YOU COULD WORK HERE
#coquitlamcareers

CEGID Manual:
for Internal Employees

2020
BC's Top Employers®

Coquitlam

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HOW TO ACCESS CEGID AS AN EMPLOYEE

WHERE TO FIND THE CEGID LINK

There are two locations to find the Cegid link:
- The Human Resource page on our City Intranet (CorQBoard)
- The City of Coquitlam's Website - Career Page

CITY OF COQUITLAM'S WEBSITE – CAREER PAGE

From the Coquitlam's career page (coquitlam.ca/careers), access the link to the new Cegid job portal. Make sure that you click the **City of Coquitlam Employees – Internal Career Portal** link.
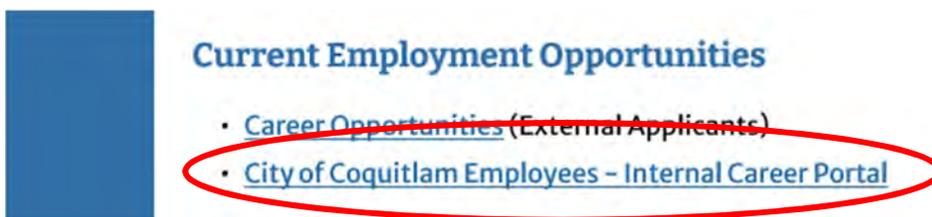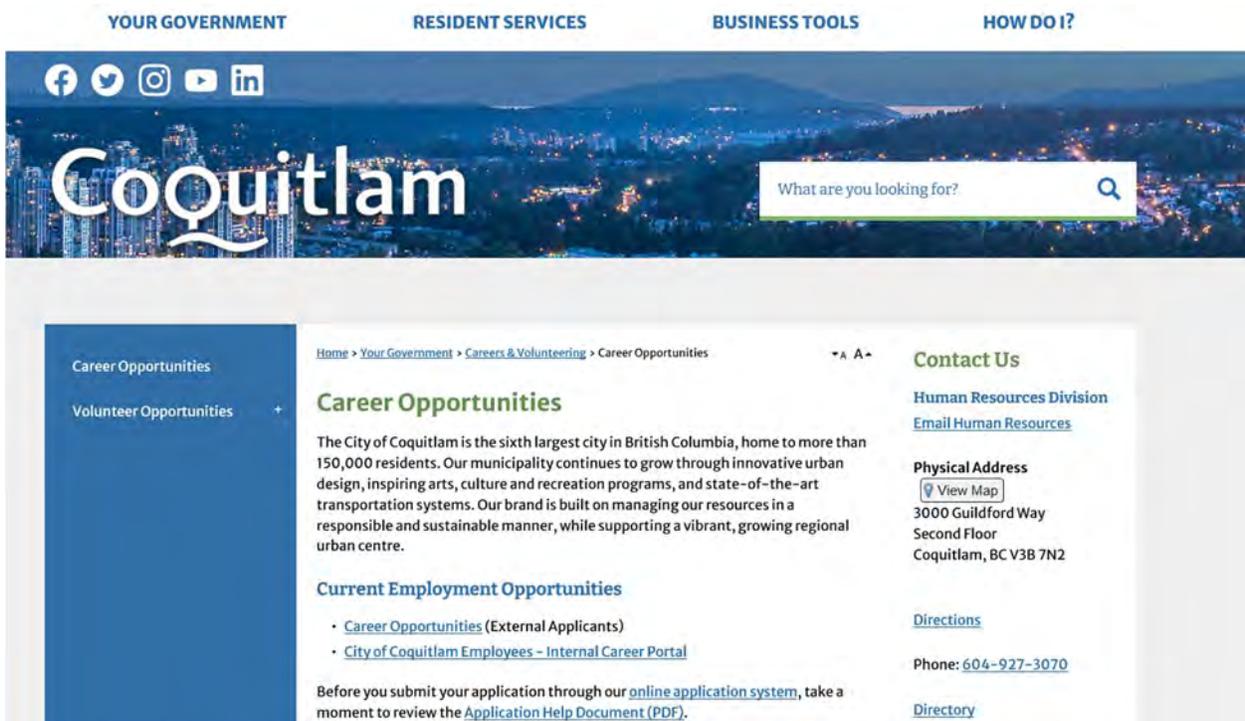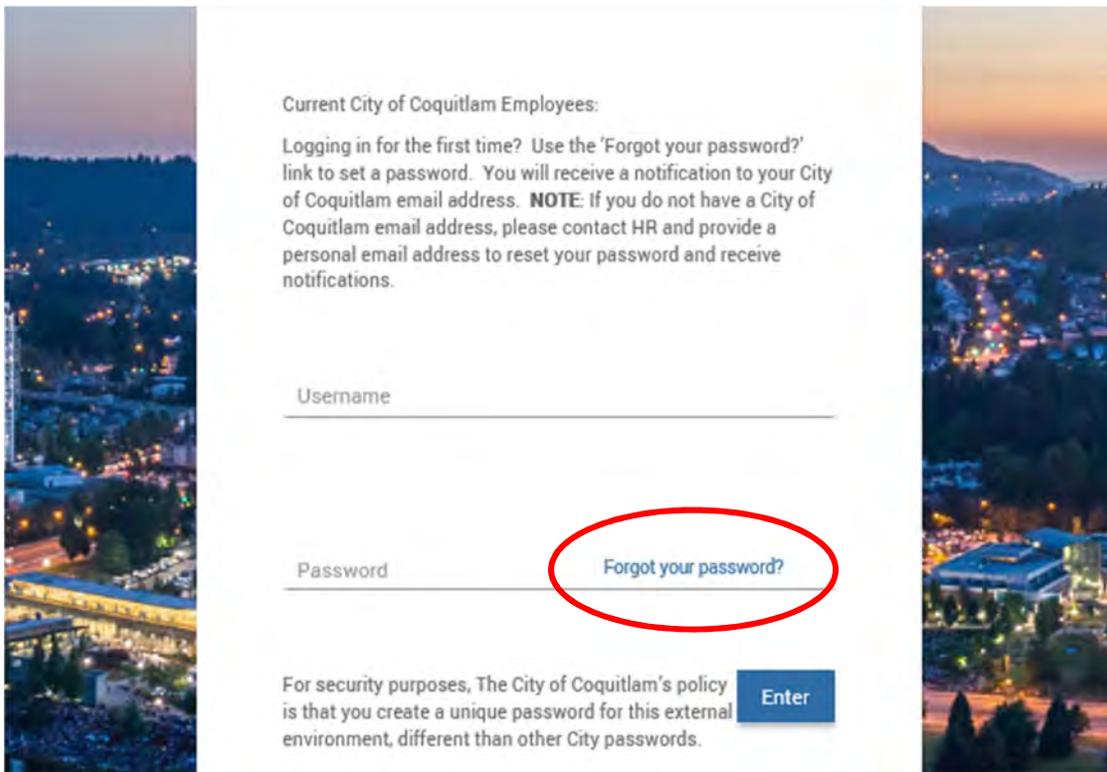

Alternatively, you can directly access the Cegid portal directly through the following link: **https://internalcareers.coquitlam.ca/**.

**HOW TO LOG IN (AND IF YOU FORGET YOUR PASSWORD)**

Log in to Cegid using your Coquitlam employee number (**Username**) and a distinct password.
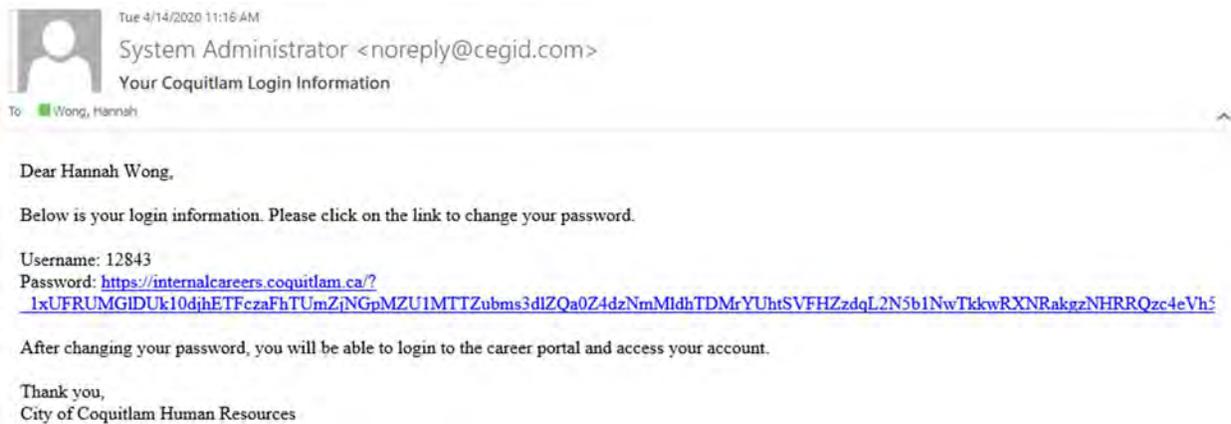
The first time you log in,

- If you DO NOT have a coquitlam.ca email address, please contact Human Resources at hradmin@coquitlam.ca to set up your account for the first time.
- If you DO have a coquitlam.ca email address, click on **Forgot My Password.** Use this same link if you forget your password.

Current City of Coquitlam Employees:

Logging in for the first time? Use the 'Forgot your password?' link to set a password. You will receive a notification to your City of Coquitlam email address. **NOTE**: If you do not have a City of Coquitlam email address, please contact HR and provide a personal email address to reset your password and receive notifications.

Username

Password   Forgot your password?

