



## A Quick Reference Guide for Job Seekers and Employers



New to  
jobsnorth.ca



JobSeekers



Employers



My jobsnorth



CareerResources

## Minister's Message for [www.jobsnorth.ca](http://www.jobsnorth.ca) User Guide

Just as computers and the Internet have changed the way we live and work, so have electronic labour exchanges (or online job banks) changed the way job seekers and employers meet each other. The Department of Education, Culture and Employment's website, [www.jobsnorth.ca](http://www.jobsnorth.ca), is one such labour exchange. It is designed to meet the specific needs of northern workers and employers.

The [www.jobsnorth.ca](http://www.jobsnorth.ca) Internet website is a virtual meeting place for job seekers and employers. It helps to bring together people looking for work and people looking for workers. It also provides helpful information on career planning and job search skills. This site is a quick and easy to use resource for all NWT residents. I encourage you to use this site if you are looking for work or looking for workers.

This information booklet has been produced by the Department of Education, Culture and Employment to assist northerners in using the new website [www.jobsnorth.ca](http://www.jobsnorth.ca). Give the site a try and see what it can do for you.



The Honourable Jake Ootes

Minister of Education, Culture and Employment



# JobSeekers

Visit [www.jobsnorth.ca](http://www.jobsnorth.ca) on the Internet.

## What can job seekers do on the website?

1. look at available job openings
2. make and store up to three resumes and cover letters
3. apply for jobs online
4. use northern career and employment resources

## Do I have to register to use [www.jobsnorth.ca](http://www.jobsnorth.ca)?

You **do not** have to register to see:

- current job postings
- career and employment resources

You **do** have to register if you want to:

- make a resume and/or cover letter
- apply for jobs online

## 1. How to Look for Job Openings

There are many search options if you are looking for current job postings. You can find the information through the "Quick Search" function at the bottom left corner of the screen, or use the map in the bottom right corner to lead you to job postings listed by community.

Using the Quick Search function, you can search for jobs by category (e.g. mining, government, health) or by location (community). If you would like to learn more about a job, click on the **job title** and more information about that job will appear.

QuickSearch  
» jobs

Category:  
Any Category

Location:  
All NWT

Search



## 2. View Northern Career and Employment Resources

The **career resources** section of **jobsnorth.ca** is designed to help you in your search for work. Locations of career centres can be found here, along with information about apprenticeship, continuing education, departmental publications, college services, frequently asked career development questions and links to other useful websites.

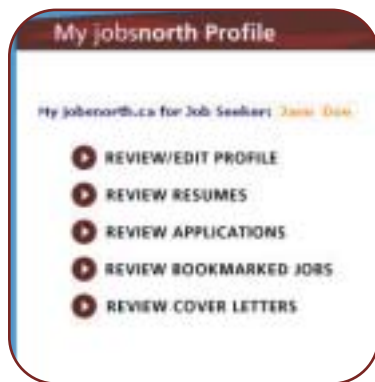
### How to Register

- To register with **jobsnorth.ca**, click the **Job Seekers** icon on the homepage and it will take you to a "sign in" page.
- On the right side of the screen, select the button that says **REGISTER NOW!** This registration form will ask you to fill in some information about yourself, such as your name, the community you live in and your email address. Remember to choose a password that you can remember easily. If you do forget your password, you can contact **jobsnorth.ca** and we will help you. If you do not have an email address, there is a link on the site that will take you to another website where you can sign up for an email account.
- **CREATE ACCOUNT**



## 3. Make and Store Resumes and Cover Letters

- If you would like to make a resume and/or cover letter online and apply for jobs online, you must register.
- Once you have registered, click on **MY JOBS NORTH.**
- Choose **REVIEW RESUMES** to begin to create your resume(s).





- Clicking **REVIEW COVER LETTERS** will allow you to create a cover letter.

Once your resume has been created, you may choose to make your resume "Active" or "Inactive". Employers can view all "Active" resumes. They cannot see "Inactive" resumes unless you apply on a job.

