



**External Job Posting  
Applicant User Guide  
Version 1.1  
August 2017**

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## External Job Posting (EJP)

### Overview

The atriveERP external job posting system displays job postings that are created through atriveHR to be accessed by external applicants. Applicants can create/maintain their own accounts, preferences, and uploaded supporting documents. Administrators reviewing the incoming applications can drill in on any application details and can determine any approved candidates for the posting.

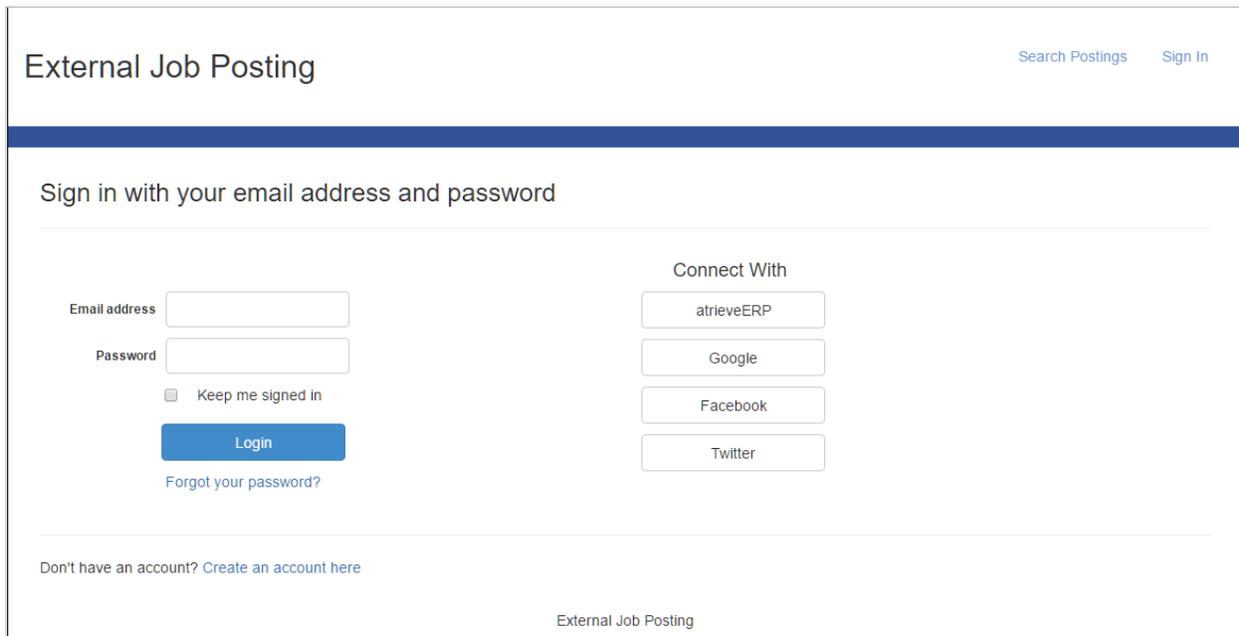
**Note:** EJP is intended to be used by those individuals who have never been employed by the district, or who were previously employed at some point in time in the past. Current employees of the district will continue to view job postings and apply for positions within atrive and Job Posting Web.

# Applicant User Guide

## New Applicant Account Creation

A potential applicant may view and search open job postings but will be prevented from applying to a job posting until they have created their account.

1. To create an account, navigate to the Sign In page, click the [Create an account here](#) hyperlink



The screenshot shows the 'External Job Posting' sign-in page. At the top right, there are links for 'Search Postings' and 'Sign In'. The main heading is 'Sign in with your email address and password'. Below this, there are input fields for 'Email address' and 'Password', a 'Keep me signed in' checkbox, a blue 'Login' button, and a 'Forgot your password?' link. To the right, under 'Connect With', there are buttons for 'atriveERP', 'Google', 'Facebook', and 'Twitter'. At the bottom left, there is a link: 'Don't have an account? [Create an account here](#)'. The footer of the page reads 'External Job Posting'.

2. On the account registration page, enter your account information (i.e. Name, email address, etc.)

External Job Posting

[Search Postings](#)
[Sign In](#)

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## Register

Create a new account

**First Name**

**Last Name**

**Email address**

**Password**

**Confirm password**

**Time Zone**

**Employment Status**

[Register](#)

External Job Posting

3. Employee Status, select the appropriate option:

- Have never been employed by the district
- Currently employed by the district
- Previously employed by the district

4. Selecting ‘Currently employed by the district’ will display a message indicating that the user is not intended to use EJP and should follow the internal application process as outlined by their district (i.e. using Job Posting Web).

5. Selecting ‘Previously employed by the district’ will display a new field for the user to enter their last name at the time of previous employment. This will enable the district HR staff to locate the previous employee’s record.

6. Click [Register](#), and the My Profile page will display.

## My Profile – Personal Info

Before applying to a job posting, applicants must complete their applicant profile. The first page in this process is the Personal Info page. Here the user can enter their basic demographic information and if the applicant is shortlisted this information will automatically transfer into atrive.

External Job Posting

[Search Postings](#)
[Profile](#)
[Dashboard](#)
[Sign Out](#)

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### My Profile

Before applying to a job offering, you must complete your Applicant Profile.