For security purposes, The City of Coquitlam's policy is that you create a unique password for this external environment, different than other City passwords.   Enter

Type in your coquitlam.ca email address and the numbers/letters for the verification status and click **Submit**.
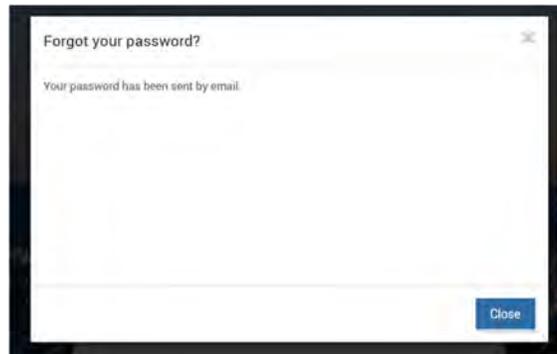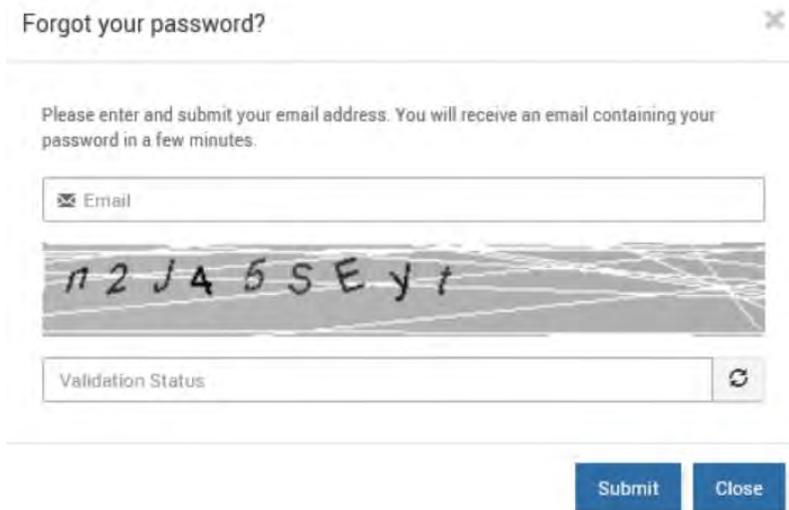
Your username and password will be emailed to you. Click on the link to directly access the portal.

Tue 4/14/2020 11:16 AM
System Administrator <noreply@cegid.com>
Your Coquitlam Login Information

To ▪ Wong, Hannah

Dear Hannah Wong,

Below is your login information. Please click on the link to change your password.

Username: 12843
Password: https://internalcareers.coquitlam.ca/?
 1xUFRUMGlDUk10djhETFczaFhTUmZjNGpMZU1MTTZubms3dlZQa0Z4dzNmMldhTDMrYUhtSVFHZzdqL2N5b1NwTkkwRXNRakgzNHRRQzc4eVh5

After changing your password, you will be able to login to the career portal and access your account.

Thank you,
City of Coquitlam Human Resources

You will then be taken to a new page to create a unique password for Cegid. *Please note, as per the City of Coquitlam's policy, your password must be different than your computer login at work.*
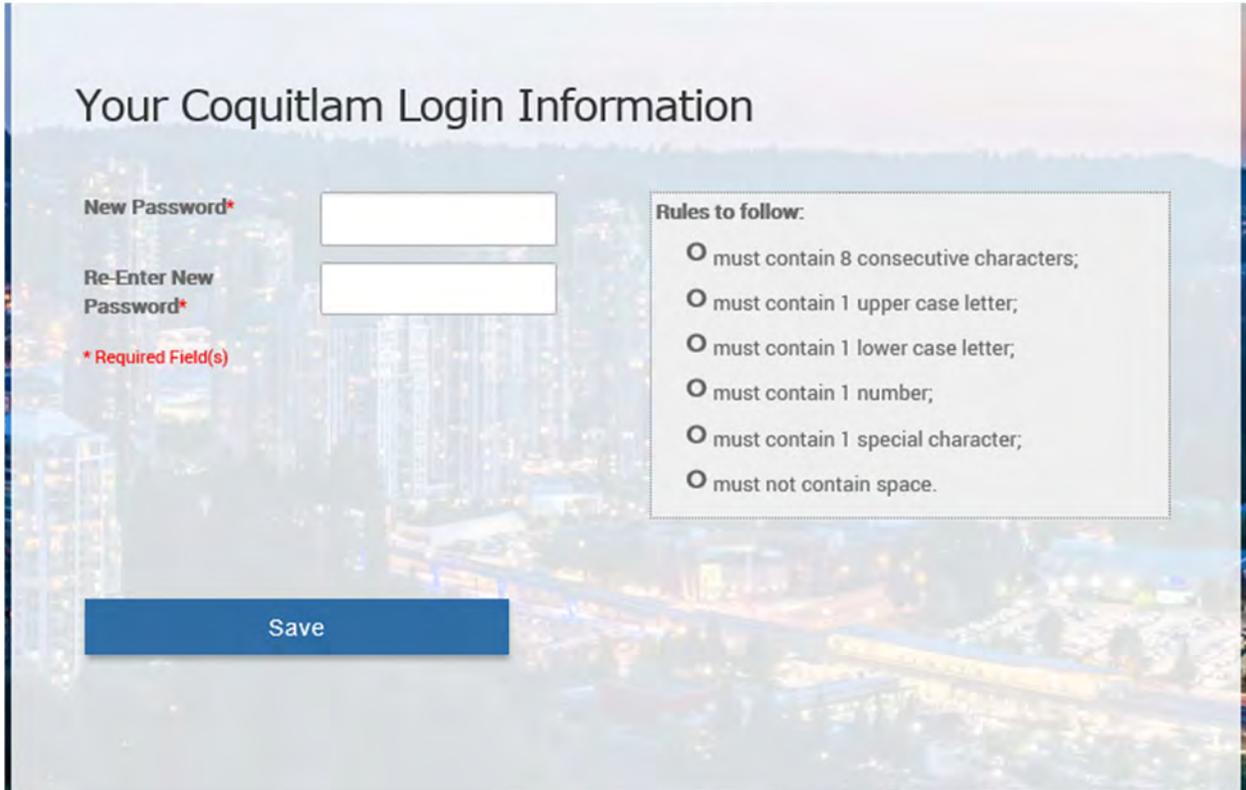
Your Coquitlam Login Information

New Password*

Re-Enter New
Password*

* Required Field(s)

Rules to follow:

○ must contain 8 consecutive characters;

○ must contain 1 upper case letter;

○ must contain 1 lower case letter;

○ must contain 1 number;

○ must contain 1 special character;

○ must not contain space.

Save

YOUR HOME SCREEN

Once you log in, you can check the top right corner to see your name and position. Beside your position you will see the word Employee. If you are also a Supervisor or Hiring Manager, you will have two account types, so be sure to click on the green drop down box and select **Employee** view.

*Note: Clicking the **Coquitlam logo** will always take you to the Home Screen.*
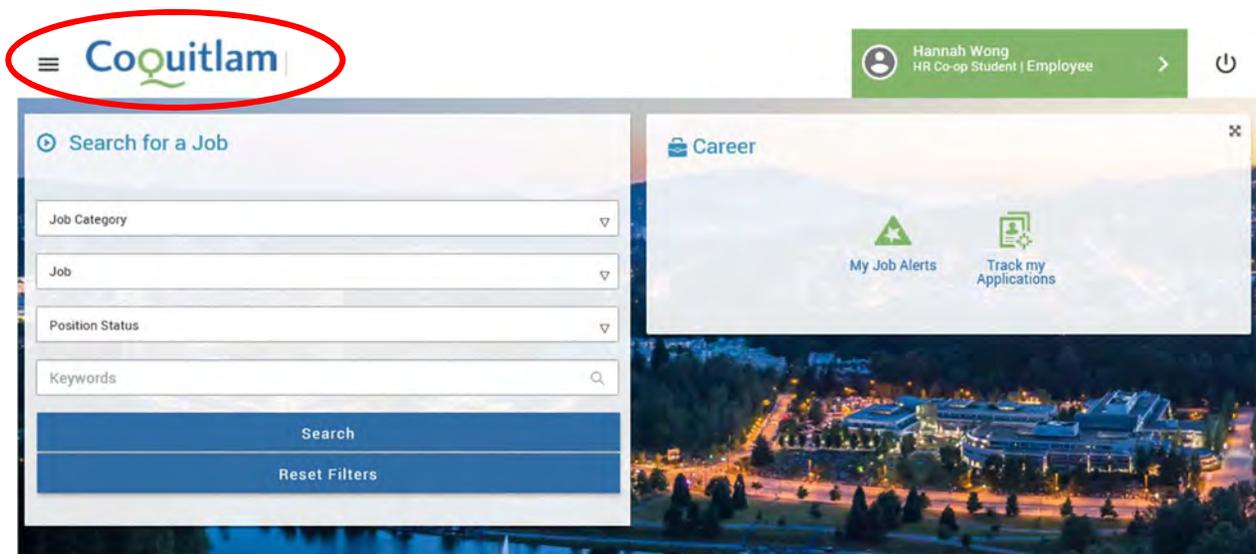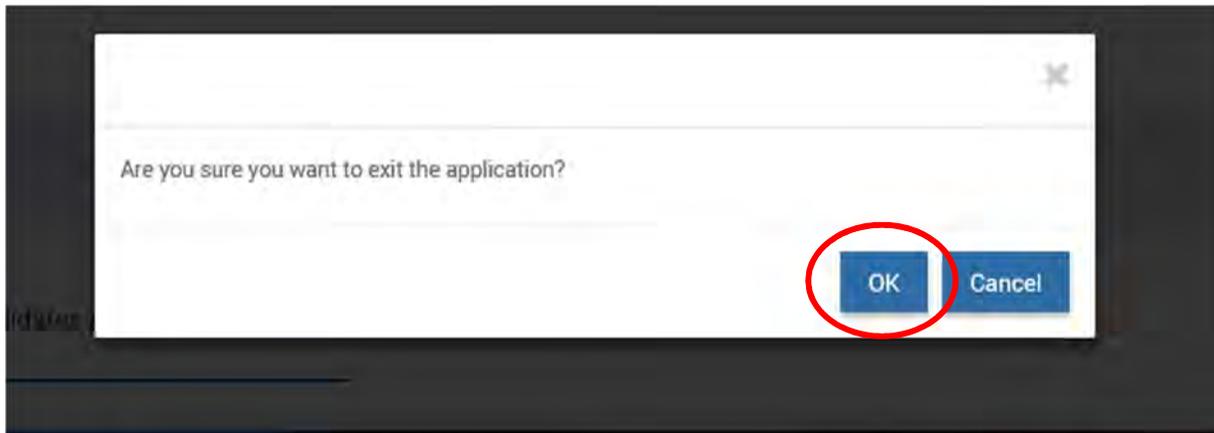
HOW TO LOG OUT