You can create up to three resumes and three cover letters, which allows you to target your resume to a specific job. A *targeted* resume lets you emphasize your skills and qualifications that are most relevant to a particular job. A *targeted* cover letter is a good way to tell an employer why you could be a great choice for them.

Always be sure to check your spelling and grammar when writing your resume and cover letter.

## 4. Apply for Jobs Online

Once you have found a job that you are interested in, you can send your resume electronically to the employer. Click **APPLY NOW!** at the bottom of a job posting and you can then send an employer your resume and cover letter. After choosing the resume and cover letter you would like to send to the employer, click **SUBMIT**.

If you are using a shared computer, be sure to sign out once you are finished your visit to [www.jobsnorth.ca](http://www.jobsnorth.ca). That way, no one else can view your information.



## Looking For Work

Looking for work can be a challenging process but with up-to-date, creative job search skills, you will be successful! Think of job search as selling. Effective salespeople know every aspect of their product – including its strengths and weaknesses. This helps them focus on what is good about the product while minimizing its possible weaknesses. These same ideas apply in job search. But now, the product is you.

### Job search involves:

- knowing and accepting who you are
- knowing the job market
- knowing the kind of work you want
- job search tools such as resumes, cover letters and portfolios
- interview skills
- ability to deal with rejection
- decision-making and negotiating skills to deal with a job offer



**Job leads** can be found in many places. It is best to use a number of sources to improve your odds of success:

- newspapers and professional journals
- career centre job boards
- personnel agencies
- band or hamlet offices
- yellow pages and other directories
- public library
- volunteer organizations
- business and professional organizations
- news stories for job ideas
- Internet
- television



The most important source of information in a job search, though, is your network of family, friends, co-workers, teachers and others you know. **Over 80% of jobs are filled through word-of-mouth and personal contacts!**



For more information on conducting a successful job search contact the Career Centre in your area.





# Employers

Visit [www.jobsnorth.ca](http://www.jobsnorth.ca) on the Internet.

## What can employers do on the website?

1. post job openings online
2. receive resumes from job seekers
3. view information and resources on GNWT training and employment programs

## Do I have to register to use jobsnorth.ca?

You **do not** have to register to:

- view career and employment resources

You **do** have to register to:

- post jobs on [www.jobsnorth.ca](http://www.jobsnorth.ca)
- receive resumes electronically
- view resumes of job seekers

## How do I register?

- To register with **jobsnorth.ca**, simply click the **Employers** icon on the homepage. It will take you to a sign in page.
- On the right side of the screen, select the button that says **REGISTER NOW!** This registration form will ask you to fill in some information about company, such as name, the community you live in, your email address and a password. Remember to choose a password that you can remember easily. If you do forget your password, you can contact **jobsnorth.ca** and we will help you. If you do not have an email address, there is a link that can take you to another website where you can sign up for an email account.
- **CREATE ACCOUNT**





## 1. View Information and Resources on GNWT Training and Employment Programs

Locations of career centres can be found here, along with information about apprenticeship, continuing education, departmental publications, college services and links to other useful websites.

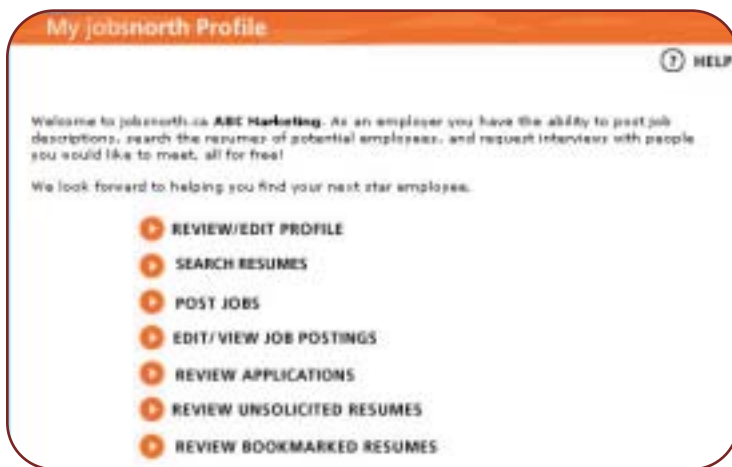
## 2. Post Job Openings Online

As an employer, you have the ability to post job descriptions, search the resumes of potential employees and request interviews with people you would like to meet.

