

Creating Your Candidate Profile and Uploading/Maintaining Your Resume

Purpose

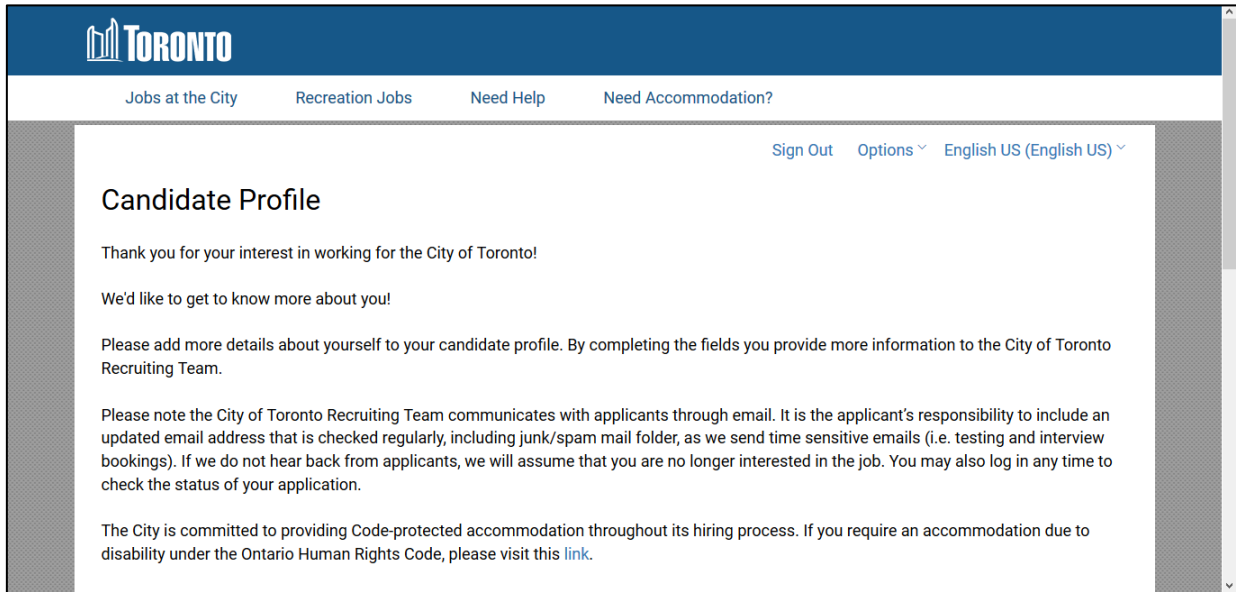
Use this task to upload and maintain your resume.

Prerequisites

User must have access to the internet.

Helpful Hints

None



TORONTO

Jobs at the City Recreation Jobs Need Help Need Accommodation?

Sign Out Options ▾ English US (English US) ▾

Candidate Profile

Thank you for your interest in working for the City of Toronto!

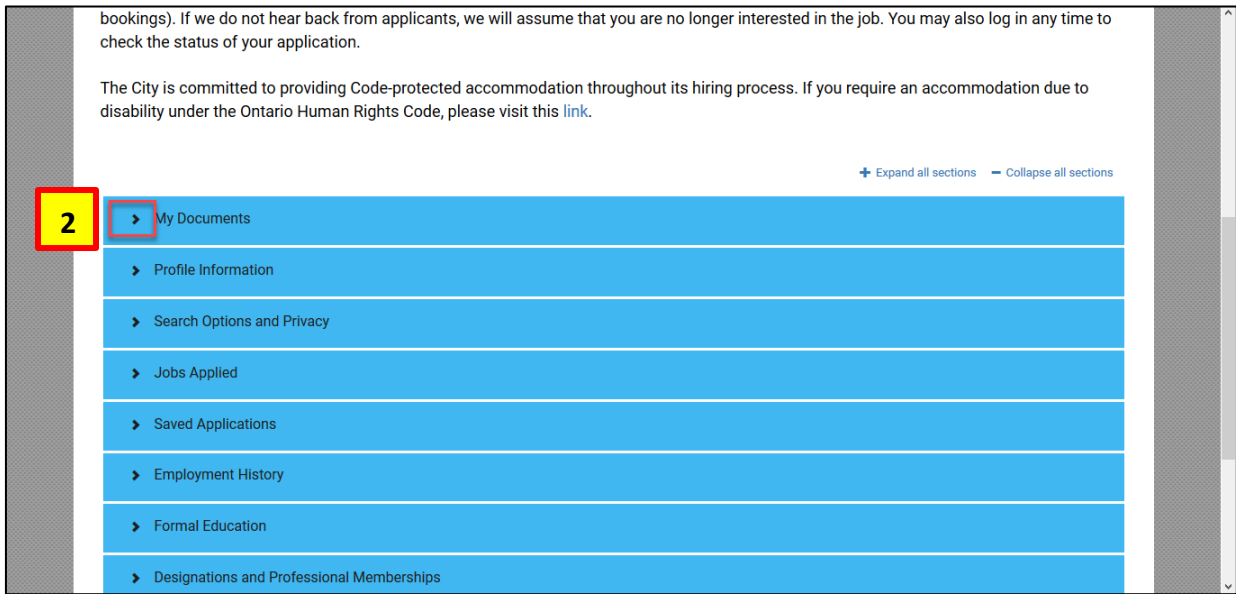
We'd like to get to know more about you!

