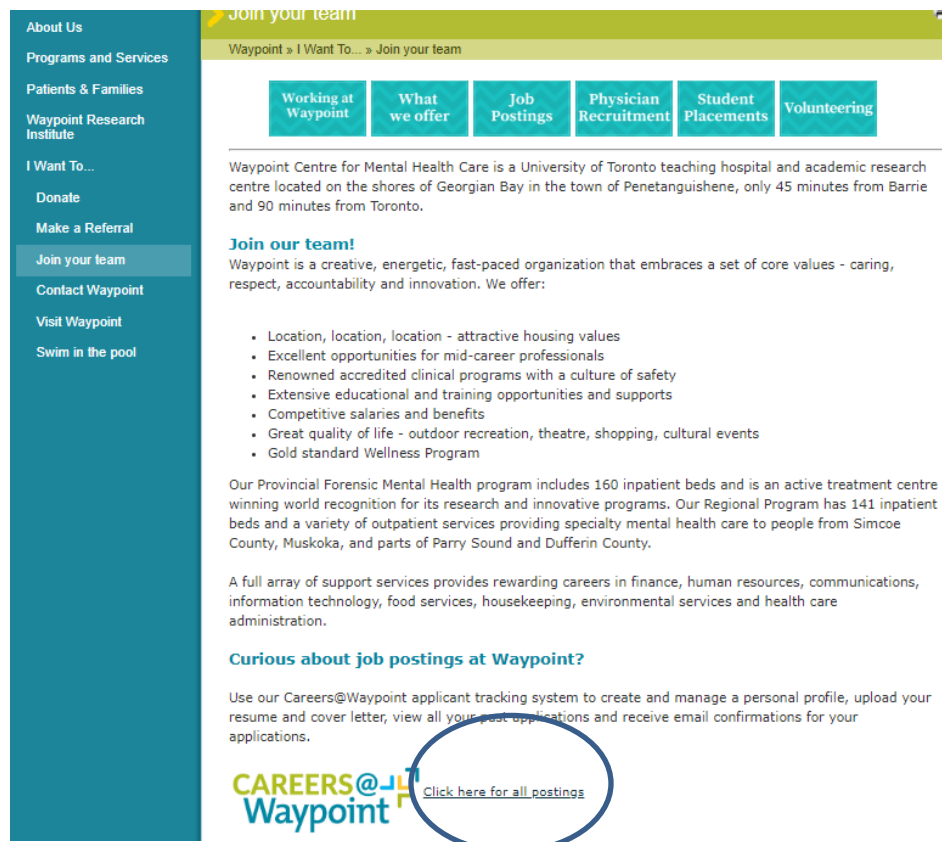


How to Apply for Jobs at Waypoint: A Step by Step Guide for External Applicants

To access careers through the Waypoint website simple go to www.waypointcentre.ca and click the 'Careers' tab on the top left hand side of the screen.