Personal Info
Save

<p>Salutation <input style="width: 80%;" type="text" value="Mr."/></p> <p>* First Name <input style="width: 80%;" type="text" value="John"/></p> <p>* Last Name <input style="width: 80%;" type="text" value="Smith"/></p> <p>Middle Name <input style="width: 80%;" type="text"/></p> <p>Birth Date <input style="width: 40%;" type="text" value="1990-10-03"/> <input style="width: 40%;" type="text" value="yyyy-mm-dd"/></p> <p>Preferred Name <input style="width: 80%;" type="text"/></p>	<p>* Phone Number 1 <input style="width: 80%;" type="text" value="(555) 123-4567"/> <input type="checkbox"/> Unlisted</p> <p>Phone Number 2 <input style="width: 80%;" type="text"/> <input type="checkbox"/> Unlisted</p> <p>* Email <input style="width: 80%;" type="text" value="jsmith@gmail.com"/></p> <p>* Street Address <input style="width: 80%;" type="text" value="123 Happy Street"/></p> <p>* City <input style="width: 80%;" type="text" value="Anywhere"/></p> <p>* Province <input style="width: 80%;" type="text" value="British Columbia"/></p> <p>* Postal Code <input style="width: 80%;" type="text" value="V0X 0X0"/></p>
---	---

\* Required Field

External Job Posting

1. Enter personal demographic information; all fields marked with a red asterisk are required and must be filled in.
2. Once complete click [Save](#). The page will refresh and additional tabs will display to be filled in as applicable.

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[Profile](#)
[Dashboard](#)
[Sign Out](#)

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## My Profile

[Back](#)
[Next](#)

Before applying to a job offering, you must complete your Applicant Profile.

Personal Info
[Subjects & Levels](#)
[Certification](#)
[Attach Documents](#)
[Additional Info](#)

### Personal Info

Save

<p><b>Salutation</b> <input style="width: 80px;" type="text" value="Mr."/></p> <p>* <b>First Name</b> <input style="width: 100px;" type="text" value="John"/></p> <p>* <b>Last Name</b> <input style="width: 100px;" type="text" value="Smith"/></p> <p><b>Middle Name</b> <input style="width: 100px;" type="text"/></p> <p><b>Birth Date</b> <input style="width: 80px;" type="text" value="1990-10-03"/> <input style="width: 80px;" type="text" value="yyyy-mm-dd"/></p> <p><b>Preferred Name</b> <input style="width: 100px;" type="text"/></p>	<p>* <b>Phone Number 1</b> <input style="width: 100px;" type="text" value="(555) 123-4567"/> <input type="checkbox"/> Unlisted</p> <p><b>Phone Number 2</b> <input style="width: 100px;" type="text"/> <input type="checkbox"/> Unlisted</p> <p>* <b>Email</b> <input style="width: 100px;" type="text" value="jsmith@gmail.com"/></p> <p>* <b>Street Address</b> <input style="width: 100px;" type="text" value="123 Happy Street"/></p> <p>* <b>City</b> <input style="width: 100px;" type="text" value="Anywhere"/></p> <p>* <b>Province</b> <input style="width: 100px;" type="text" value="British Columbia"/></p> <p>* <b>Postal Code</b> <input style="width: 100px;" type="text" value="V0X 0X0"/></p>
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\* Required Field

