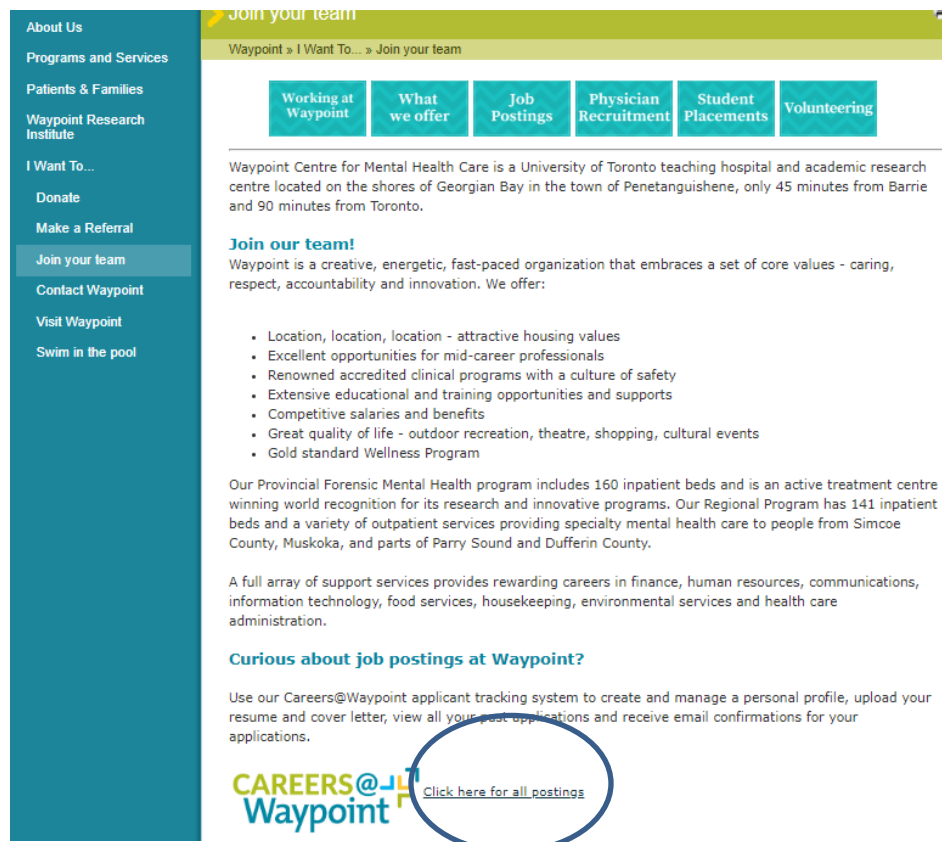# How to Apply for Jobs at Waypoint: A Step by Step Guide for External Applicants

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.
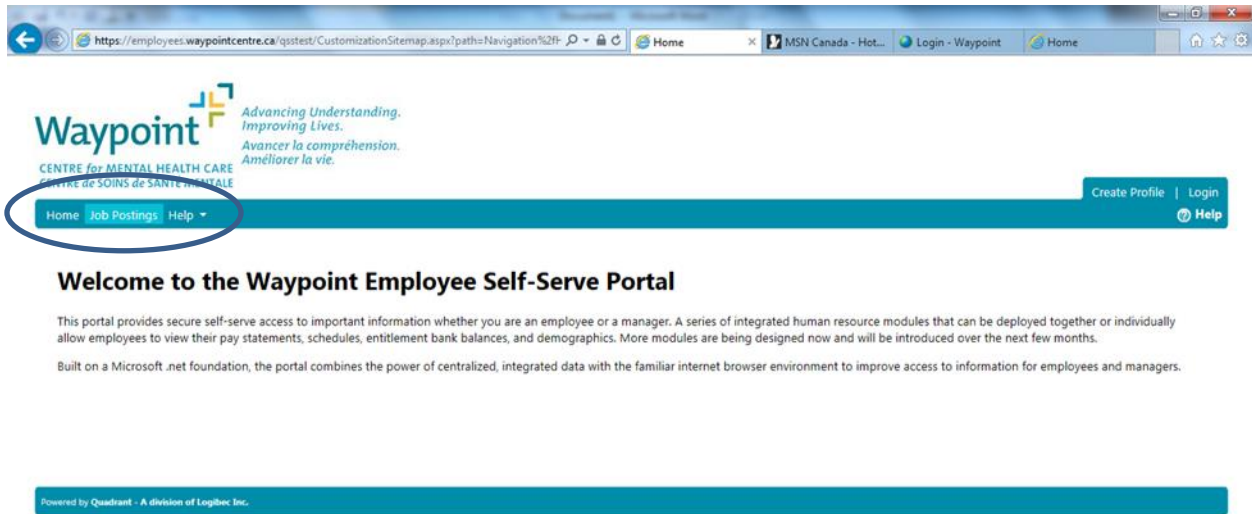

