

The Employment Opportunities System (EOS), is Toronto Employment & Social Services (TESS) automated recruitment service connecting Toronto residents to employment opportunities.

EOS allows job seekers to search for jobs available in the community and for opportunities open to Ontario Works (OW) and Ontario Disability Support Program (ODSP) recipients.

If you have any questions or concerns about an application please email employmenthotline@toronto.ca or call (416) 397-JOBS.

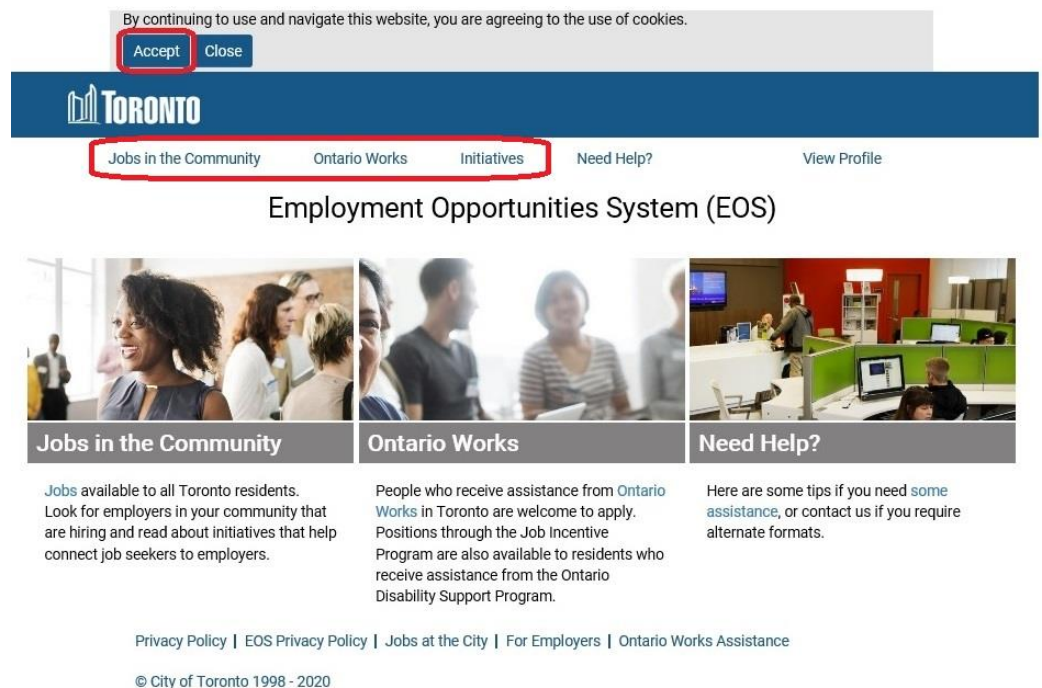
Creating a Candidate Profile

Open preferred browser (e.g. Firefox, Chrome, etc.). Enter toronto.ca/eos

'Employment Opportunities System (EOS)' main page opens.

Select 'Accept' or 'Close' the **Cookie Notification**.

Note: If accepted, a 'cookie' is placed on a user's device that recognizes and remembers browsing activity. Information (e.g. name, address, etc.) is saved for easier access.



Select '**Jobs in the Community**', '**Ontario Works**' or '**Initiatives**' to begin searching for an opportunity on the job board.

To create a Candidate Profile, either select the 'View Profile' hyperlink or scroll to the 'Connect with Us' section, and select the 'Create Profile' button.

Note: Job Seekers can create a Candidate Profile on any page.

