

Employment Opportunities System (EOS) Refresh

Candidate History and Previously Saved Resumes / Cover Letters

The [Employment Opportunities System \(EOS\)](#) is moving to a modernized new platform offering a new look and improved functionality. The Employment Opportunities System name and vanity url, toronto.ca/eos, will not change.

The refresh will allow:

- Easier navigation and search features
- Simplified registration process
- Email alerts about new job postings that match your interests
- Timely communication through the recruitment process

NOTE: Job seekers who wish to save their existing resume(s) and cover letter(s) in the current version of EOS should do so by **September 20**. Job seekers will need a resume to create a new Candidate Profile in the enhanced EOS.

How to view Application History and Save Resume(s) / Cover Letter(s)

If you haven't already saved your resumes or cover letters to your personal drive or USB, this Job Aid is intended to help show you how to save your information so you can use it in the enhanced EOS site.

Step One: Locate the [EOS job board](#). Log into your Candidate Profile by selecting 'Login' on the top blue section of the EOS site. Your Candidate Profile page will open.

Since information will not be transferred to the enhanced EOS site, it is recommended you:

1. Open your 'Application History' section to view and take note of any previously applied to jobs.
2. If you did not save your resume(s) / cover letter(s) on your personal device or USB, you should download and save them from your EOS Candidate Profile.

Step Two: From your Candidate Profile page, to view previously submitted applications, select the 'Application History' hyperlink.

Step Three: The 'Application History' page opens. To save the resume on a device or USB, click on the resume name. The following message displays: "Do you want to open or save...".

Step Four: Select the 'Save' button.

Step Five: Select the drop down arrow and select the appropriate option (i.e. Save, Save as, or Save and open).