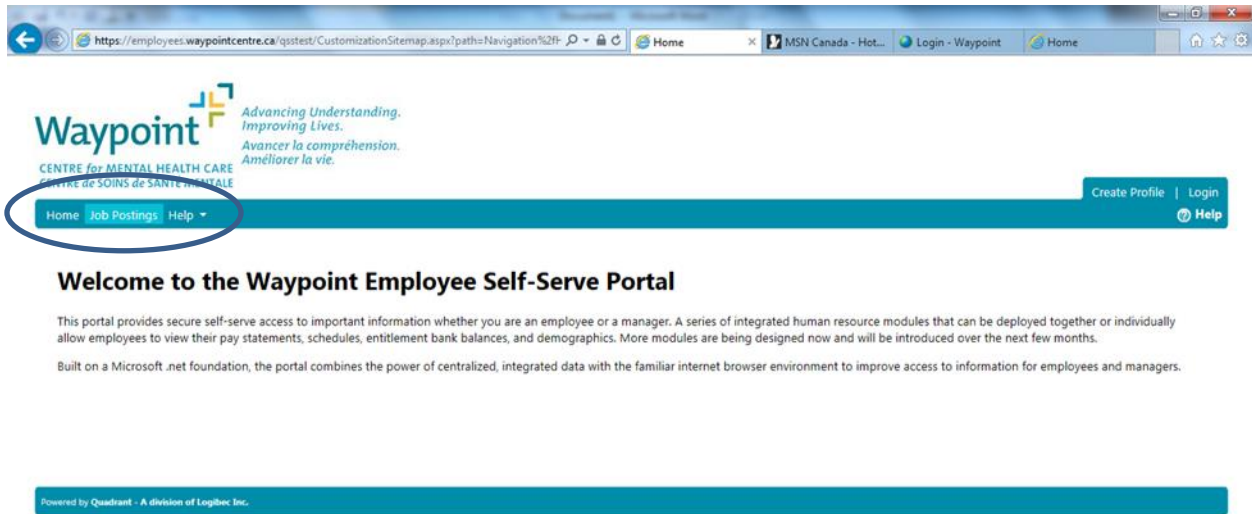


Next, scroll down and click on “click here for all postings”



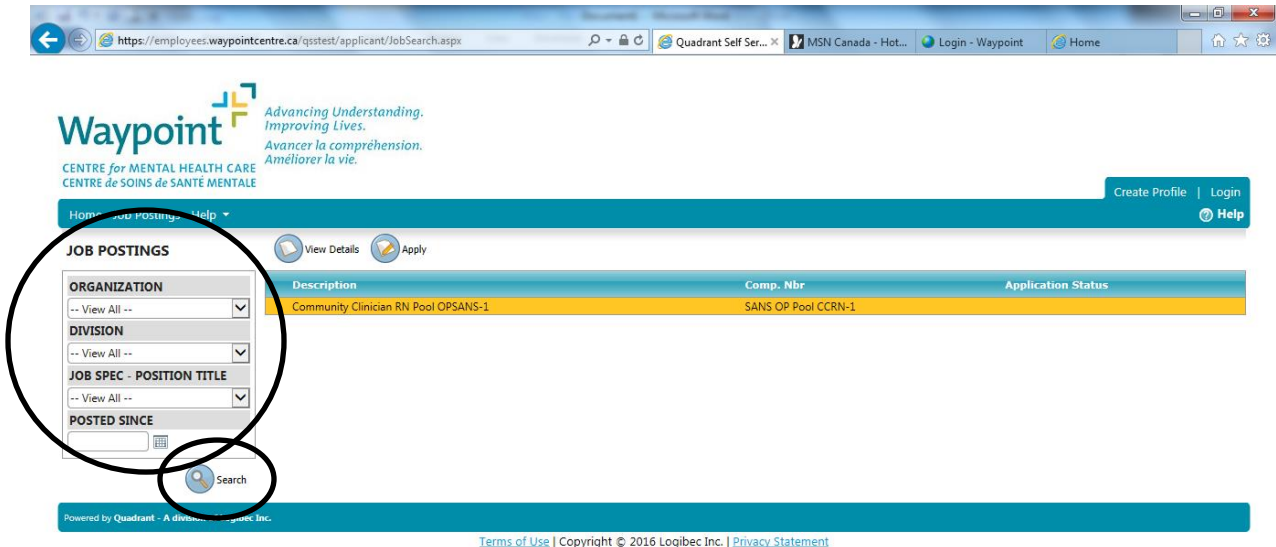
Step 2: View and search available job postings

To start, click on the 'Job Postings' tab on the left hand side of the page.



The screenshot shows the Waypoint Employee Self-Serve Portal homepage. The navigation menu at the top includes 'Home', 'Job Postings', and 'Help'. The 'Job Postings' tab is circled in blue. The main content area features a welcome message and a description of the portal's purpose. The footer indicates the portal is powered by Quadrant, a division of Logibec Inc.