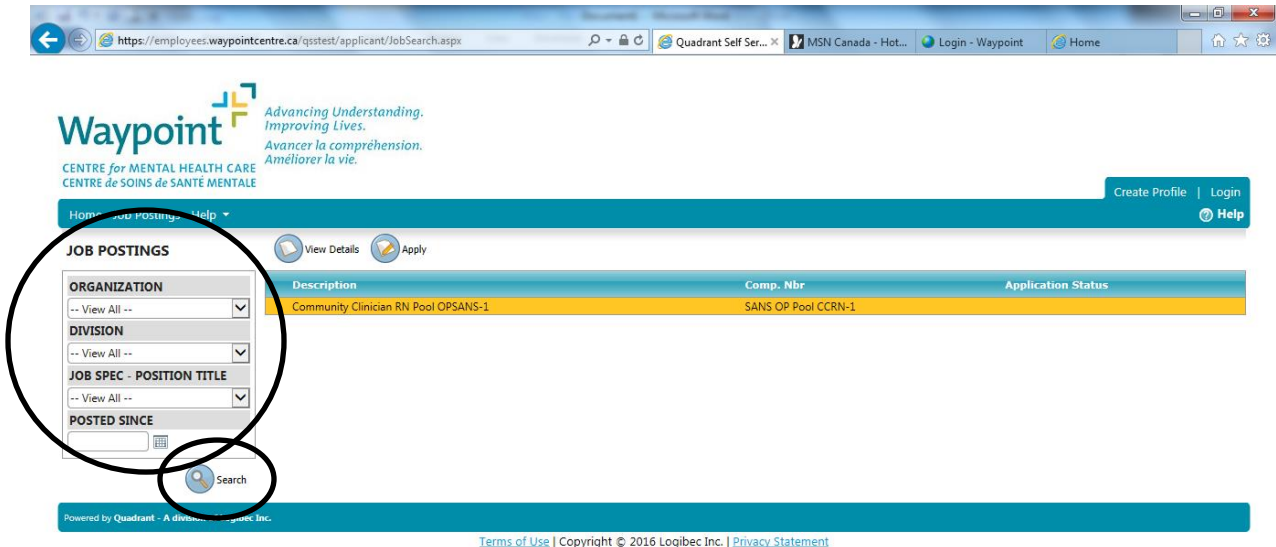Next, scroll down and click on "click here for all postings"

Step 2: View and search available job postings

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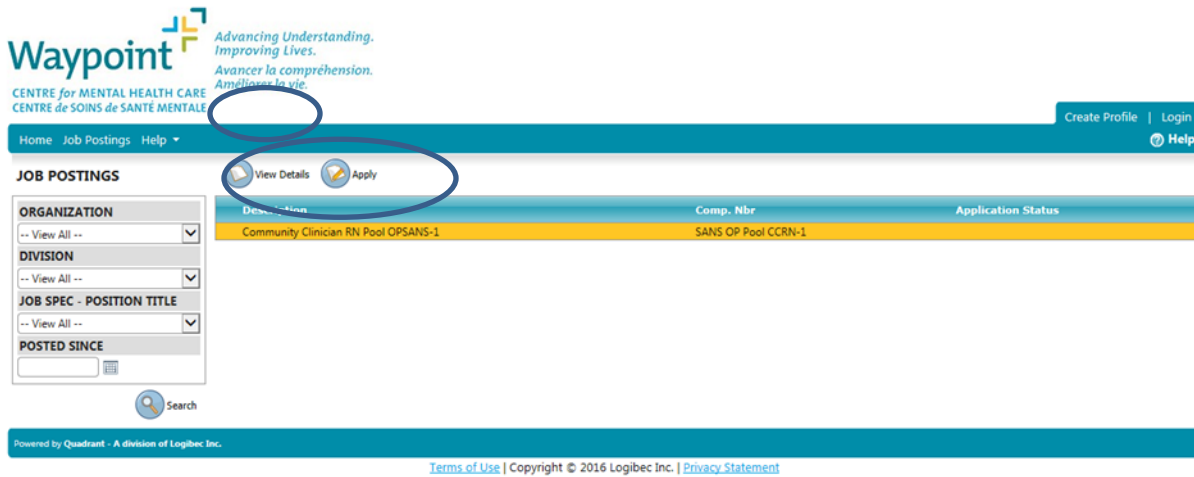