Please add more details about yourself to your candidate profile. By completing the fields you provide more information to the City of Toronto Recruiting Team.

Please note the City of Toronto Recruiting Team communicates with applicants through email. It is the applicant's responsibility to include an updated email address that is checked regularly, including junk/spam mail folder, as we send time sensitive emails (i.e. testing and interview bookings). If we do not hear back from applicants, we will assume that you are no longer interested in the job. You may also log in any time to check the status of your application.

The City is committed to providing Code-protected accommodation throughout its hiring process. If you require an accommodation due to disability under the Ontario Human Rights Code, please visit this [link](#).

Step	Action
1	After you create your SuccessFactors profile and login you will be directed to the Candidate Profile page. Scroll down to My Documents.



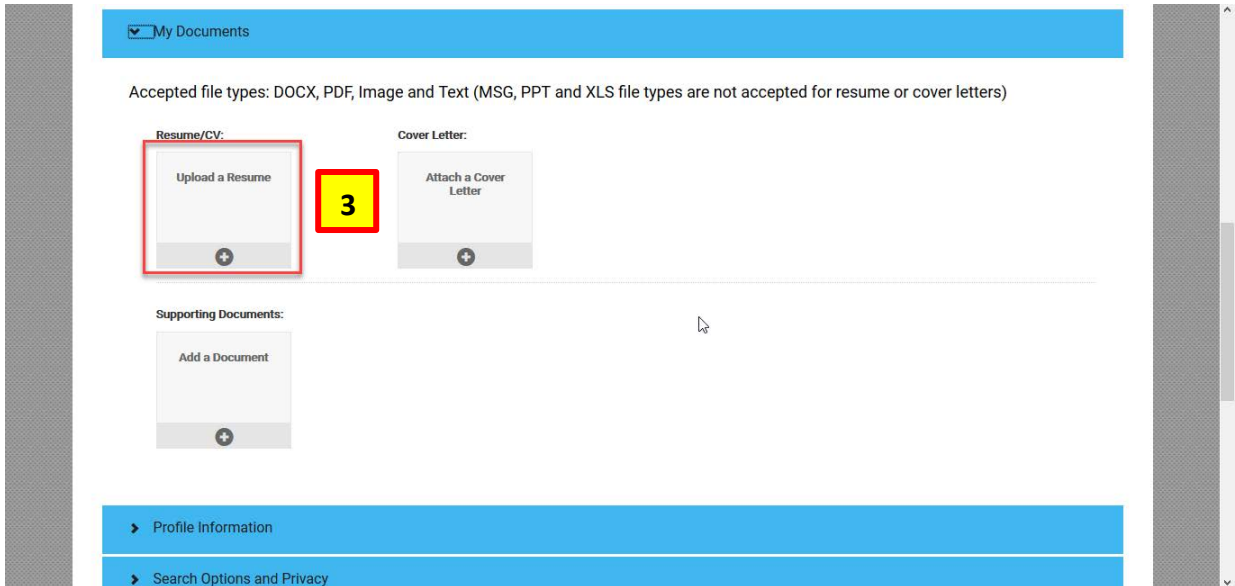
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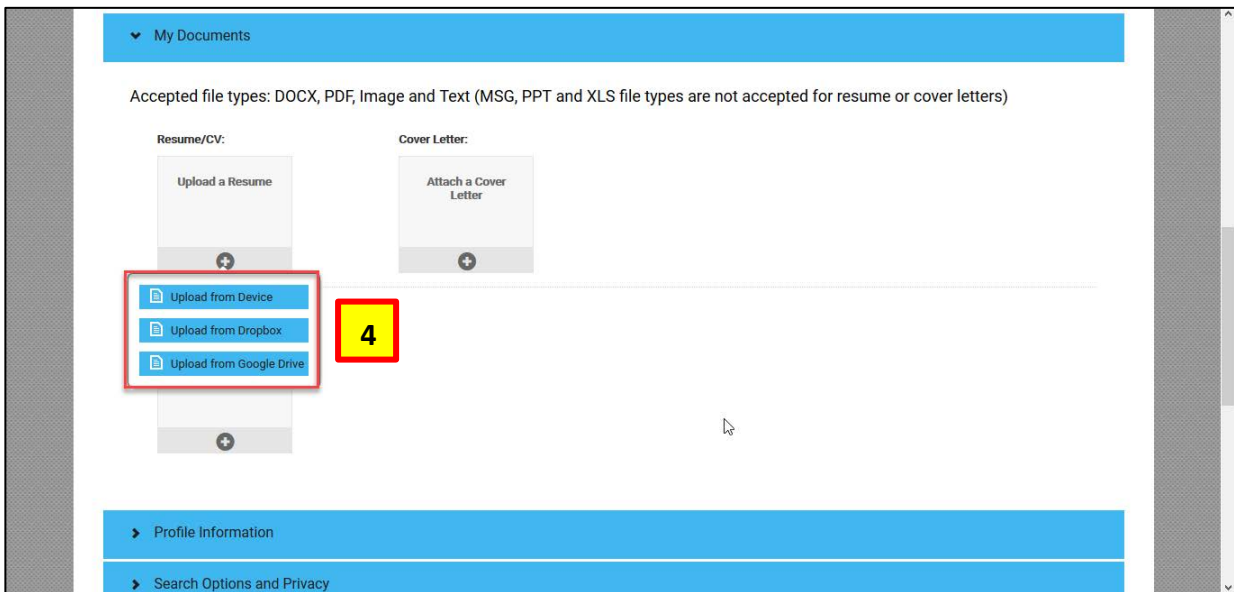
+ Expand all sections - Collapse all sections

- 2** ▶ My Documents
- ▶ Profile Information
- ▶ Search Options and Privacy
- ▶ Jobs Applied
- ▶ Saved Applications
- ▶ Employment History
- ▶ Formal Education
- ▶ Designations and Professional Memberships

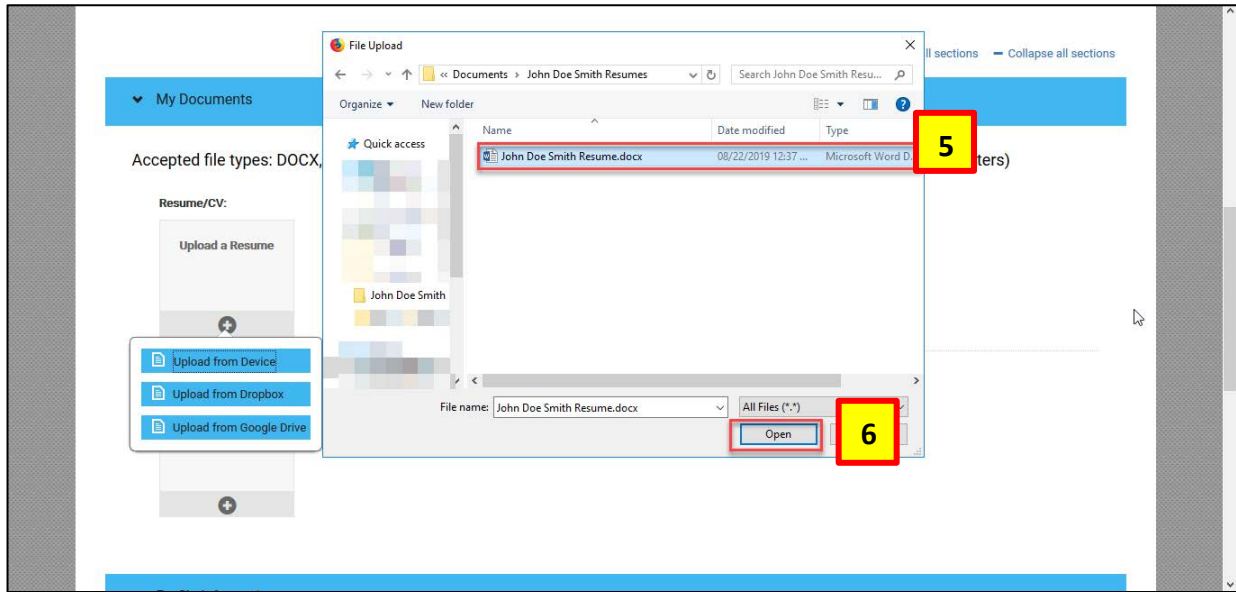
Step	Action
2	Click on ▶ to expand My Documents