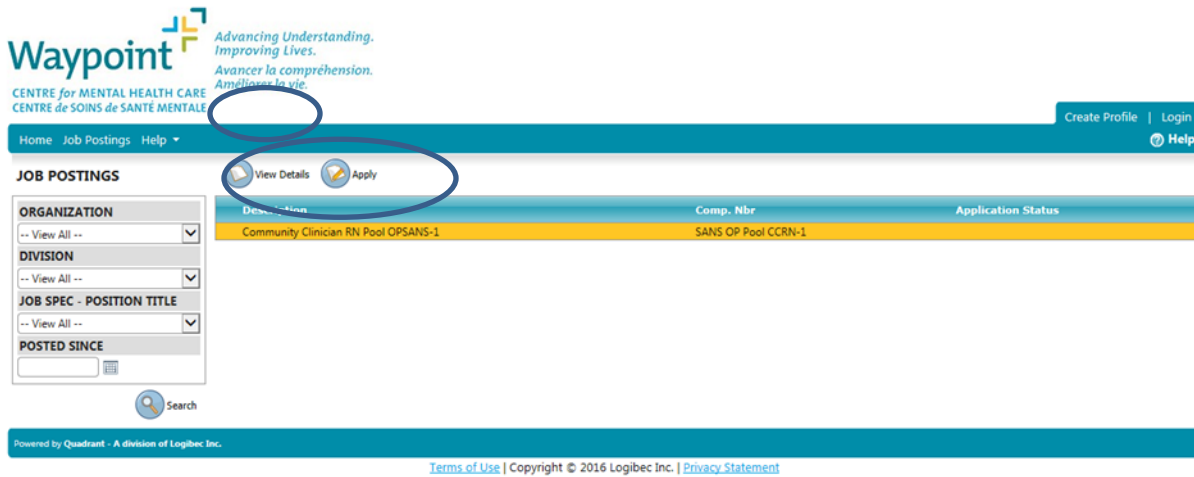
Next, you may search job postings by choosing 'View All' option from the drop down tabs or by Division, Job Spec or Date Posted to narrow your search, then click 'Search'. Job postings are then listed under description.



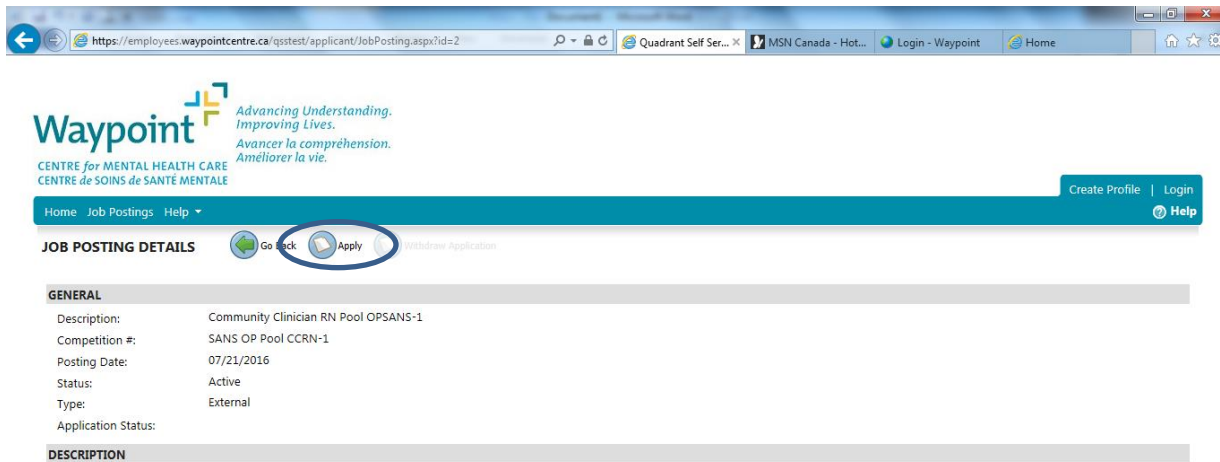
The screenshot shows the job search results page. The search filters on the left are circled in black, including 'ORGANIZATION', 'DIVISION', 'JOB SPEC - POSITION TITLE', and 'POSTED SINCE'. The search button is also circled. The results table shows one listing: 'Community Clinician RN Pool OPSANS-1' with 'SANS OP Pool CCRN-1' as the component number.