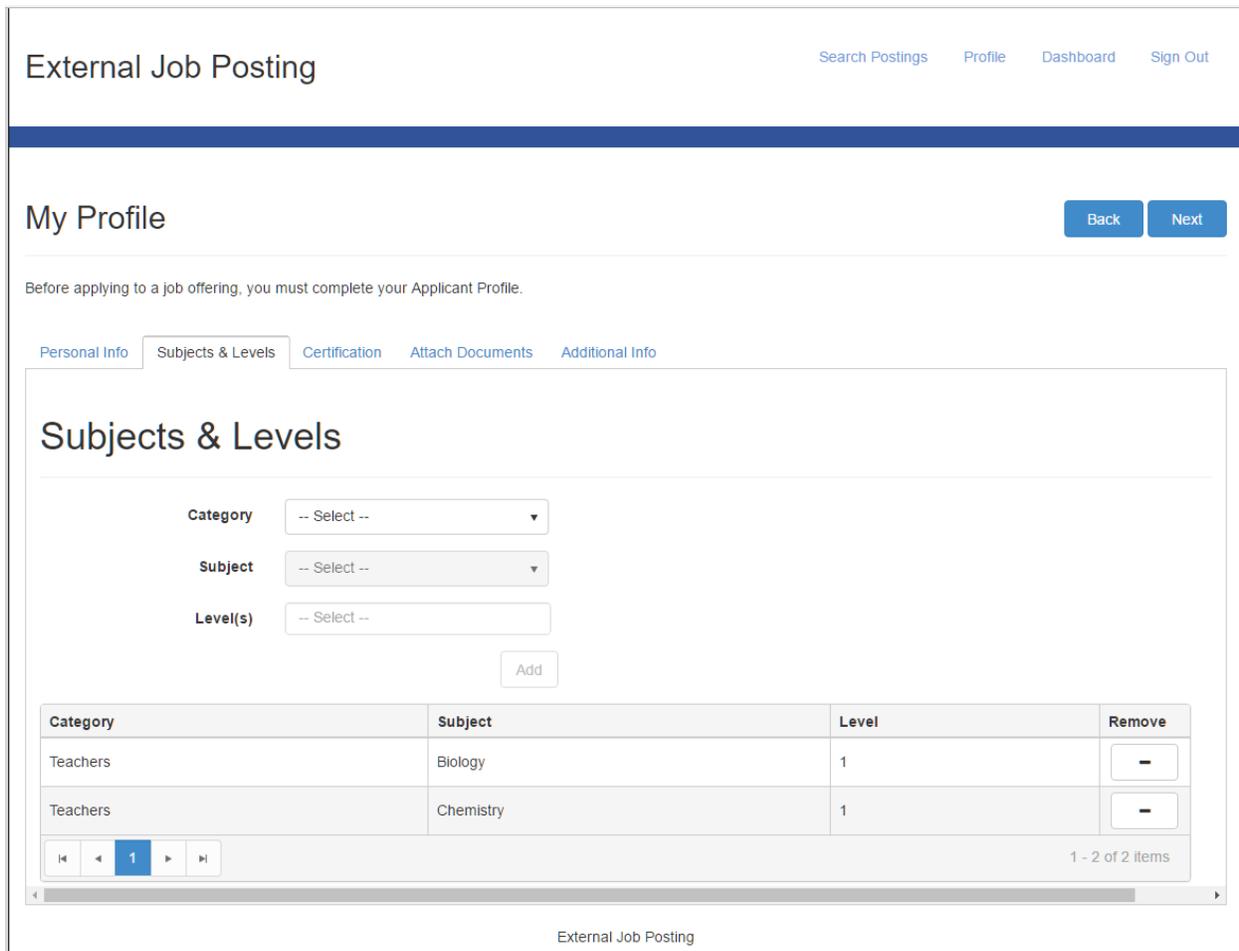
External Job Posting

3. The order and number of tabbed pages that display is dependent on what the district has defined EJP page setup. Administrators can create additional pages to be added to the applicants My Profile page
4. Click on the tabbed page you want to navigate to or select the [Back](#) or [Next](#) button to move through the pages.

## My Profile – Subjects & Levels

Applicants can enter subject and level information which will be made available to the hiring manager when they review applications. In addition, if the applicant is shortlisted this information will automatically transfer into atrive.

1. Select the Subjects & Levels tab or from the Personal Info page click Next.



External Job Posting

Search Postings Profile Dashboard Sign Out

My Profile Back Next

Before applying to a job offering, you must complete your Applicant Profile.

Personal Info **Subjects & Levels** Certification Attach Documents Additional Info

### Subjects & Levels

Category: -- Select --

Subject: -- Select --

Level(s): -- Select --

Add

Category	Subject	Level	Remove
Teachers	Biology	1	<span>-</span>
Teachers	Chemistry	1	<span>-</span>

1 - 2 of 2 items

External Job Posting

2. Select the category, options may include Teachers or Support Staff. The category listing is district definable.
3. Select the applicable subject for the selected category. The subject listing is district definable. Note that you must select a category first before you can select a subject.
4. Select the Level. The level listing is district definable.
5. Click [Add](#), and the entry will be added to the grid. The user may continue to enter subject and level information, if applicable.
6. To remove an entry from the grid click the remove icon.

## My Profile – Certifications

Applicants can enter certification information which will be made available to the hiring manager when they review applications. In addition, if the applicant is shortlisted this information will automatically transfer into atrive.

1. Select the Certification tab or from the Subjects & Levels page click Next.

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[Sign Out](#)

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Back
Next

Before applying to a job offering, you must complete your Applicant Profile.

Personal Info
Subjects & Levels
Certification
Attach Documents
Additional Info

### Certifications

\* Type

\* Institution

\* Description

Major 1

Major 2

Minor 1

Minor 2

Number

\* Issued  yyyy-mm-dd

Expiry  yyyy-mm-dd

Add

\* Required Field

Description	Majors & Minors	Institution	Number	Issued	Expires	Remove
Type: Degree						
Bachelor Of Applied Science	Major1: Biology Major2: Chemistry	British Columbia Open University	TC1234	24 Jun 2016		-