Once you have registered, click **POST JOBS** to enter your job posting.

Next time you visit the site, you will see a list of your **ACTIVE** job postings. These are jobs that have a closing date greater than today's date and are marked as active. If the job you are looking for does not appear in the list, look in Archived Jobs. Clicking on the 'Job Title' will display all the details of that job posting.

Your job postings never get deleted, just archived. So if you need to post a job again, simply go to Archived Jobs and make it active by changing the closing date and making sure 'Active' is checked.





# Employers

## 3. Receive and View Resumes from Job Seekers

- **REVIEW APPLICATIONS** will allow you to view resumes that people have sent to you through [www.jobsnorth.ca](http://www.jobsnorth.ca) to see if they are suitable. As an employer, you are also able to search through other job seekers' resumes on the site.
- If you would like to meet a job seeker, you can send an email requesting an interview.
- If after viewing the resume of a candidate, you find that the applicant is not suitable, click "Archive" to remove them from this list.

### View Applications

HELP

The people below have applied for your Sales Associate job posting for **ABC Marketing**

You should:

- 1. View their resumes to see if they are suitable
- 2. If you would like to meet with them send an email requesting an interview or
- 3. If they are not suitable click "archive" to remove them from this list.

Want to see what an interview offer looks like? [Click here](#) to have a sample sent to [janedoe@intemat.ca](mailto:janedoe@intemat.ca)

Archived Applications  
x = interview offer sent.

#	Applicant	Resume title	Application Date/Time	
1.	Jane Doe	Marketing Assistant	4/22/2002 9:05:20 AM	[offer interview] [view] [archive]



## Employer Services

The Department of Education, Culture and Employment has a range of supports to help employers find, get and keep qualified staff.

Wage subsidy programs offset the costs of training and employing northerners who need to develop marketable skills.

- Training-On-The-Job
- Youth Employment Program
- Apprenticeship Training Assistance
- Occupational-Training-On-The-Job
- Graduate Transition Program

## Human Resource Planning

- Local Labour Market Partnerships (LLMP)  
Through LLMP, communities and employers can apply for funding to create a human resource plan that will help local people get jobs while securing the community's or business' future.



## Print Resources

- *Jobs In.....* series provides information on all of the NWT sectors.
- Employer Series: *Writing Effective Proposals, Human Resource Planning & Orienting New Employees* as well as others are under development.
- *NWT Labour Market Trends* provides demographic information on labour market activity in the North.
- *NWT Job Futures* provides occupational profiles of the most common jobs in the North.



If you would like information on any of these programs and services, contact your local Career Centre.







A series of horizontal lines for writing, starting with a thick dark blue bar at the top and followed by thin light blue lines.







## Contact [jobsnorth.ca](http://jobsnorth.ca)

The [jobsnorth.ca](http://jobsnorth.ca) system is completely automated and, if you choose, you can use any of the services available on the site without contacting [jobsnorth.ca](http://jobsnorth.ca) personnel.

However, if you need extra assistance, or if web access is unavailable, [jobsnorth.ca](http://jobsnorth.ca) personnel can help by phone, fax or email. The support hours are 8:30-5:00 MST, Monday to Friday.



## You can contact [jobsnorth.ca](http://jobsnorth.ca) by:

Local  
(867) 873-7690

Toll Free  
1-866-606-JOBS (5627)

Fax  
(867) 873-0636

Email  
[jobsnorth@gov.nt.ca](mailto:jobsnorth@gov.nt.ca)