The screenshot shows the top navigation bar of the Toronto EOS website. The 'View Profile' link is highlighted with a red box. Below the navigation bar is a banner image of a diverse group of people. The main heading is 'Jobs in the Community', followed by a paragraph explaining the EOS. Below this is a search bar with the text 'Search by Keyword', a 'Search All Jobs' button, and a 'More Options' link. A note states that screen readers cannot read the following searchable map. Below the note is a map of the Greater Toronto Area with two red pins indicating job locations. The bottom section is titled 'Connect with Us' and contains text about the registration process, a link to 'View Profile' for already registered users, an 'Email Address' input field, and a 'Create Profile' button, all of which are highlighted with a red box.

[Privacy Policy](#) | [EOS Privacy Policy](#) | [Jobs at the City](#) | [For Employers](#) | [Ontario Works Assistance](#)

© City of Toronto 1998 - 2020



If **'View Profile'** is selected, click on the **'Create an account,'** hyperlink on the 'Career Opportunities: Sign In' page.

The **'Career Opportunities: Create an Account'** page opens.

Enter an Email Address, Retype Email Address, Choose Password and Retype Password, enter 'First Name,' 'Last Name.'

Note: For job seekers with a legal **'Single Name,'** enter a hyphen (-) in the 'First Name' field and enter the legal single name, in the 'Last Name' field.

Select 'Country of Residence' from the picklist.



It is recommended to keep the checkmarks to receive information on available opportunities.

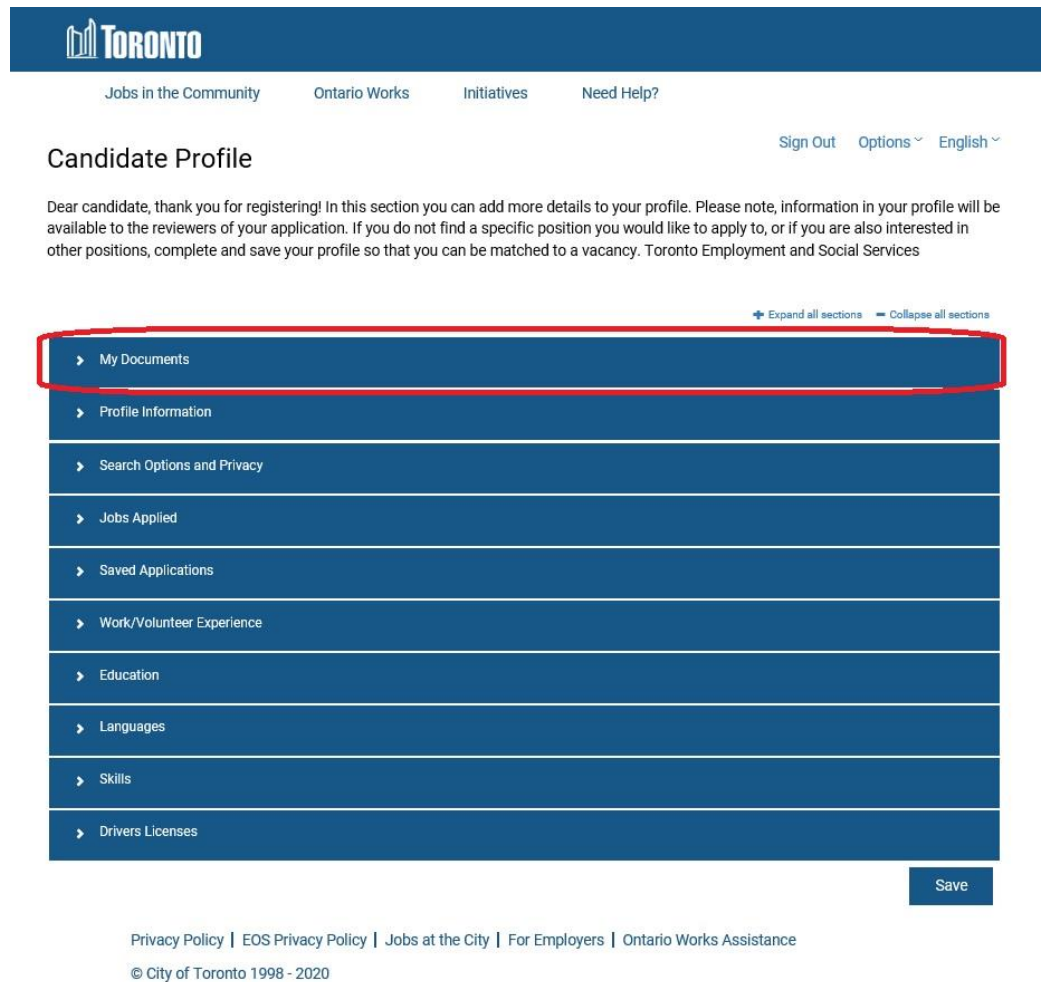
In the 'Terms of Use' section, select the **'Read and accept the data privacy statement.'**
Note: job seekers must select 'Accept' to create a Candidate Profile.