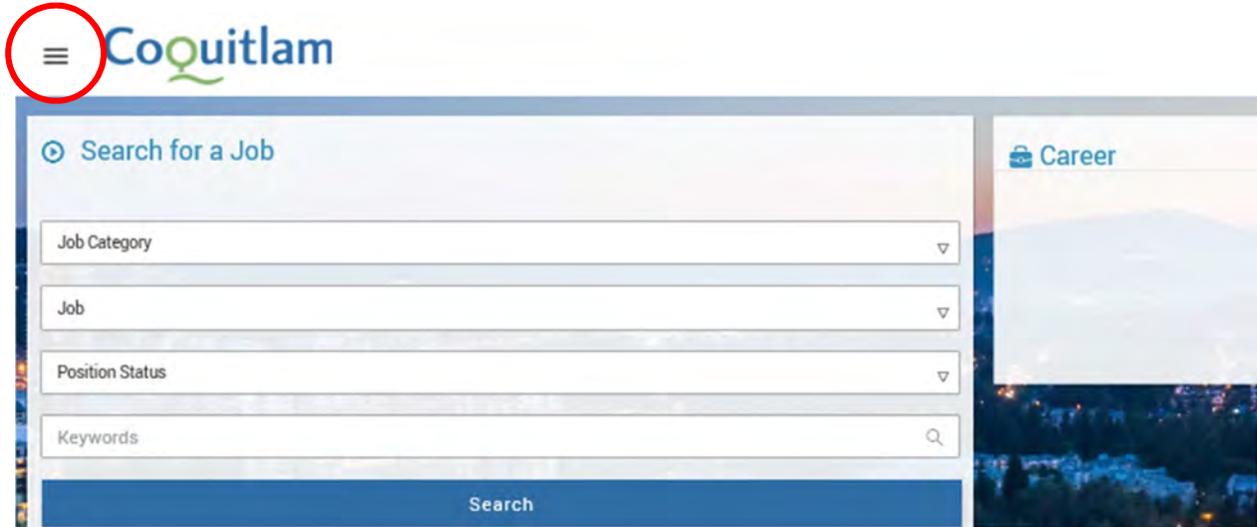Click on the button to the right of the green box with your name in the top right corner.

A pop-up box will appear to double-check that you wanted to exit the application. Click **OK** to sign out.

CREATING A PROFILE AND MANAGING YOUR INFORMATION

From your home page, click on the menu lines next to the Coquitlam title to access your information.
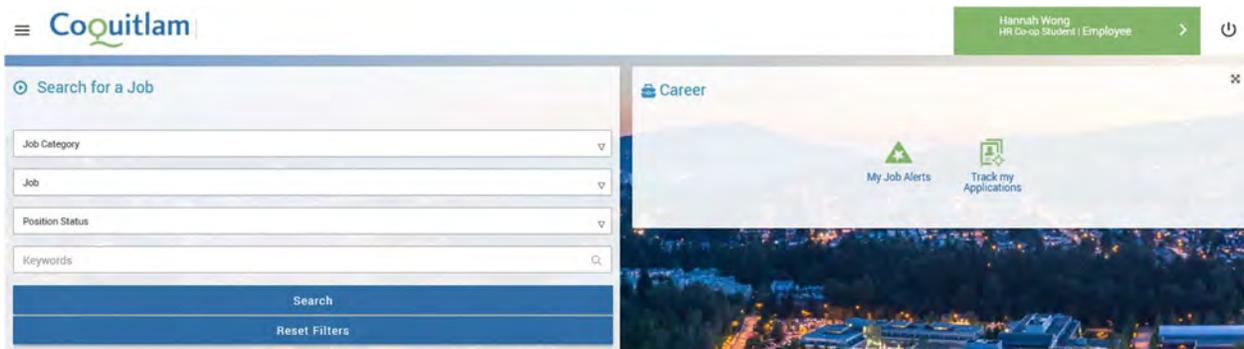

There are three main menus to choose from: **Employee record**, **Career** and **Bookmarks**
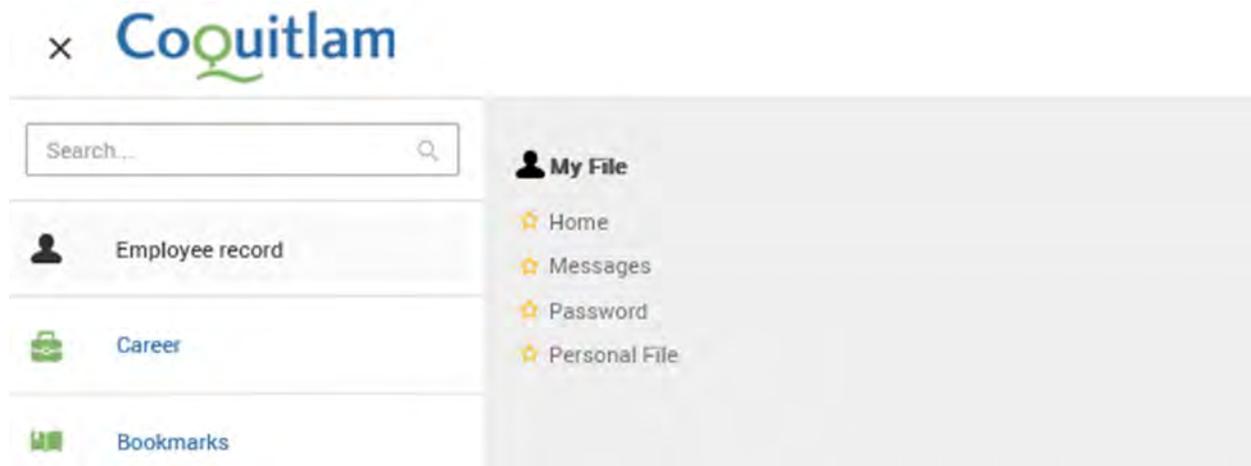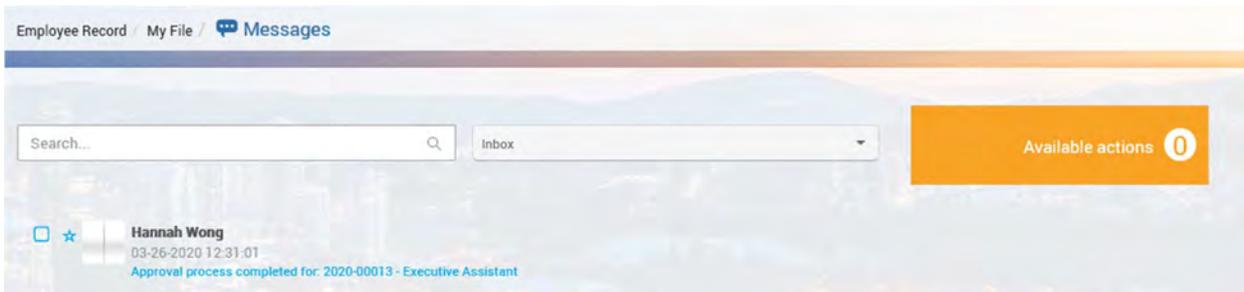
EMPLOYEE RECORD
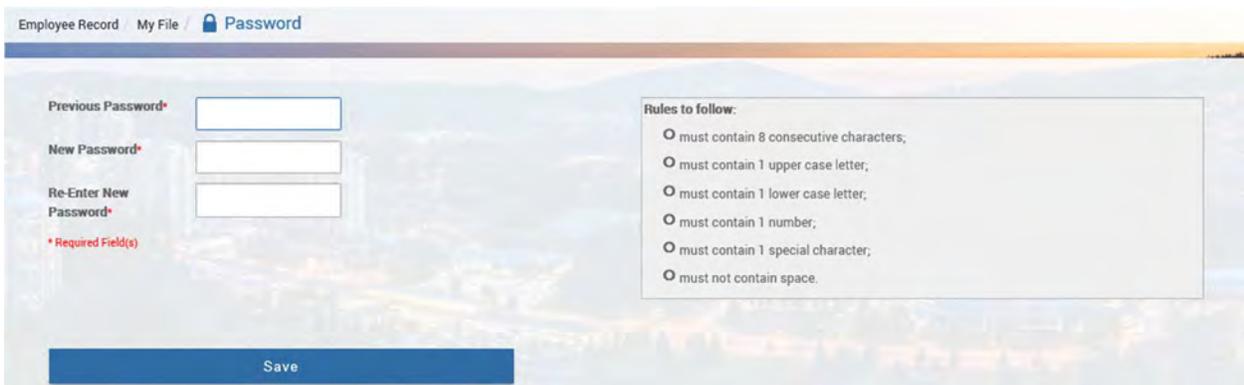
>HOME

Takes you back to your home page.

>MESSAGES

Provides you with a complete list of email notifications, e.g. that your application has been received, that have been sent to your account. **Click here to see how to access.**

>PASSWORD

Access this tab if you want to change your password.