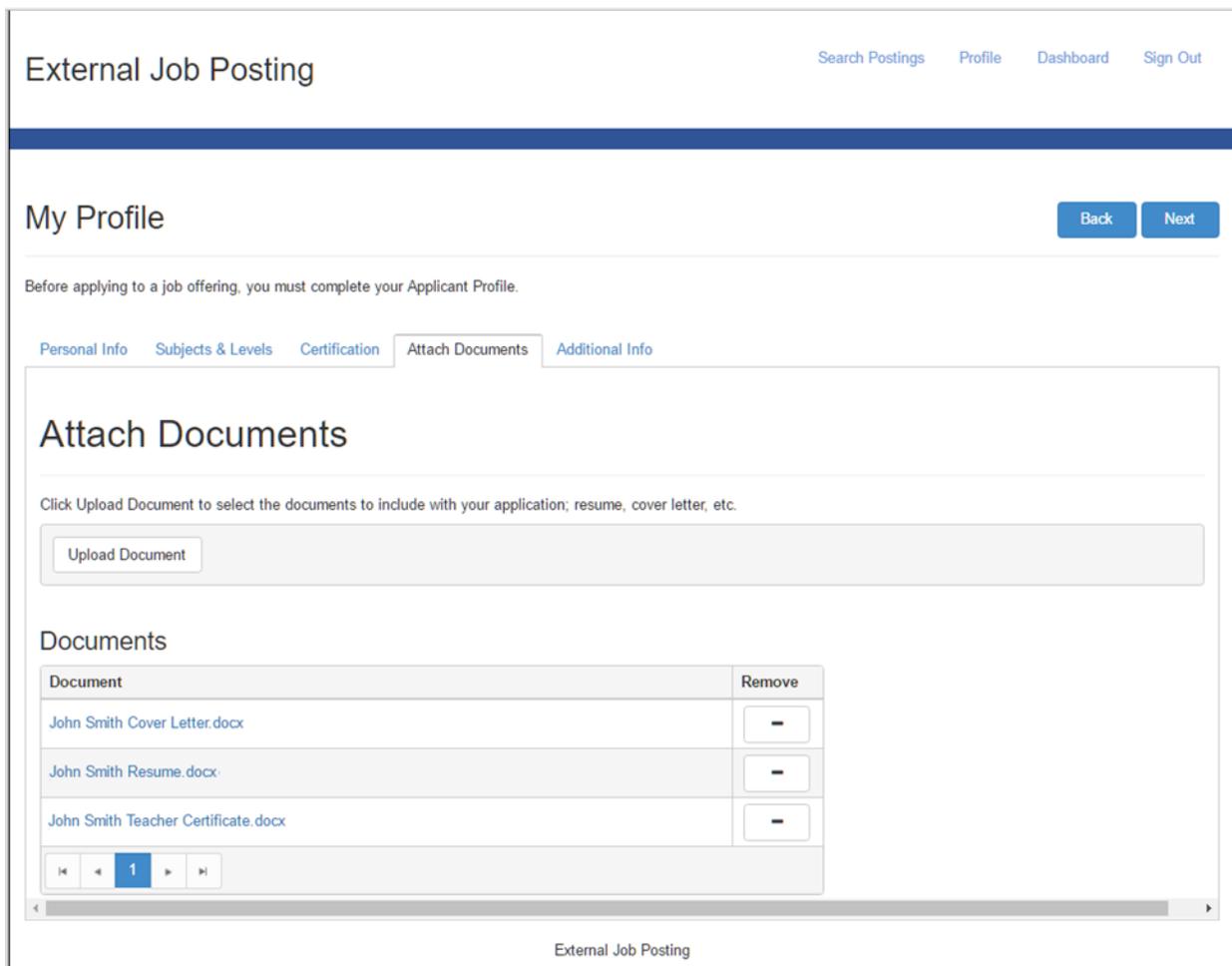
1
1 - 1 of 1 items

2. Select the certificate type i.e. Degree or Diploma. The type listing is district definable.
3. Select the institution where the certificate was earned; if the institution is not already in the list you can type in the appropriate value.
4. Select the certification description. The description listing is district definable.
5. If applicable enter up to 2 Majors and 2 Minors. The major and minor listings are district definable.
6. Enter the certificate number.

7. Select the date of issue.
8. If applicable enter the date of expiry.
9. Click [Add](#), and the entry will be added to the grid. The user may continue to enter additional certification, if applicable.
10. To remove an entry from the grid, click the remove icon.

## My Profile - Attach Documents

The applicant can upload supporting documents to be included with future applications, for example a resume, cover letter, or teaching certificate.



External Job Posting

Search Postings Profile Dashboard Sign Out

My Profile Back Next

Before applying to a job offering, you must complete your Applicant Profile.

Personal Info Subjects & Levels Certification Attach Documents Additional Info

### Attach Documents

Click Upload Document to select the documents to include with your application; resume, cover letter, etc.

Upload Document

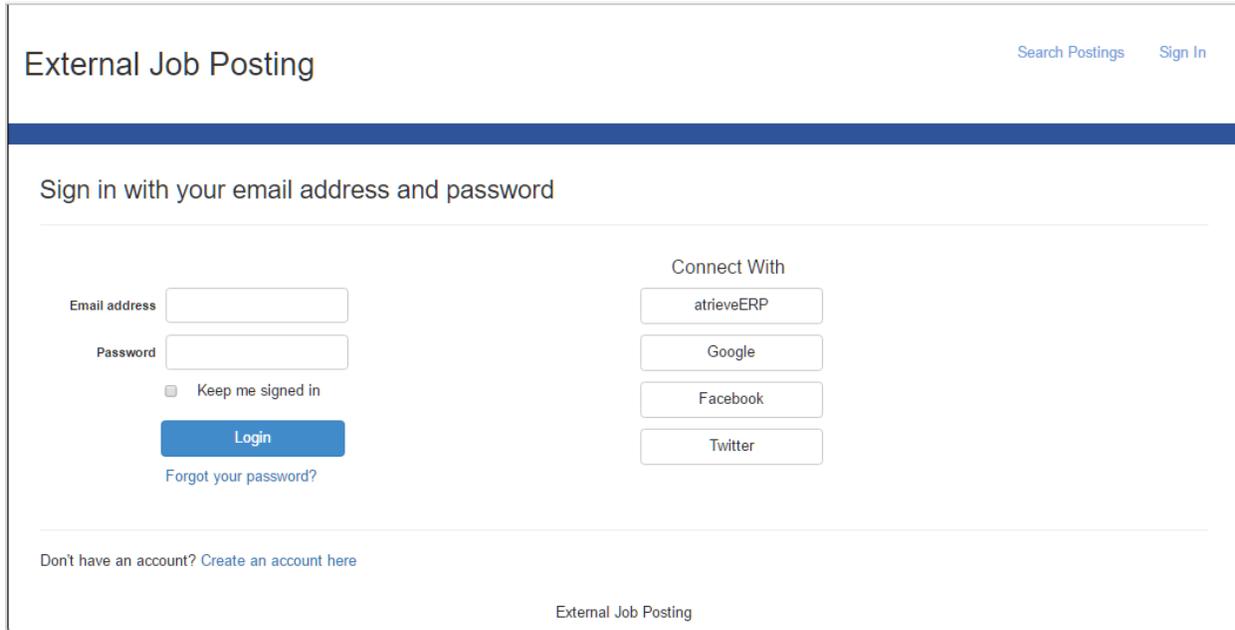
#### Documents

Document	Remove
John Smith Cover Letter.docx	-
John Smith Resume.docx	-
John Smith Teacher Certificate.docx	-

External Job Posting

1. To attach a document click [Upload Document](#).
2. The choose file window will open where you can browse for and select a document to upload.
3. Uploaded documents will display in the grid.
4. To remove a document from the grid listing, click the remove icon.