To complete registration, select the **'Create Account'** button.

To add resume and details to the Candidate Profile, select the **'View Profile'** button.



The **'Candidate Profile'** page opens.




To add a resume, select the **'My Documents'** section.

Note: only **one** resume and **one** cover letter can be added to the 'Candidate Profile'.

In the **'Resume/CV'** tile, select the '+' to upload a resume from a device or Dropbox.

Follow the same steps to add a cover letter in the 'Cover Letter' tile.

Note: Resumes are mandatory to create a Candidate Profile and to apply for jobs. Cover Letters are not.

 The following resume file types are accepted: DOCX, PDF, Image, and Text.

Note:

- Once the initial resume is uploaded to the Candidate Profile, details such as **'Work/Volunteer Experience'** and **'Education'** will automatically be filled in (parsed).
- All information in the Candidate Profile must be reviewed as some information may not parse correctly (e.g. start/end dates of jobs).
- No information will be parsed if an image (e.g. JPEG, GIF, etc.) is uploaded as a resume.
- Parsing occurs on the first upload of your resume when creating a profile. **Review and revise your profile as required.**

In the **'Profile Information'** section, review and enter information, (e.g., address, primary phone, etc.).

Note: For legal **'Single Name'** job seekers (e.g. on government-issued documents such as registered Birth Certificate or Change of Name Certificate), select 'Yes,' in the drop-down picklist, and enter the single name in the 'Single Name' field. Select 'No' if this does not apply.



Candidate Profile

Sign Out Options English

Dear candidate, thank you for registering! In this section you can add more details to your profile. Please note, information in your profile will be available to the reviewers of your application. If you do not find a specific position you would like to apply to, or if you are also interested in other positions, complete and save your profile so that you can be matched to a vacancy. Toronto Employment and Social Services

Expand all sections Collapse all sections



Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)



Expand all sections Collapse all sections



* First Name Middle Name * Last Name(s)

* If First Name and Last Name do not apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name, you can use a Single Name. Do you wish to use Single Name? If yes, please provide your name.)

* Address 1

apply to you because you have either a registered Birth Certificate or Change of Name Certificate bearing a Single Name, you can use a Single Name. Do you wish to use Single Name? If yes, please provide your name.) is required

Address 2 * Country * City/Town

* Province * Postal Code * Primary Phone

Secondary Phone * Email Highest level of education completed

Job Type Are you authorized to work for any employer in Canada?

In the **'Search Options and Privacy'** section, it is recommended to keep the checkmark to receive information on available opportunities. The *'Data Privacy Statement'* hyperlink is also available for review.

Note: If 'Revoke' is selected, the profile will be deleted.

Search Options and Privacy

Hear more about career opportunities
Data Privacy Statement

Jobs Applied

You have not applied for a Job

Saved Applications

You have no saved applications

In the **'Jobs Applied'** section, application history will display. Job seekers can view submitted resumes, cover letters and applications.

In the **'Saved Applications'** section, draft applications can be saved to apply for a job at a later date.