Description	Comp. Nbr	Application Status
Community Clinician RN Pool OPSANS-1	SANS OP Pool CCRN-1	

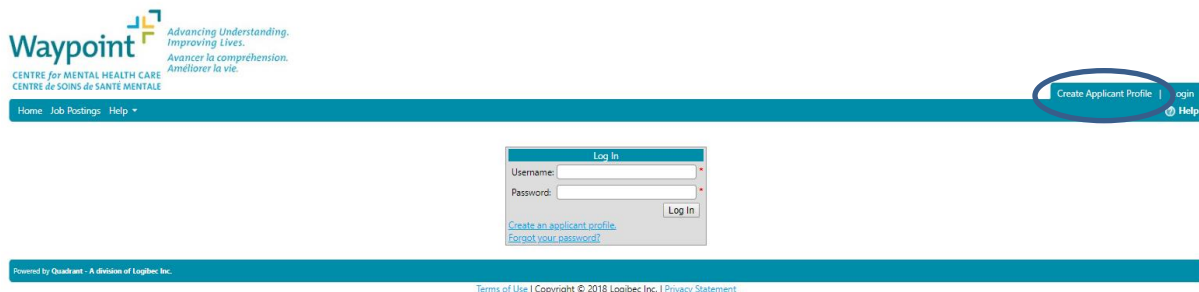
Click the name of the posting to highlight (in orange) that you would like to view. Then click 'View Details'.



This is where you can view the details of the posting, including the key accountabilities and qualifications/requirements. If you would like to apply to this position, please click the 'Apply' button.



You will be taken to a login page, where you can create your profile. Click 'Create Applicant Profile'.



Step 3: Creating your Profile

Create a username and password and click 'Next'.

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Home Job Postings Help Login Help

CREATE PROFILE

CREATE ACCOUNT

Username:
Password:
Confirm Password:

Next

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Next, create your profile by inputting your personal information. Take note of the email address in your profile. This is where all automatic notifications or correspondence with the Recruitment department will be sent. Once you have inputted your information, click 'Next'.

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Home Job Postings Help Login Help

CREATE PROFILE

PERSONAL INFORMATION

Name

Salutation: Ms.
First name:
Middle name:
Last name:
Preferred name:

Contact

E-mail:

Home Phone:
Work Phone:

Mailing Address

Street:
City:
Country: Canada
Province: Ontario
Postal Code:

Next

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You may be required to complete a questionnaire depending on the position you are applying for. Once you have completed the questionnaire, please click 'Next' in the bottom right corner.

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USER GROUP
Talent Management

Last Login: 10/05/2016 09:45 AM | Welcome Katelyn | Logout

Home Personal Managers My Profile Job Postings Config Help

EDIT PROFILE

MESSAGE

Your application profile is incomplete. Please provide additional details before applying for Community Clinician RN Pool OPSANS-1.

QUESTIONNAIRES

Employment QuestionnaireTEST

1. Are you authorized to work in Canada?
--- Select an Answer ---

You may want to upload some additional documents to your recruitment profile (i.e. proof of registration, first aid certificate, etc.). This information will be attached to your general profile and available to view at any time. You will not need to reattach this information to every posting you apply to. **Note: you can upload your cover letter and resume to be saved into your profile. You will also need to upload them to apply for the specific posting on a later screen.** You will need to click 'Select' to choose the document you would like to upload, then click 'Upload File' to save it to your profile. Click 'Finish' when you are done uploading your document(s).

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USER GROUP
Talent Management

Last Login: 10/05/2016 09:45 AM | Welcome Katelyn | Logout

Home Personal Managers My Profile Job Postings Config Help

EDIT PROFILE

MESSAGE

Your application profile is incomplete. Please provide additional details before applying for Community Clinician RN Pool OPSANS-1.