## Returning User Sign In



External Job Posting [Search Postings](#) [Sign In](#)

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Sign in with your email address and password

Email address

Password

Keep me signed in

[Login](#)

[Forgot your password?](#)

Connect With

- [atriveERP](#)
- [Google](#)
- [Facebook](#)
- [Twitter](#)

Don't have an account? [Create an account here](#)

External Job Posting

1. In the future, once your account has been successfully created, you may sign back into the External Job Posting system by entering your email address and password and clicking the [Login](#) button.
2. Optionally if you have chosen to connect with some other form of social media, select the appropriate social media button and enter your credentials (i.e. Facebook, Twitter, etc.).
3. If you have forgotten your password you can click on the [Forgot your password?](#) hyperlink and enter an email to send the required instructions to, to reset the password.



External Job Posting [Search Postings](#) [Sign In](#)

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Forgot your password?.

Enter your email.

Email

[Email Link](#)

External Job Posting

## Search Postings

A potential applicant can navigate to the Search Postings page to search and view open job postings and if the applicants profile is complete they can apply to job postings.

External Job Posting

[Search Postings](#)
[Profile](#)
[Dashboard](#)
[Sign Out](#)

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### Search Postings

Description:

Loc Type:

Posting Date:

Location:

Job Type:

Job Cat:

Search Results

Posting No.	Category	Type	Description	Location	FTE/Hours	Posting Date	Closing Date
<a href="#">T1617-026</a>	Teachers	Continuing	Teacher Posting Allan Watson	Allan Watson Middle School.	1.00	17 Oct 2016	27 Oct 2016 9:00 AM
<a href="#">T1516-128</a>	Teachers	Continuing Part Time	Grade 6/7/8 French Teacher	Allan Watson Middle School.	1.00	17 Oct 2016	18 Nov 2016 15:00 PM

1 - 8 of 8 items

External Job Posting

1. To search open job postings click on the [Search Postings](#) hyperlink
2. Enter search criteria (by default all open postings display):
  - Description – keyword search, looks for words anywhere in the **Description** field.
  - Job Type – select a job type, for example ‘Continuing Full Time’, ‘Continuing Part Time’ or ‘Temporary’
  - Job Category – select a job category, for example ‘Teacher’ or ‘Support Staff’
  - Location Type – select a location type, for example ‘Elementary School’ or ‘Middle School’
  - Location – select one or more locations to search on
  - Posting Date – select the posting date range, for example, ‘All Postings’, ‘Last 7 Days’ or ‘Last 2 weeks’
3. Click [Search](#) and the search results grid will refresh to only display those postings that match the entered search criteria.
4. Click [Reset](#) if you would like to reset the search results grid back to the default (i.e. display all open postings).
5. To navigate through the posting list click on the right or left arrow in the paging control below the grid.
6. To view the details of a job posting click on the [Posting No.](#) hyperlink

## Posting Details

The Posting Details page lists the job description and requirements as well as details about the position start date, end date (if applicable), FTE/Hours, and Rate. A registered applicant apply to the posting or bookmark it for review at a later time.

**Note** that if you select a posting that you have already applied to, a message will display and the Apply to Posting button will be hidden.

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[Sign Out](#)

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### Posting Details - T1516-128

< Return to previous page

<b>Posting #</b> T1516-128	<b>Description</b> Grade 6/7/8 French Teacher
<b>Posting Date</b> 17 Oct 2016	<b>Location</b> Allan Watson Middle School.
<b>Posting Close Date</b> 18 Nov 2016 3:00 PM	<b>Start Date</b> 01 Jan 2017
<b>Category</b> Teachers	<b>End Date</b> 30 Jun 2017
<b>Type</b> CONTINUING PART TIME	<b>FTE/Hours</b> 1.00

Apply to Posting
Bookmark
Print

+ Share
[f](#)
[t](#)
[g+](#)
[in](#)

#### Job Description & Requirements

Seeking a French teacher for an immediate start. The suitable candidate should have at least 3 years minimum teaching experience in a private or public school. Teacher must be a member of the BC College of teachers in good standing. The candidate must also be fluent in both French and English.

We would like to thank all of our candidates for their interest, but we will only be contacting suitable candidates for this position.

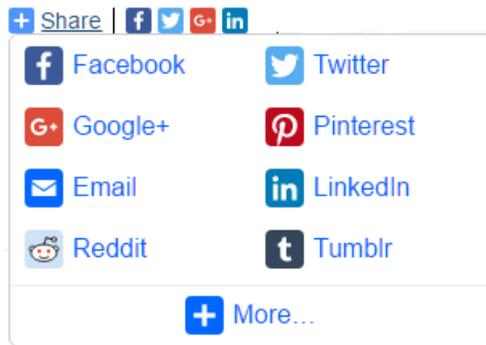
#### Position

[Expand](#) | [Collapse](#)