There are two ways to enter your information:
- When you are applying for a job (**click here to see details**)
- Via the Personal File tab through the Employee record menu (see below)

On this page, you can:

- Upload your **Resume**
- Upload a **Cover Letter**
- Enter **Basic Information**
- Enter **Additional Information**
- Enter your **Address**
- Enter your **Education**

Click on a section heading to open it.
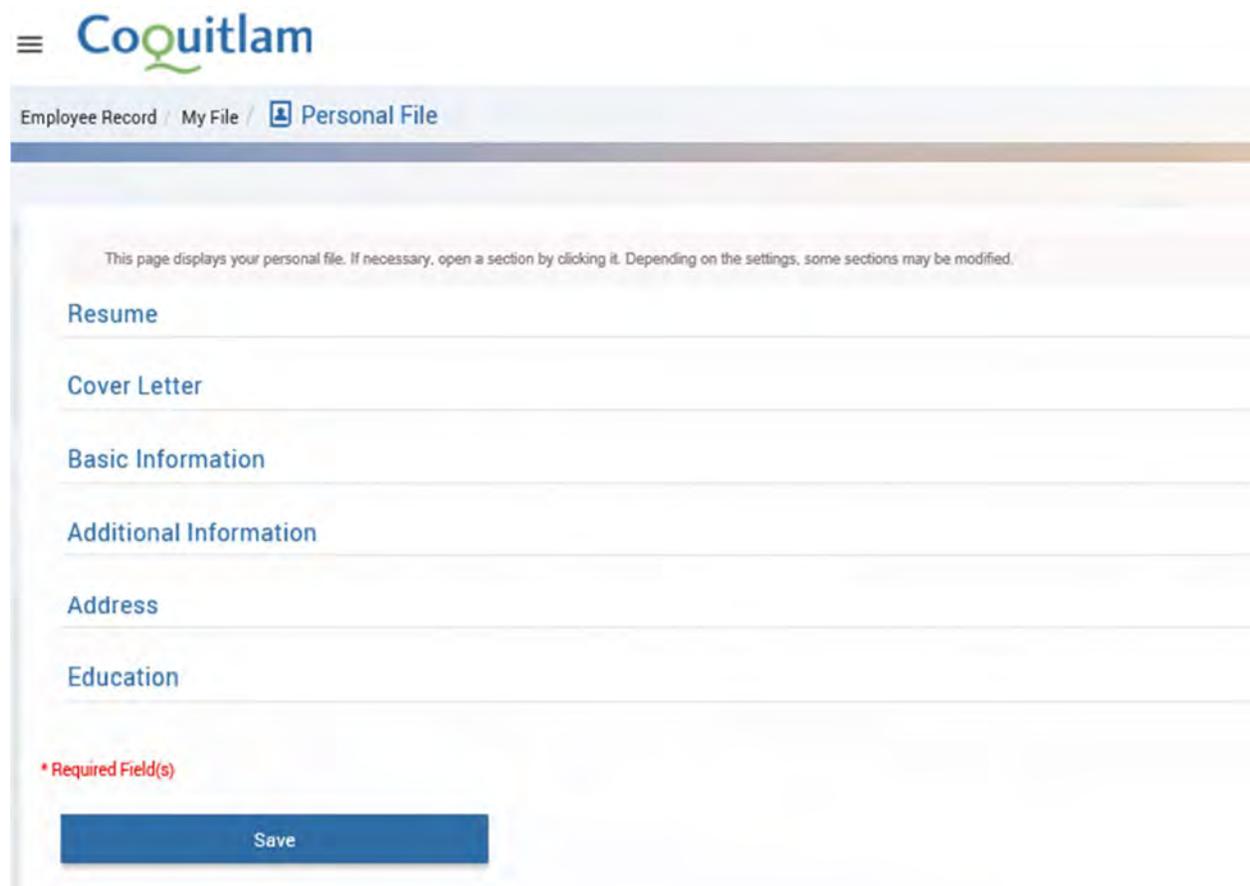
Uploading Your Resume (Before You Apply for a Job)

To upload a resume or any other file, you must have it saved as a PDF or Word document to your computer. You will not be able to upload a document from CEDMS.
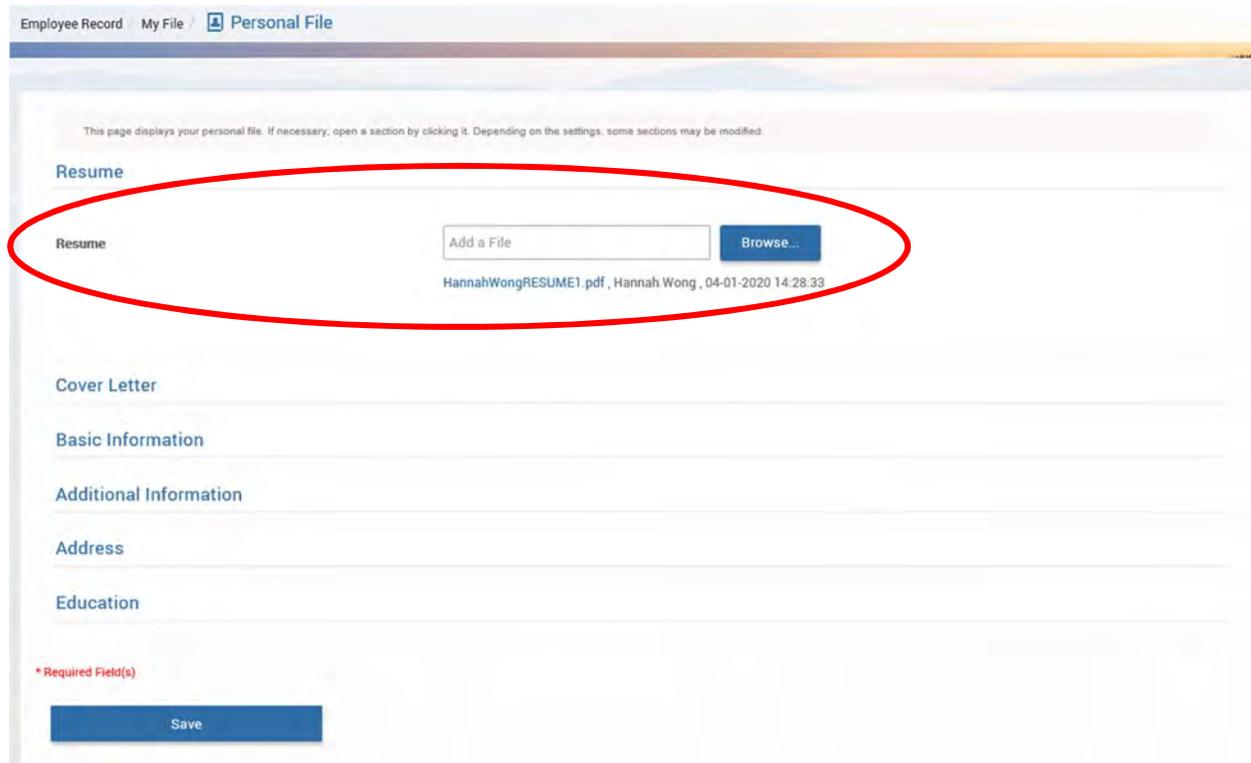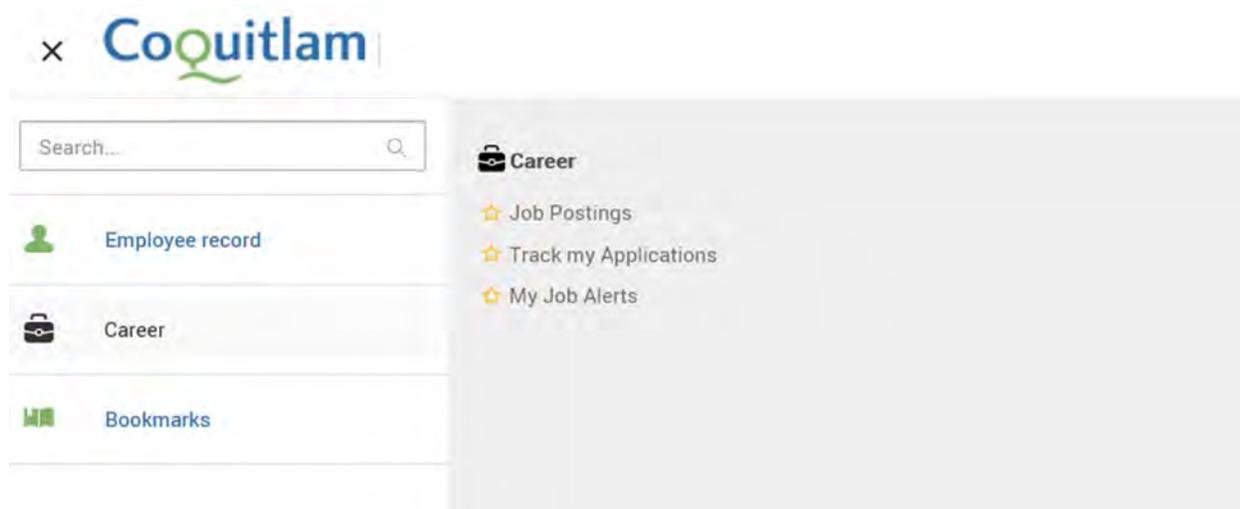