ATTACHMENTS

Attachment
No records to display.
Recruitment test external.docx

Select Upload File

Previous Finish

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Step 4: Uploading your Resume

Now that you have completed your general profile, you may now upload your resume and cover letter to apply for the specific posting. Just as before, press 'Select' to find your documents and then 'Upload File' to add them to your application. Once you have completed this, click 'Finish' in the bottom right corner.

CENTRE de SOINS de SANTÉ MENTALE

Last Login: 10/05/2016 09:45 AM Welcome **Katelyn** | Logout

Home Personal Managers My Profile Job Postings Config Help

APPLICATION JOB POSTING INFORMATION

APPLICATION COMPLETE

You have successfully submitted your application.

GENERAL

Description: Community Clinician RN Pool OPSANS-1
Competition #: SANS OP Pool CCRN-1
Posting Date: 07/21/2016
Closing Date: Not Set
Status: Active
Type: External

ATTACH DOCUMENTS - POSTING APPLICATION

Attach any information such as a cover letter that you want to include for this particular posting application. This information is specific to this particular posting application only and will not be included in your general personal profile. You do not need to reattach any information that you already added to your personal profile.

Attachment
No records to display.
<input type="button" value="Select"/> <input type="button" value="Upload File"/>
<input type="button" value="Previous"/> <input type="button" value="Finish"/>

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Note: Please ensure you click 'Upload File' after selecting your documents or they will not be properly attached.

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CENTRE de SOINS de SANTÉ MENTALE

USER GROUP
Talent Management

Last Login: 10/05/2016 09:45 AM Welcome **Katelyn** | Logout

Home Personal Managers My Profile Job Postings Config Help

EDIT PROFILE

MESSAGE

Your application profile is incomplete. Please provide additional details before applying for Community Clinician RN Pool OPSANS-1.

ATTACHMENTS

Attachment
<input type="button" value="Recruitment test external.docx"/> <input type="button" value="Delete"/>
<input type="button" value="Select"/> <input type="button" value="Upload File"/>
<input type="button" value="Previous"/> <input type="button" value="Finish"/>

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Once you have submitted your application you will receive an email notification (to the email listed in your personal profile above) that your application is received. You will be redirected back to the list of available job postings. **Note: check your junk mail if you don't receive the email notification. If you don't receive the notification, you may email careers@waypointcentre.ca to check if your application has been received. Please put the competition number in the subject line of your email.**

Step 5: Viewing your Applications

After applying for the position, you will be redirected to the 'Job Postings' page. From here, you will see a green checkmark beside the position you have applied for. **Note: If you don't see a green checkmark, you may email careers@waypointcentre.ca to check if your application has been received. Please put the competition number in the subject line of your email.**

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Home My Profile Job Postings Help

Last Login: N/A Welcome Test Logout Help

JOB POSTINGS View Details Update Application

ORGANIZATION	Description	Comp. Nbr	Application Status
-- View All --	✓ Shift Nurse Manager (FT)	WC19-195	Not Available
DIVISION	Addiction Counselor (TFT)	WC19-191	
-- View All --	Registered Social Worker (TFT)	WC19-190	
JOB SPEC - POSITION TITLE	Central Intake Clerk (TFT)	WC19-194	
-- View All --	Patient Care Assistant (PT)	WC19-189	
POSTED SINCE	Registered Practical Nurse (PT)	WC19-188	
APPLIED	Housekeeper (PT)	WC19-154	
<input type="checkbox"/> My Applications Only	Registered Practical Nurse (PT)	WC19-187	
	Registered Social Worker (FT)	WC19-185	
	Registered Practical Nurse (PT)	WC19-184	
	Development Officer-Social Events&Admin	WC19-183	
	Database Administrator (FT)	WC19-173	
	Occupational Therapist - SGS (TPT)	WC19-58	
	Food Service Associate Pool (PT)	WC19-175	
	Occupational Therapist (PT)	WC19-157/WC19-138	

Page 1 of 2, Items 1 to 15 of 23

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Congratulations! You have just applied for a job using Quadrant Self-Serve!