Next, you may search job postings by choosing 'View All' option from the drop down tabs or by Division, Job Spec or Date Posted to narrow your search, then click 'Search'. Job postings are then listed under description.
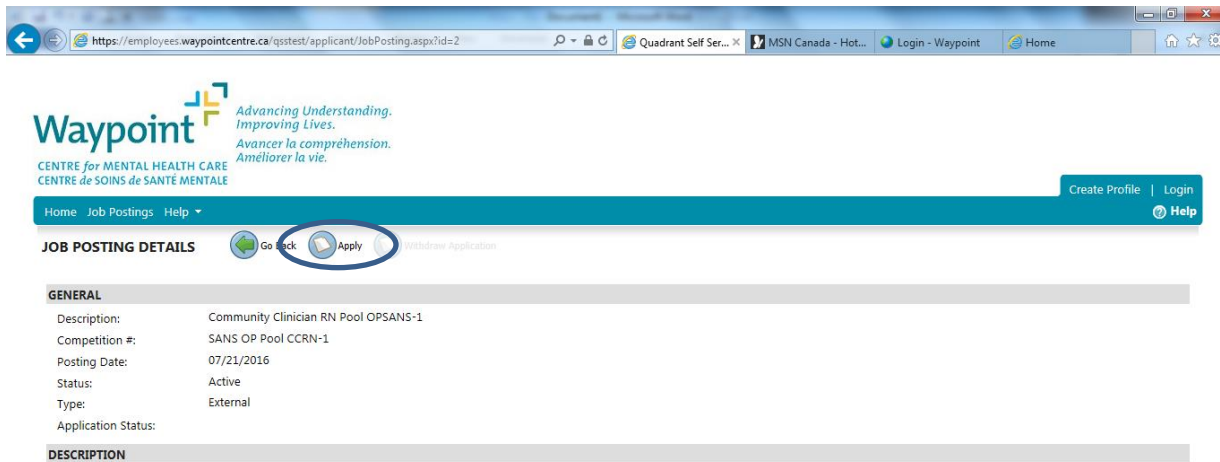
Click the name of the posting to highlight (in orange) that you would like to view. Then click 'View Details'.

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'.
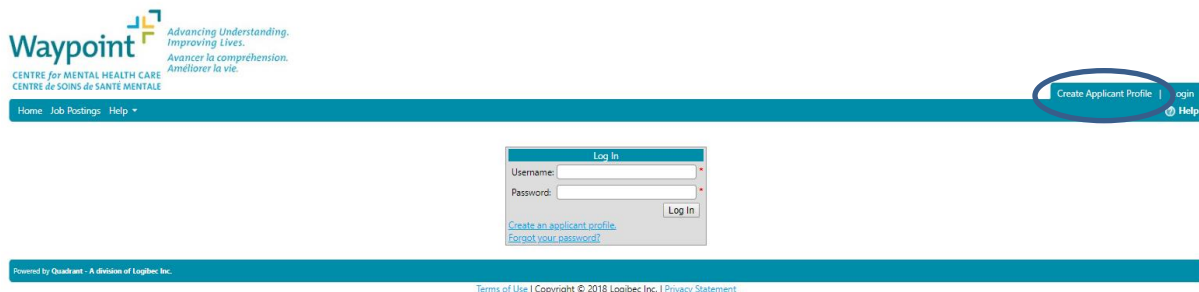
Step 3: Creating your Profile

Create a username and password and click 'Next'.

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'.

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.

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).

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.

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

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.

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