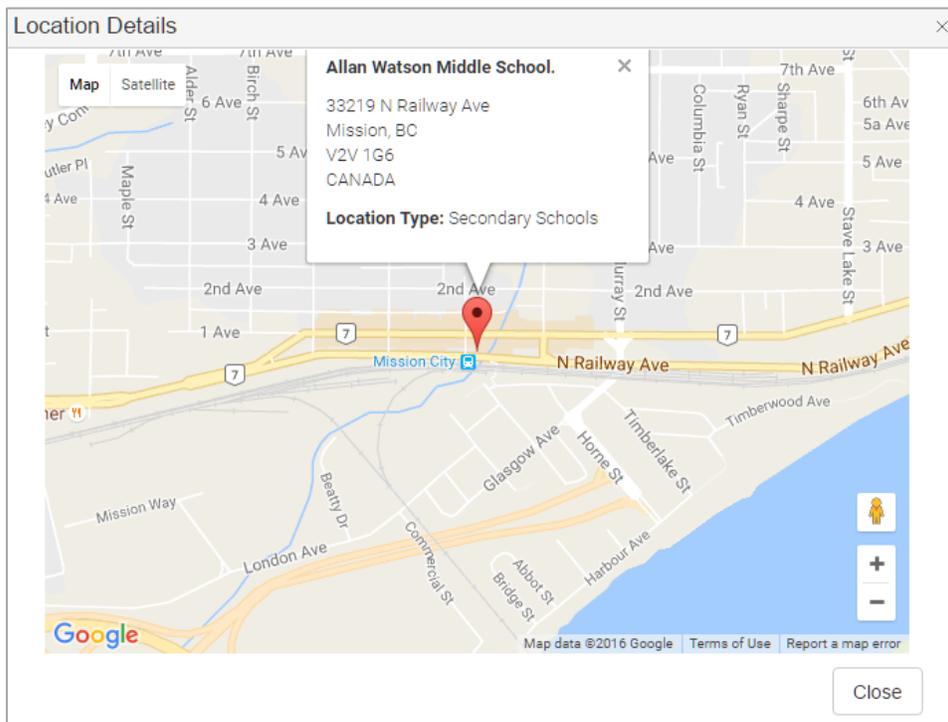
	Position	Location	Start Date	End Date	FTE / Hours	Rate
▶	Regular Class (EI)	Allan Watson Middle School.	01 Jan 2017	30 Jun 2017	1.00	0.00

External Job Posting

1. If there are multiple positions being offered at the selected location of the same type (i.e. 2 grade 7 teachers) then they will be listed in the Position grid at the bottom of the page.
2. To apply to the posting click on the [Apply to Posting](#) button.
3. To bookmark the posting click on the [Bookmark](#) button.
4. To print the posting click on the [Print](#) button and a new browser window will open. Use your browsers print option to print the posting details.
5. To share the posting with someone who you think may be interested select one of the various social media options (Facebook, Twitter, Google+ and LinkedIn, etc.).



- 6. For additional location details click on the location hyperlink in the Positions grid (i.e. [Allan Watson Middle School](#)).



- 7. To return to the Search Postings page, click on the [Return to previous page](#) hyperlink.

## Apply to Posting – Submit Application

External Job Posting

[Search Postings](#)
[Profile](#)
[Dashboard](#)
[Sign Out](#)

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### Posting Details: T1516-128

< Return to previous page

Posting # T1516-128	Description Grade 6/7/8 French Teacher	<a href="#">Submit Application</a>
Posting Date 17 Oct 2016	Location Allan Watson Middle School.	
Posting Closing Date 18 Nov 2016 7:00 AM (PST)	Start Date 01 Jan 2017	
Category Teachers	End Date 30 Jun 2017	
Type Continuing Part Time	FTE/Hours 1.00	

### Documents

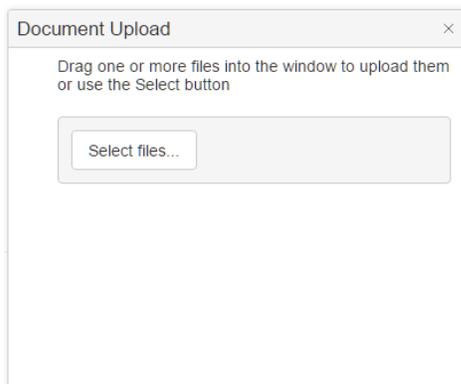
Please upload your resume, cover letter and teacher's certificate.

Document	Remove
<a href="#">John Smith Cover Letter.docx</a>	-
<a href="#">John Smith Teacher Certificate.docx</a>	-
<a href="#">John Smith Resume.docx</a>	-

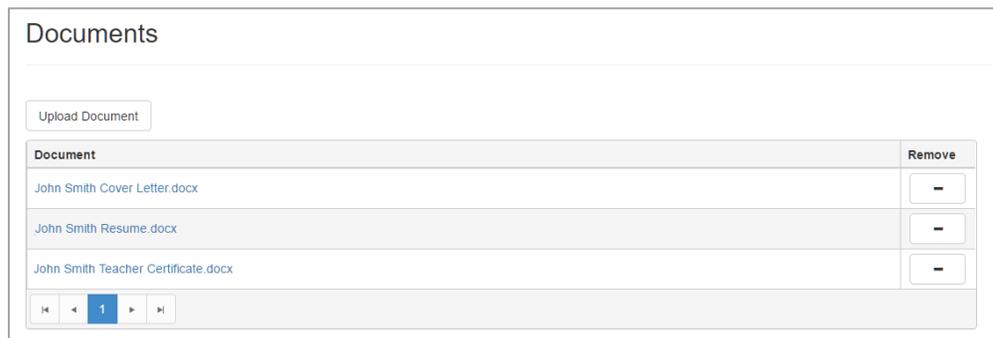
« ◀ 1 ▶ »

External Job Posting

1. If you have previously uploaded documents as part of the account creation process, those documents would display on the Submit Application page. To upload a document click on the [Upload Document](#) button.
2. Drag one or more files into the window to upload them or use the Select files button.