Once you have uploaded your resume, check all of the other sections to ensure that the information contained is correct. You can also enter the information manually.
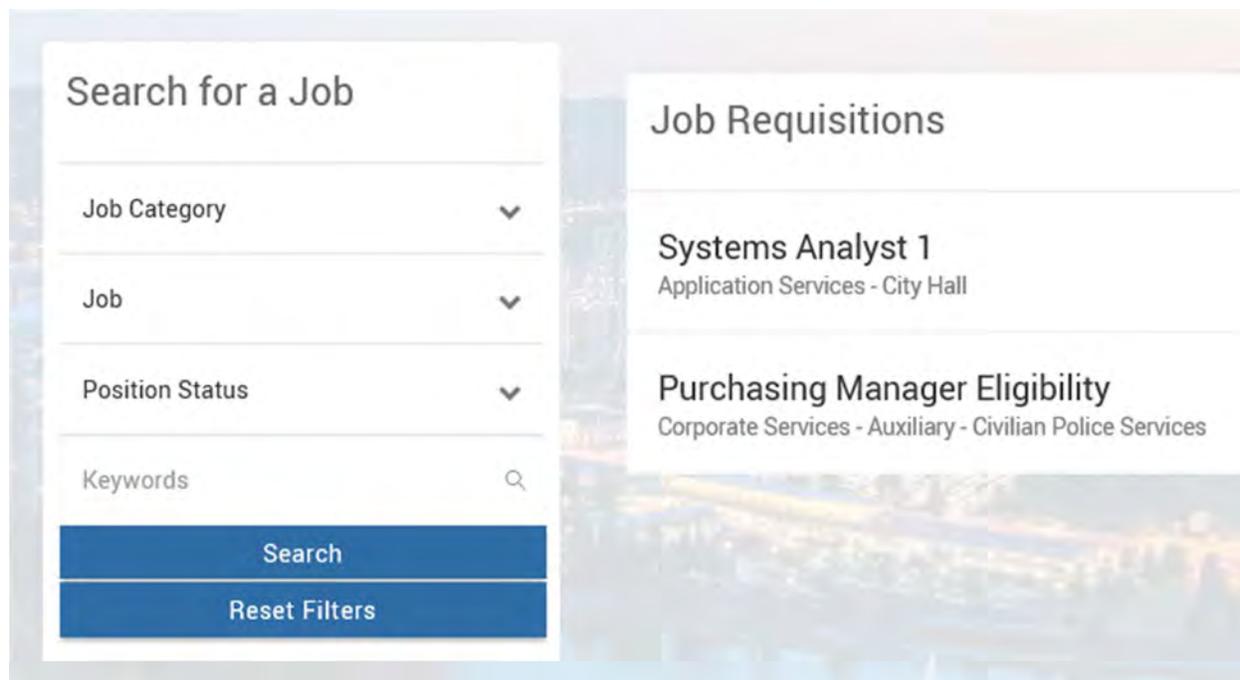
CAREER

In the Career tab of your menu, there are three links:
- Job Postings
- Track my Applications
- My Job Alerts

>JOB POSTINGS

By clicking on **Job Postings**, this is one of two ways to search and view active job postings. Click here for a more detailed explanation of **how to search for jobs.**

>TRACK MY APPLICATIONS

By clicking on **Track my Applications**, this is one of two ways to see the status of your applications. **Click here** for a more detailed explanation on how to track your applications.
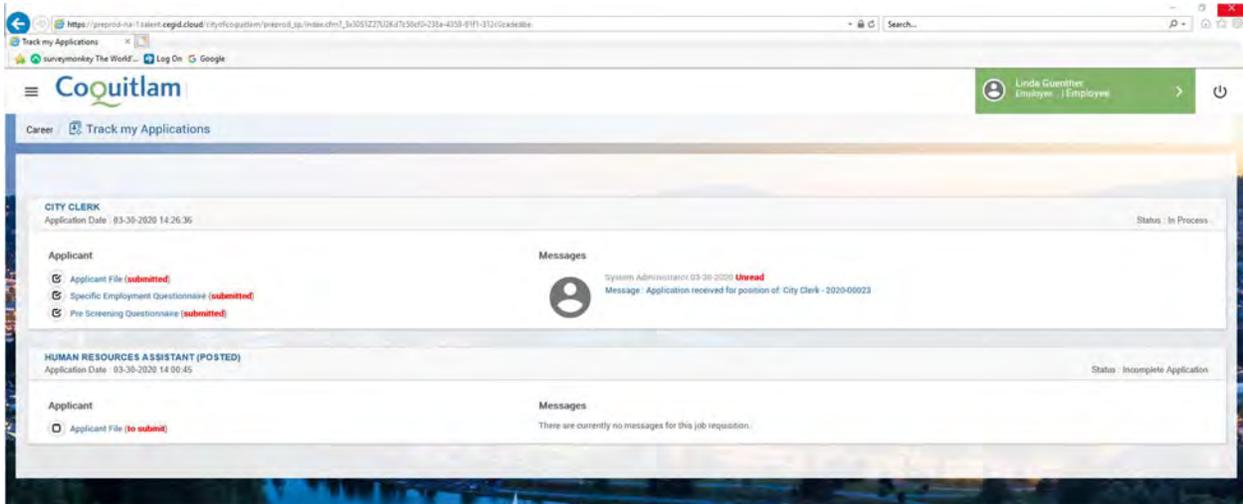

>MY JOB ALERTS

By clicking on **My Job Alerts**, this is one of two ways to specify your preferences for available jobs in order to receive job alerts when a position is posted. **Click here** for a more detailed explanation on how to set up your job alerts.
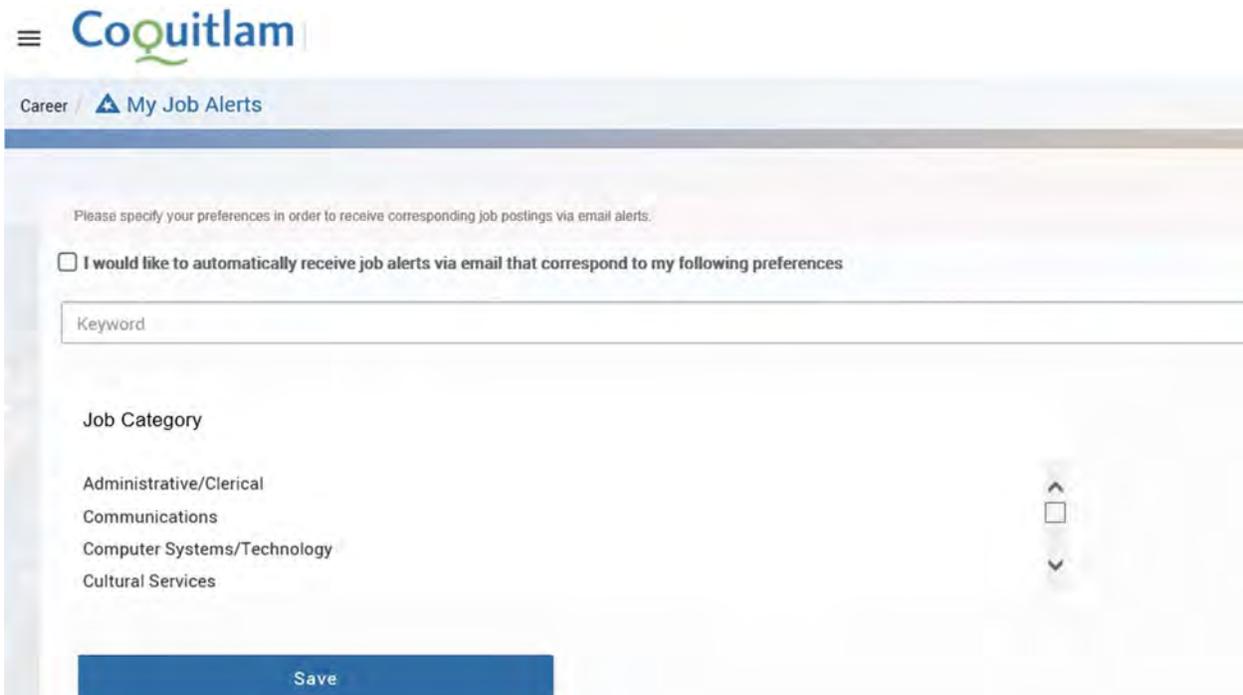
BOOKMARKS

The **Bookmarks** tab acts like your "Favourites" bar. You can add any commonly used menu items to this tab by clicking the yellow star beside the menu title.
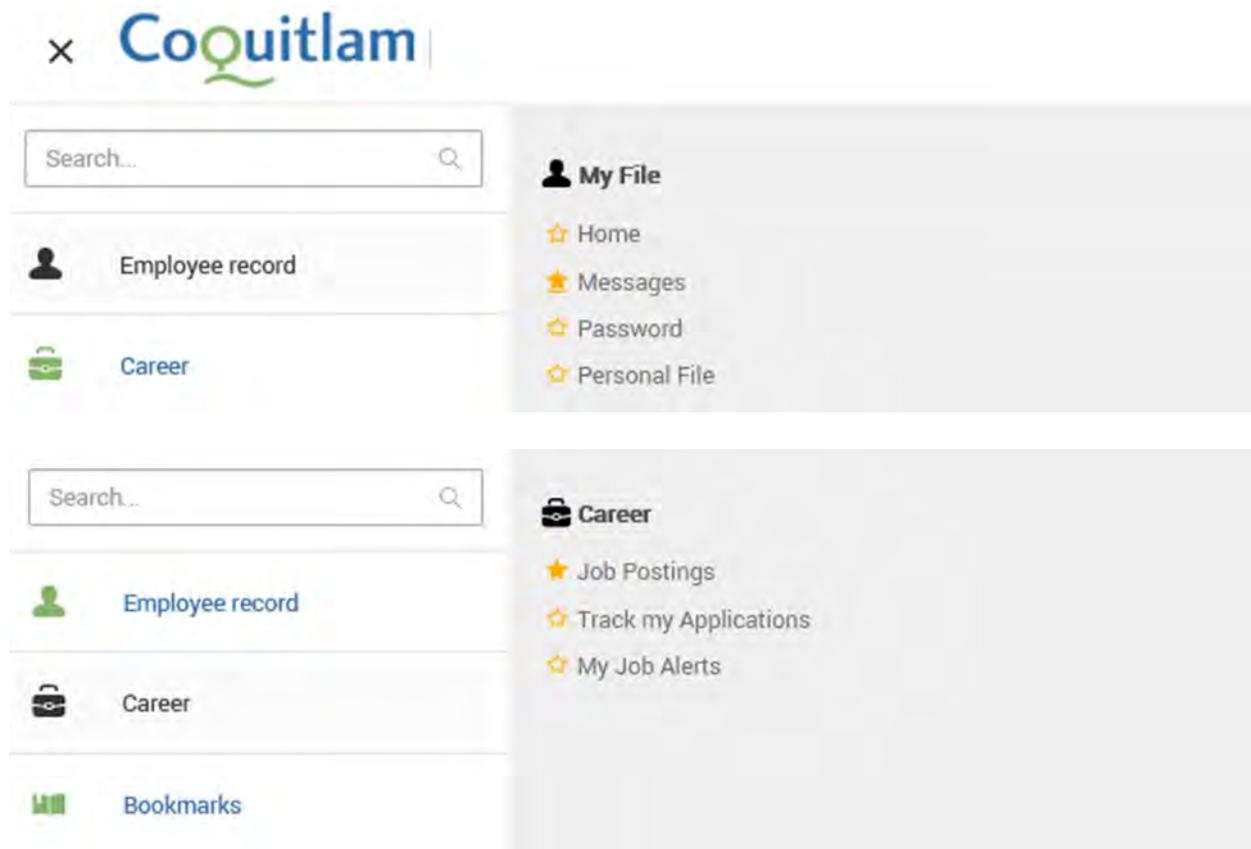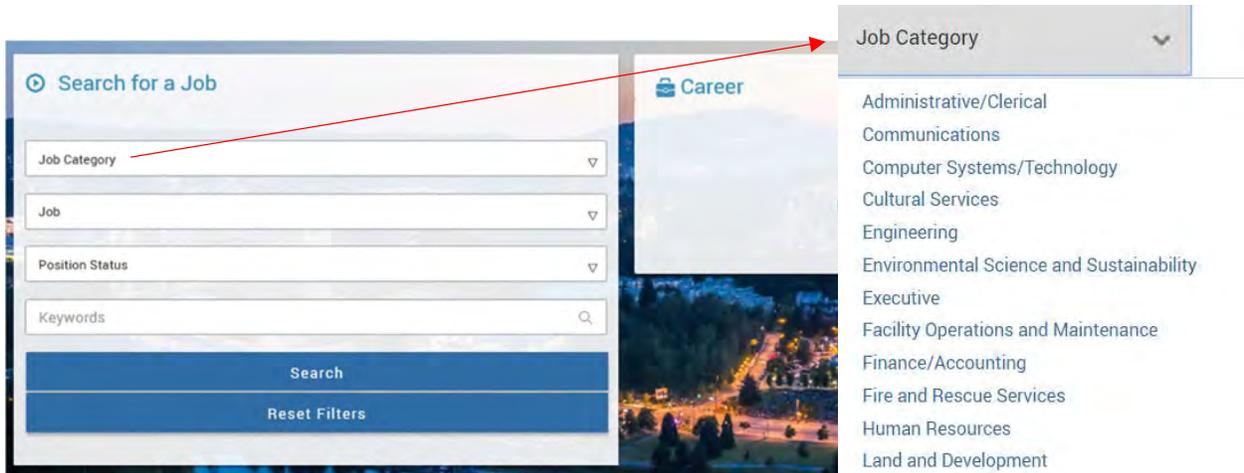

