp@toronto.ca.

In accordance with the Accessibility for Ontarians with Disabilities Act (2005), the provision of accessible formats and communication supports for persons with disabilities is available upon request. If you encounter a problem registering or applying on line, please call 416 392-9336 (accessibility issues only) or email jobshelp@toronto.ca for assistance.