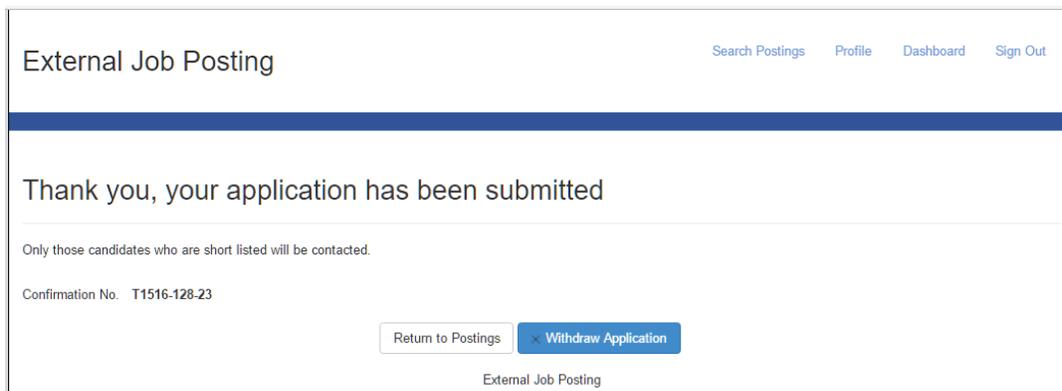
- Selected documents will display in the documents grid.



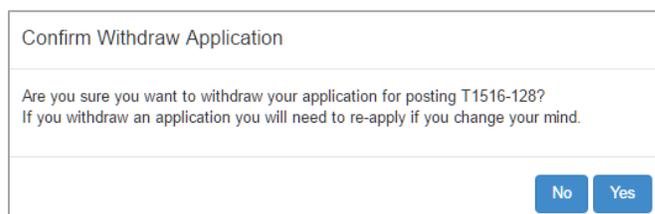
- To remove an uploaded document click on the remove (minus sign) icon.
- To submit the application click the [Submit Application](#) button
- To return to the Application Details page click on the [Return to previous page](#) hyperlink.

## Submit Application Confirmation

Once an application is submitted the confirmation page will display, and will provide you with your confirmation number.

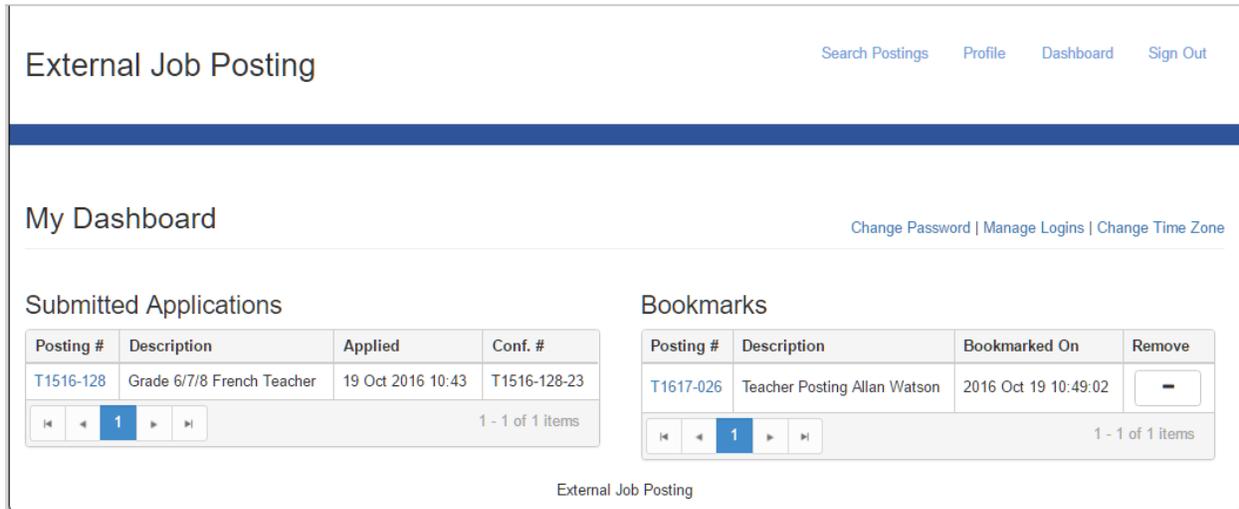


- Click on the [Return to Postings](#) button to return to the Search Postings list page.
- Click on [Withdraw Application](#) if you would like to withdraw your application. **Note** that an application may be withdrawn up to the posting close date, unless the application is under review by the hiring manager.



## Applicant Dashboard

Applicants can bookmark postings they are interested in to return to later and apply, or, to share on Social Media or Email to others they feel may be interested. They can also view the postings to which they have applied



The screenshot shows the 'External Job Posting' dashboard. At the top right, there are navigation links: Search Postings, Profile, Dashboard, and Sign Out. Below the header is a 'My Dashboard' section with links for Change Password, Manage Logins, and Change Time Zone. The main content area is divided into two sections: 'Submitted Applications' and 'Bookmarks'.