Your starred menu items will now show up under the Bookmarks tab.

HOW TO SEARCH FOR JOBS

From your homepage, use the **Search for a Job** function to view jobs by Job Category, Job (title), Position Status, or Keyword.

You can also choose to leave all fields blank and just click **Search** to view a list of all jobs available. You will see a list of all jobs that are currently open for applications.
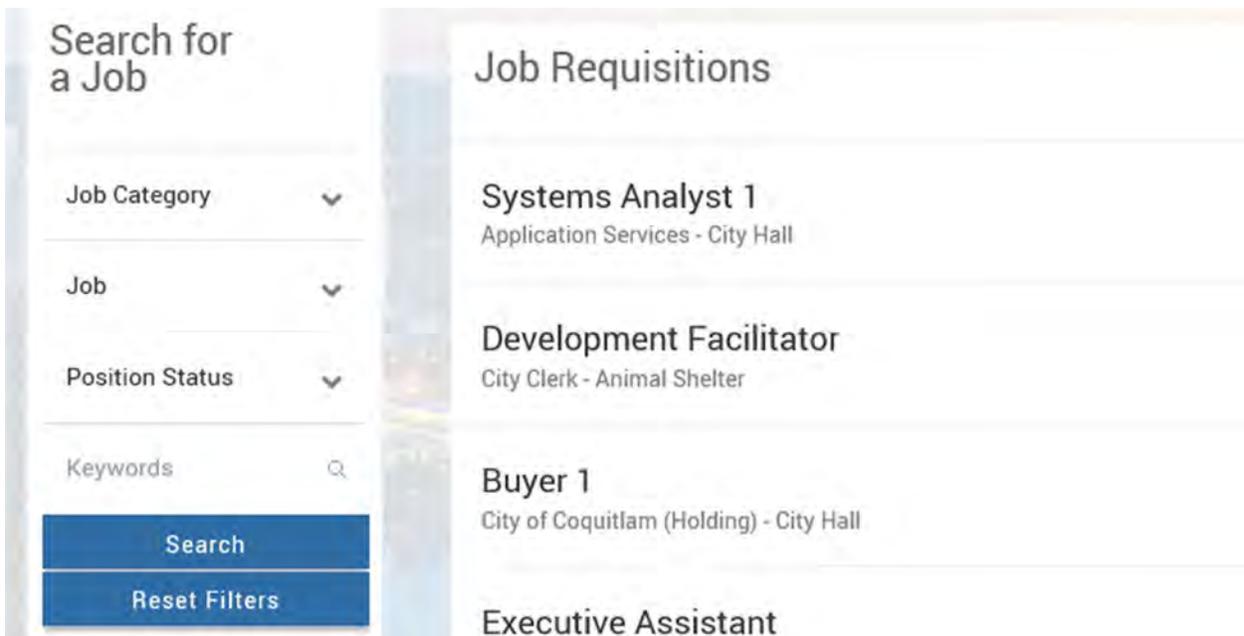
HOW TO APPLY FOR A JOB

From the listing of available jobs, click on the name of the job you want to apply for. You will see the job description and any additional information. Click the **Apply Now** button.

You will now see the **Apply for a Job** screen. Within this screen are the following sections – click on any of them on the page to expand the area for data entry:

- **Resume** – if you haven't already, upload your resume here
- **Cover Letter** – if you want to upload a cover letter for the competition
- **Basic Information** – first and last name
- **Additional Information** – some information questions to be answered
- **Address**
- **Education** – highest level of education achieved and any professional designations
- **Privacy Statement** – to read and acknowledge
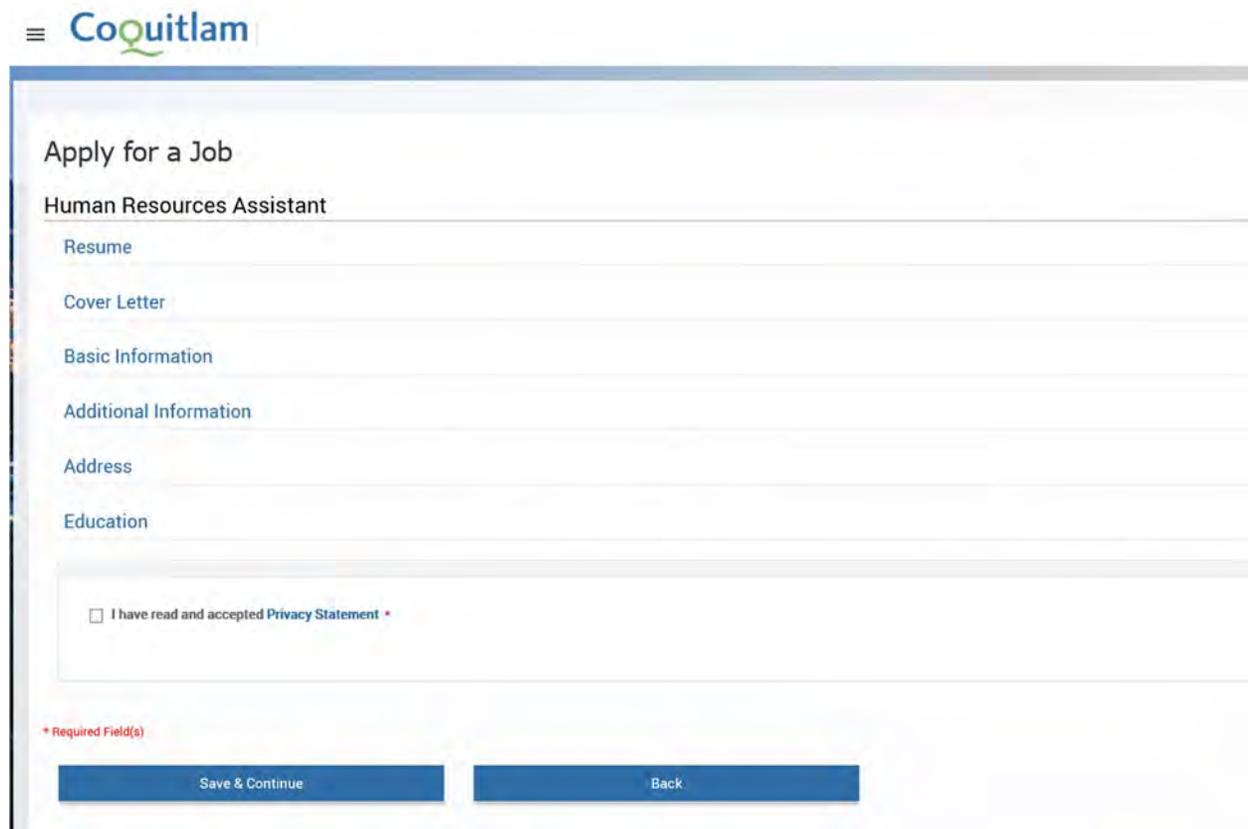
Upload your resume and cover letter and review any application information.

Complete your **Basic Information**.

Your Employee Number is automatically populated.

Employee Number   12843

Enter in your responses to the **Additional Information** section.

Additional Information

Employment with the City of Coquitlam is now and throughout the course of employment conditional on your ability to lawfully work in Canada

Are you legally entitled or permitted to work in Canada?

> Yes   ▽

Please indicate your consent to a Police Information Check and/or a Vulnerability Sector Check if or when required in the recruitment process.

Please indicate "Yes" or "No".

> Yes   ▽

Are you 16 years of age or older?