In the **'Work/Volunteer Experience'** section, information automatically populates after uploading the initial resume. Review and revise as required.

To add additional work/volunteer experience select '+ Add'.

To remove information, select 'Remove.'

Work/Volunteer Experience

Company Name RL Crain Inc.	Job Title Administrative Support Assistant	From Date (MM/DD/YYYY) 01/01/2016
End Date (MM/DD/YYYY) 12/31/2017	Country No Selection	

Remove

Company Name Costco Canada	Job Title Customer Service Representative	From Date (MM/DD/YYYY) 01/01/2015
End Date (MM/DD/YYYY) 01/01/2016	Country No Selection	

Remove

+ Add

In the **'Education'** section, information automatically populates after uploading the initial resume. Review and revise as required.

To add additional education details select '+ Add'.

To remove information, select 'Remove.'

▼ Education

School <input type="text" value="Securities Training Centre"/>	Diploma/Degree/Certification <input type="text" value="Certificate"/>	From Date (MM/DD/YYYY) <input type="text" value="MM/DD/YYYY"/>
End Date (MM/DD/YYYY) <input type="text" value="MM/DD/YYYY"/>	<input type="button" value="Remove"/>	
School <input type="text" value="Burnhamthorpe Collegiate Instit."/>	Diploma/Degree/Certification <input type="text" value="Grade 12 Diploma"/>	From Date (MM/DD/YYYY) <input type="text" value="MM/DD/YYYY"/>
End Date (MM/DD/YYYY) <input type="text" value="06/03/2003"/>	<input type="button" value="Remove"/>	
<input type="button" value="Add"/>		

In the **'Languages'** section, select a language, enter the speaking, reading and writing proficiency levels.

To add additional languages select '+ Add'.

To remove information, select 'Remove.'

▼ Languages

Language <input type="text" value="French"/>	Speaking Proficiency <input type="text" value="Intermediate"/>	Reading Proficiency <input type="text" value="Intermediate"/>
Writing Proficiency <input type="text" value="Intermediate"/>	<input type="button" value="Remove"/>	
<input type="button" value="Add"/>		

In the **'Skills'** section select a 'Job Stream,' select 'Skills,' and select 'Years of Experience.'

To add additional skills select '+ Add'.

To remove information, select 'Remove.'

▼ Skills

Job Stream <input type="text" value="Administrative/Clerical"/>	Skills <input type="text" value="Customer Service"/>	Years of Experience <input type="text" value="1 - 4 years"/>
		<input type="button" value="Remove"/>
Job Stream <input type="text" value="Business/Finance"/>	Skills <input type="text" value="Attention to Detail"/>	Years of Experience <input type="text" value="1 - 4 years"/>
		<input type="button" value="Remove"/>
<input type="button" value="Add"/>		

In the **'Driver's Licenses'** section select **'Licenses.'**

To add additional driver's licenses select **'+ Add'**.

To remove information select **'Remove.'**

Once all information has been added to the Candidate Profile, select the **'Save'** button.

The screenshot displays the 'Drivers Licenses' section of the EOS system. At the top, there is a dark blue header with a dropdown arrow and the text 'Drivers Licenses'. Below this, there are two license entries. Each entry consists of a 'Licenses' label, a dropdown menu (currently showing 'G License' and 'Taxi License' respectively), and a 'Remove' button with a trash icon. The 'Add' button, located at the bottom left of the list, is highlighted with a red box. The 'Save' button, located at the bottom right of the form, is also highlighted with a red box. At the bottom of the page, there is a footer with the text: 'Privacy Policy | EOS Privacy Policy | Jobs at the City | For Employers | Ontario Works Assistance' and '© City of Toronto 1998 - 2020'.

Note: If any information is missing in the Candidate Profile, a notification will display to update mandatory missing fields.

Update as required and select **'Save'**.

Note: Upon Candidate Profile creation, a notification will display confirming that the profile was successfully saved.