**Submitted Applications Table:**

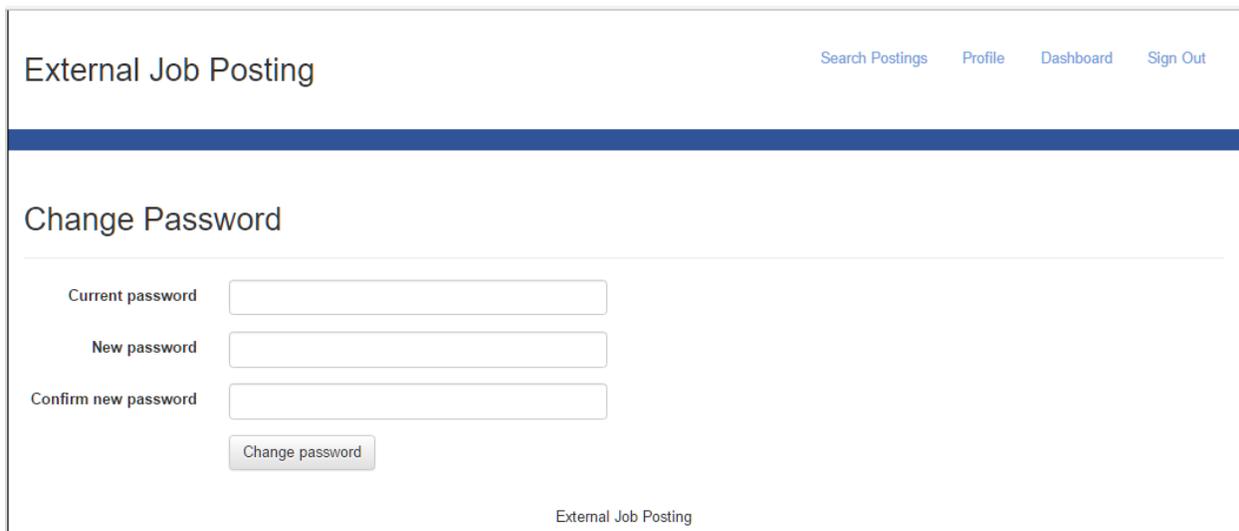
Posting #	Description	Applied	Conf. #
T1516-128	Grade 6/7/8 French Teacher	19 Oct 2016 10:43	T1516-128-23

**Bookmarks Table:**

Posting #	Description	Bookmarked On	Remove
T1617-026	Teacher Posting Allan Watson	2016 Oct 19 10:49:02	-

1. Click the [Dashboard](#) hyperlink to view submitted applications and bookmarked applications.
2. To review any submitted applications, click on the applications [Posting No.](#) hyperlink.
3. To review any bookmarked job postings click on the postings [Posting No.](#) hyperlink.

## Change Password



The screenshot shows the 'External Job Posting' dashboard with the 'Change Password' form. At the top right, there are navigation links: Search Postings, Profile, Dashboard, and Sign Out. The main content area is titled 'Change Password' and contains three input fields: 'Current password', 'New password', and 'Confirm new password'. Below the fields is a 'Change password' button.

1. To change your password click on the [Change Password](#) hyperlink on the Dashboard page.

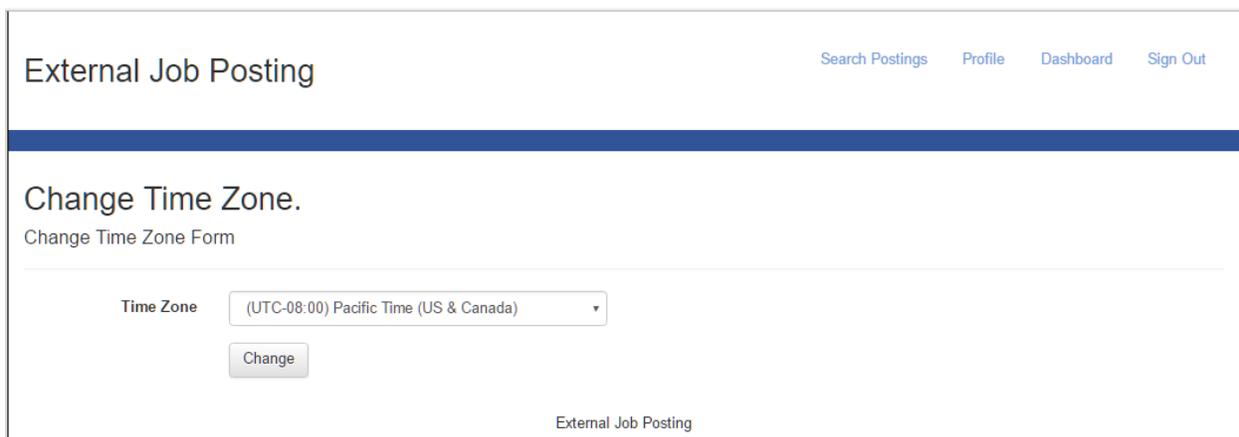
2. Enter your current password.
3. Enter your new password, and then confirm your new password. If the password entries do not match then a message will be displayed and you will need to re-enter your password.
4. Click the [Change Password](#) button to save your changes and return to the Dashboard page.

## Manage Logins



1. To add another service to sign in with select the [Manage Logins](#) hyperlink. **Note** that the Services available are dependent on what the district has configured for use.
2. Click on the service and enter your credentials to login.
3. When you are done you can navigate away from this page by selecting one of the page hyperlinks located at the top right of the page (i.e. Search Postings, Profile, Dashboard).
4. Once setup you can login to EJP without re-entering your credentials.

## Change Time Zone



1. To change your current time zone click on the [Change Time Zone](#) hyperlink
2. Select your time zone from the drop down list
3. Click [Change](#)