> Yes   ▽

Review the **Address** section to ensure the information is correct. By default, the address is what we have on file – if this is incorrect, please contact Human Resources at hradmin@coquitlam.ca to change it. The email associated with your profile is your Coquitlam email address. If you would like notifications to be sent to a different email address, you may update it on this screen.

Addresses

Street

> 3000 Guildford Way

237 character(s) left

City

> Coquitlam

Country

> Canada   ▽

Postal/ZIP Code

> V3B7N2

Telephone

> 6049273070

Email

> hwong@coquitlam.coq

Complete the **Education** section and add any applicable professional designations that you currently hold (e.g. PEng, CPHR, etc.).

Read the Privacy Statement and click **I have read and accepted Privacy Statement** if you are in agreement with the Terms and Conditions.

Click **Save & Continue**

Verify that the information is correct and click **Submit**.

Once submitted, you will receive the below confirmation screen that your application has been received as well as a confirmation message in your **Cegid messages inbox**, as well as a message sent to your email address.
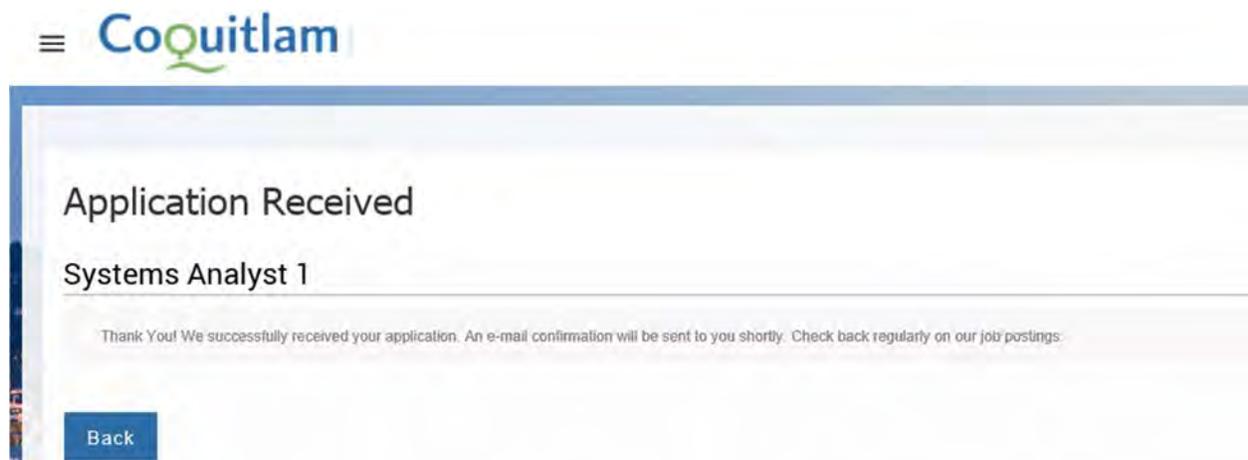

If you have applied for a job but would like to cancel or rescind your application after you have submitted it, please contact Human Resources at hradmin@coquitlam.ca with your request.

HOW TO TRACK YOUR APPLICATIONS

If you want to view the status of any jobs you have applied for, or confirm your application submission you can do so through **Track My Applications**. This is also where you will go for any updates relating to your application on an active recruitment.
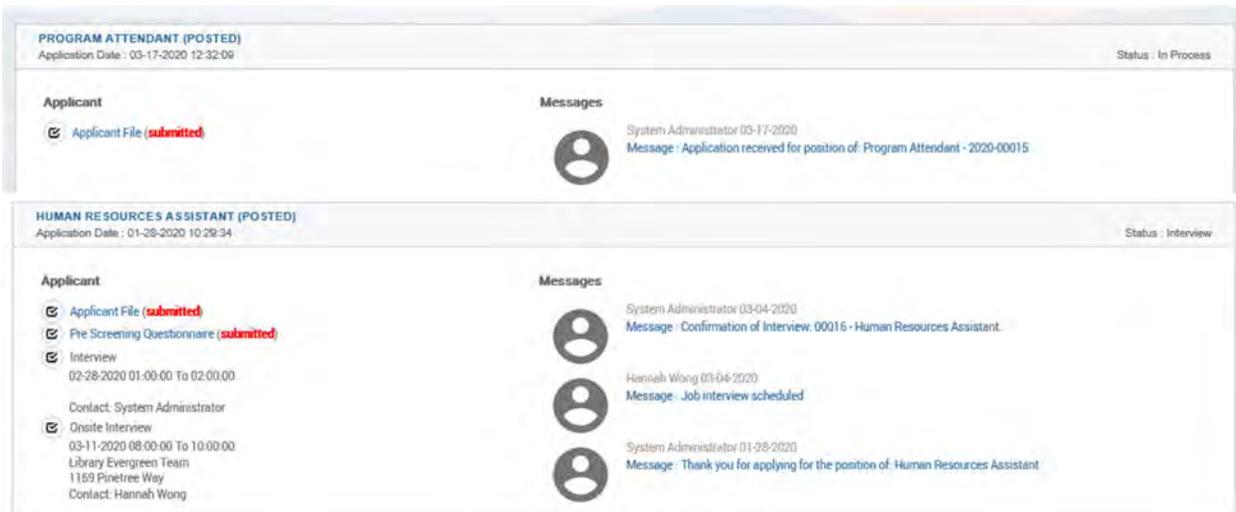
Click the menu button on the top left hand corner and go to **Career** > **Track my Applications**
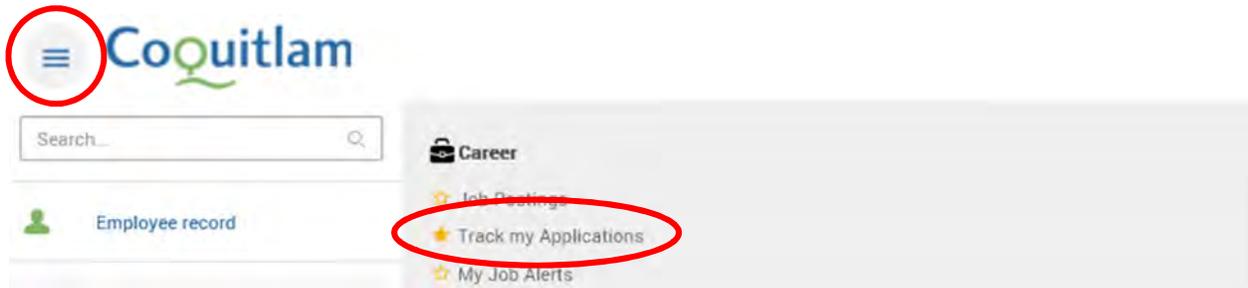
OR access the same screen through your home page.
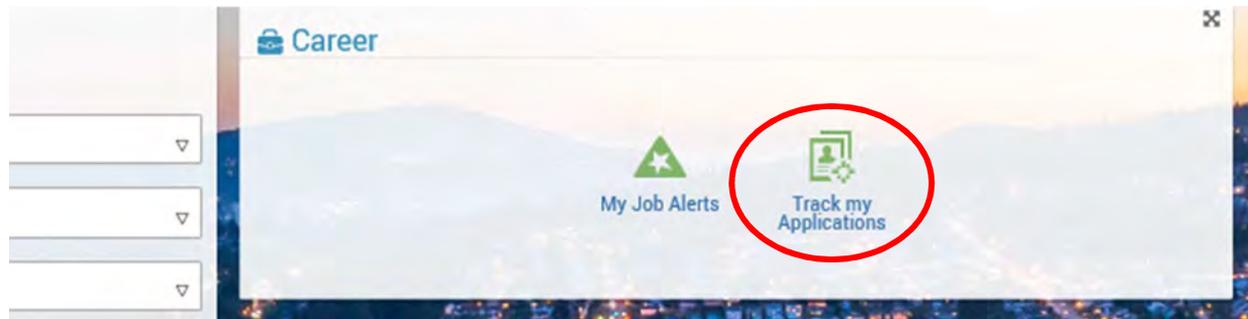
Here you can see a list of all jobs you have applied to, as well as any notifications associated with different jobs.
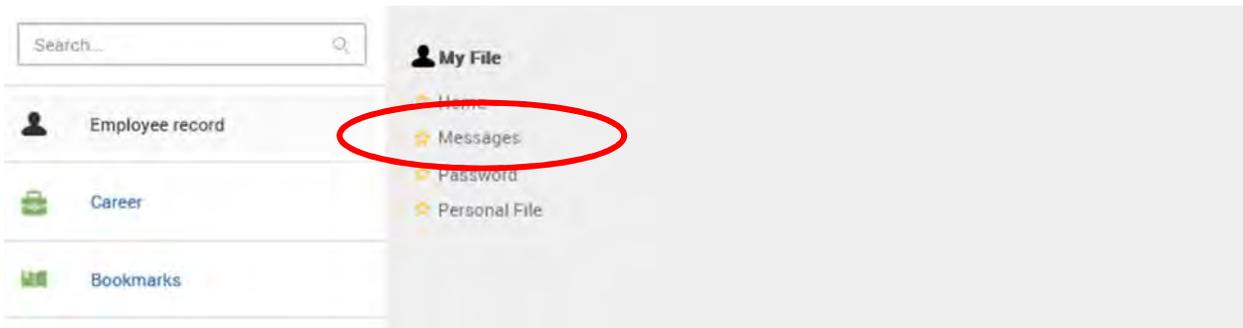
HOW TO CHECK YOUR CEGID MESSAGES

Click the menu button on the top left hand corner.

Under Employee record, click **Messages**:

Here you can see any email communications that come to you from the system.