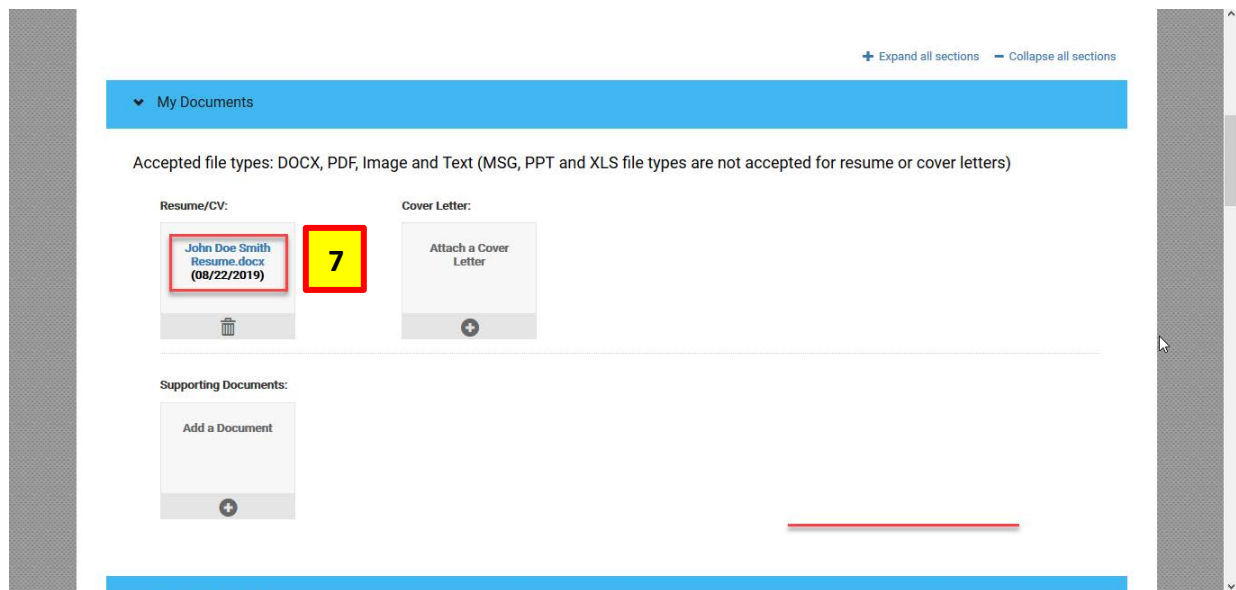
Step	Action
3	<p>Click on Upload a Resume</p> <p>NOTE: You must upload a Resume, there is no Build a Resume option in your Candidate Profile</p>



Step	Action
4	<p>Click on your upload option, you can upload a resume from your device (PC or other), your Dropbox account or from your Google Drive account.</p>



Step	Action
5	Select the Resume you would like to upload NOTE: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)
6	Click on the Open Button



Step	Action
7	If successful, you will see your file attached. You can view your uploaded file by clicking on the file and downloading it to your device. NOTE: If you would like to update your resume, you can upload a new version using the previous steps.

