

How to Search for a Job Opportunity

Purpose

Use this task to search a job opportunity.

Prerequisites

User must have access to the internet.

Helpful Hints

- N/A

Getting Started

If you are an external candidate, please [create a candidate profile](#) in order to apply for City of Toronto job opportunities.
If you are a City of Toronto employee, please visit the [Internal Jobs](#) page.

[View All Job Opportunities](#)

1 Search by Keyword [Search Jobs](#) 2

1. From the [Jobs at the City](#) webpage, click and type in the keyword on the **Search by Keyword** field
2. Click on the **Search Jobs** button

[Jobs at the City](#) [Recreation Jobs](#) [Internal Jobs](#) [Help](#) [Request Accommodation](#) [My Profile](#)

[Home](#) | [Receptionist](#)

Search results for "receptionist".

Search by Keyword
receptionist [Search Jobs](#)

Send me alerts every days [Share these Jobs](#) 

[Create Alert](#)

Showing 1 Job

RECEPTIONIST			3
Job Stream	Position Type	Posting Date	
Administrative	Full-time	Dec 16, 2020	

3. Click on the job title to open the job posting

Search results for "receptionist".

Search by Keyword
receptionist

Send me alerts every days
[Create Alert](#)

Share these Jobs 

Showing 1 Job

RECEPTIONIST		
Job Stream	Position Type	Posting Date
Administrative	Full-time	Dec 16, 2020

4. You can also setup alerts for job postings that meet your job criteria or share a job posting using the Share these Jobs buttons.

NOTE: To create an alert, you will need to be signed into your SuccessFactors profile.

Outcome

You have successfully searched for a job posting.