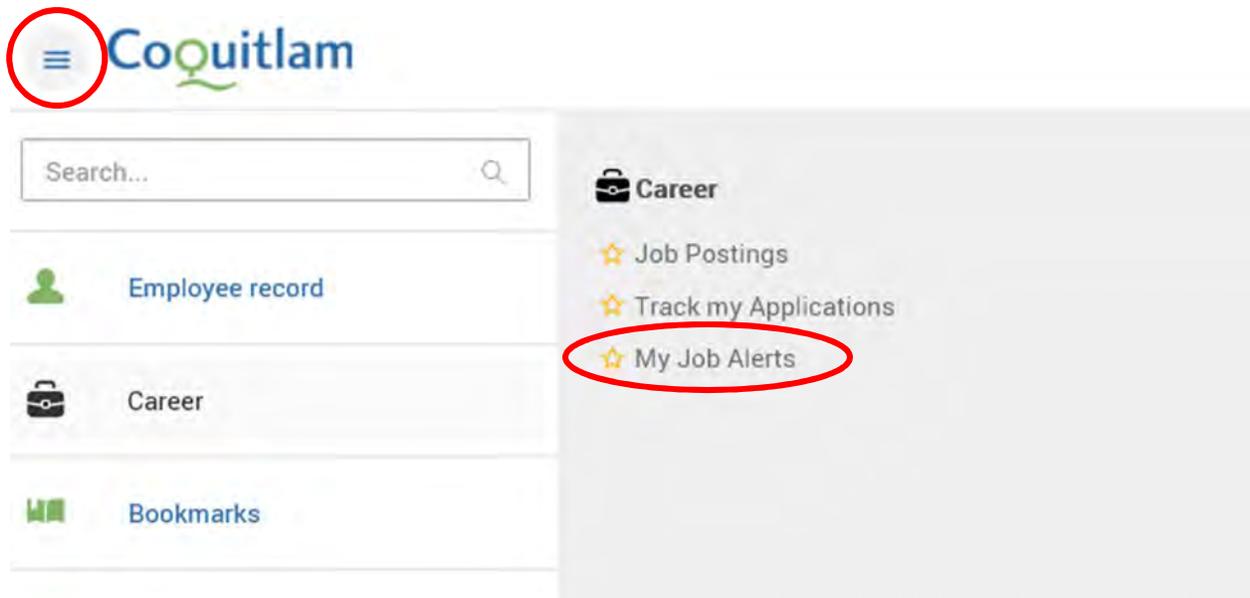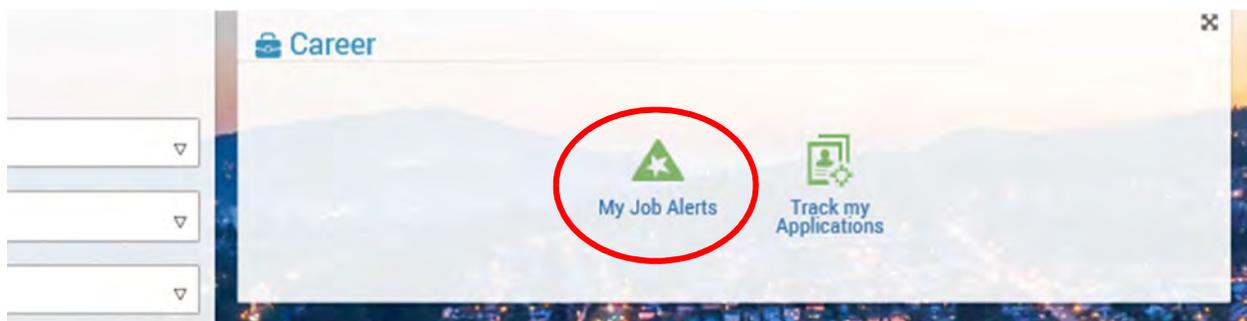Click on it to view the message.

HOW TO SET JOB ALERTS

If you want to be notified if a job opening becomes available, set up a **Job Alert**.

On your home page, click the **My Job Alerts** button.

Click the menu button on the top left hand corner and go to **Career** > **My Job Alerts**
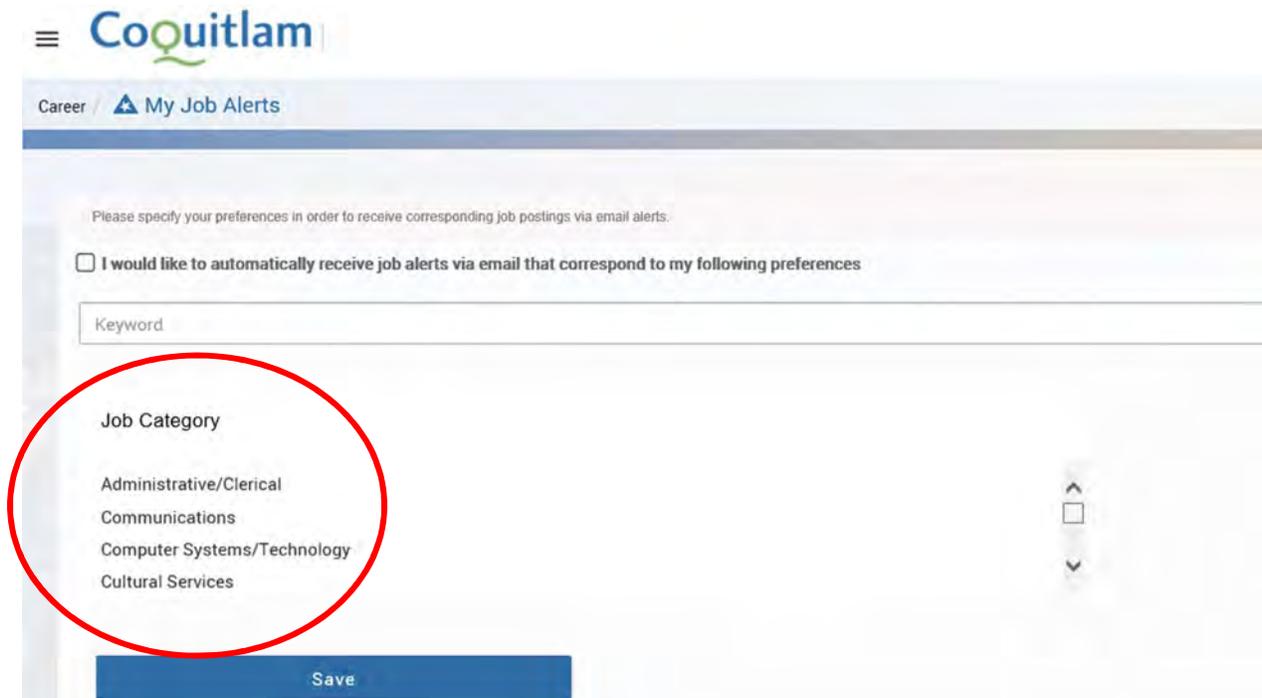

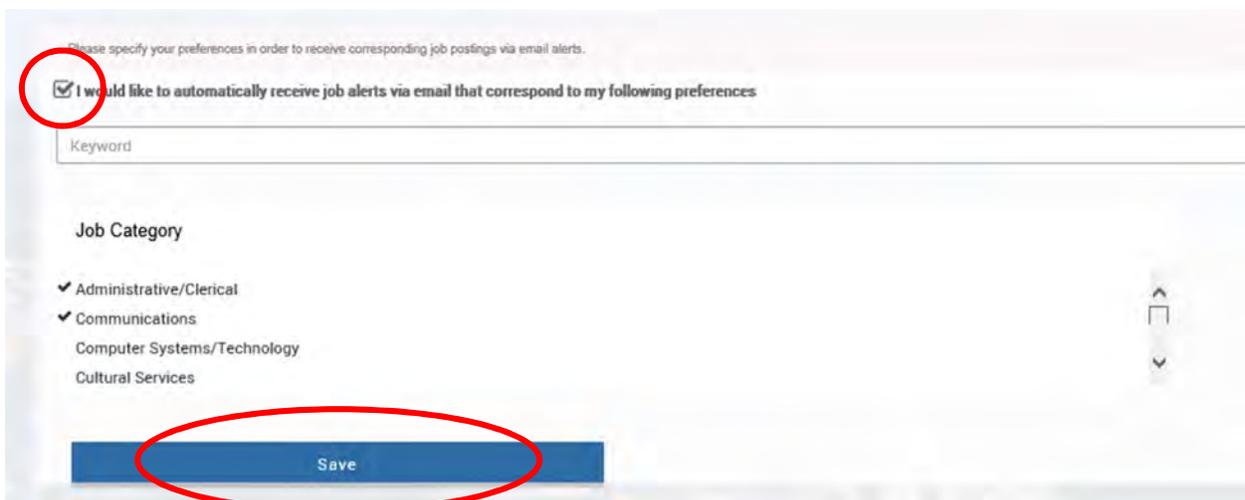**OR** access the same screen through your home page.

Select the job categories for which you would like to receive notifications. Whenever a new job is posted that falls into a category you have selected, you will receive a message in your Cegid inbox.
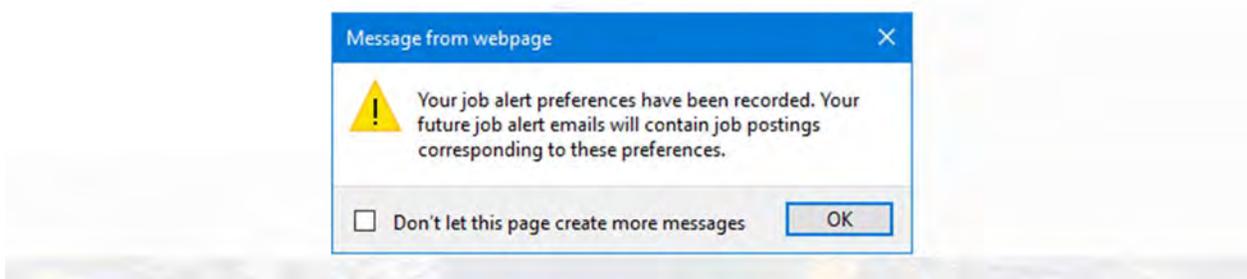
You can select more than one job category.

Click the checkbox to automatically receive job alerts and then click **Save**.

You will see a pop-up confirming that your job alert preferences have been recorded.

Note: if you want to stay up to date with all jobs posted, please visit our careers page or enable alerts for all job categories.