8

My Documents

Profile Information

* Legal First Name: John Doe

Middle Name: [Empty]

* Legal Last Name: Smith

Do you identify as having a Single Name?: No Selection

Single Name: [Empty]

* Known As: John Doe

Contact Email: johndoesmithtoronto@gmail.com

* Primary Phone: 4165555555

Secondary Phone: [Empty]

* Country: Canada

* Province: ONTARIO

* City: Toronto

* Address Line 1: 55 John St

Address Line 2: [Empty]

* Postal Code: M5V3C6

Search Options and Privacy

Employment History

Company Name: No Name Company

Present Employer?: Yes

Job Title: Office Administrator

From Date: 08/01/2014

End Date: MM/DD/YYYY

Remove

Company Name: No Name City

Present Employer?: No

Job Title: Office Administrator

From Date: 08/01/2009

End Date: 07/31/2014

Remove

+ Add

Step	Action
8	Your resume will auto populate your Profile Information, Employment History and Formal Education. Verify that the details populated are accurate. If the information that is auto-populated is incorrect, you can edit the text field to the correct information

Formal Education

School: University of Toronto

Major: helor of Business Administration

Type: Bachelors

Status: Successfully Completed

Date Completed: 05/01/2009

Remove

+ Add

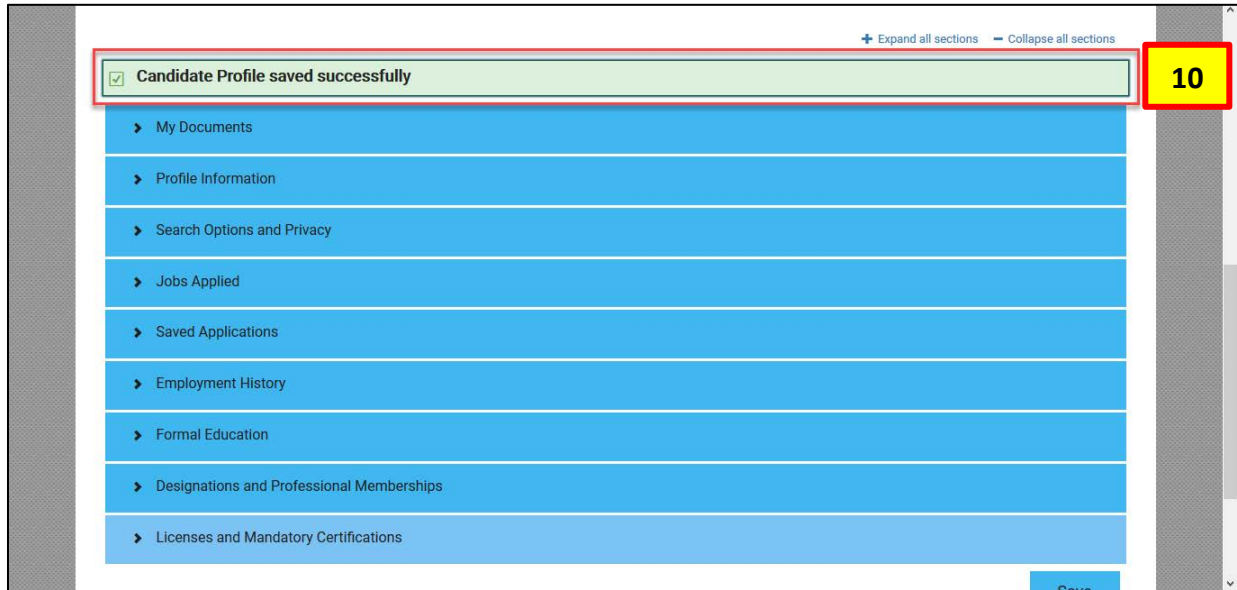
Designations and Professional Memberships

Licenses and Mandatory Certifications

9 Save

Privacy | Accessibility at the City of Toronto

Step	Action
9	After validating all information is correct, click on Save



Step	Action
10	If successful, you will see a Candidate Profile Saved Successfully message at the top.

Outcome

You have successfully created your Candidate Profile and uploaded your resume.