

YOU COULD WORK HERE

#coquitlamcareers



CEGID Manual: **for External Applicants**

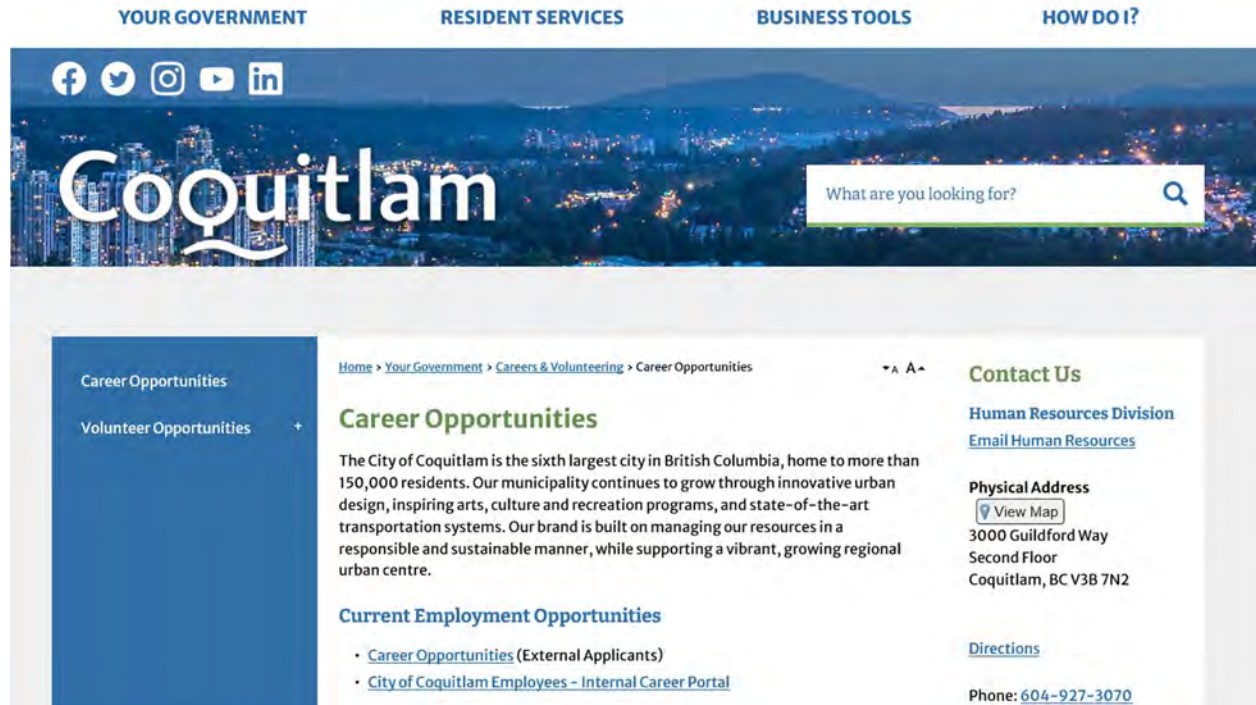


TABLE OF CONTENTS

- Section 1: How to Log in (Already Have An Account)..... 3
- Section 2: How to Create An Account 5
 - Selecting a User Name and Password: 8
- Section 3: How to View Current Job Postings 10
- Section 4: How to Apply For a Job 11
- Section 5: Managing Your Account..... 16
 - Password Change 16
 - Personal File and Uploading a Resume..... 17
 - Track My Applications 18
 - My Job Alerts 20
- Section 6: How to Log Out..... 21

SECTION 1: HOW TO LOG IN (ALREADY HAVE AN ACCOUNT)

From the Current Career Opportunities page, click on [Career Opportunities \(External Applicants\)](#) link which will take you to our Recruitment Site Home Page. If you have already created a Cegid account, login to your existing account using the unique username and password you selected.



The screenshot shows the Coquitlam careers website. At the top left is the Coquitlam logo. To the right are links for HOME and MY ACCOUNT, and social media icons for Facebook, Twitter, YouTube, and Instagram. Below this is a navigation bar with links for OUR ORGANIZATION, INFORMATION FOR APPLICANTS, CAREER OPPORTUNITIES, and a highlighted CREATE AN ACCOUNT button. The main content area features a large banner with a scenic view of Coquitlam and the text "YOU COULD WORK HERE" and "Apply today | coquitlam.ca/careers". To the right of the banner is a "2020 BC's Top Employers" award logo and the Coquitlam logo. Below the banner are three columns: "Search for a Job" with dropdown menus for Job Category, Job, and Position Status, a Keywords search bar, and Search and Reset Filters buttons; "Create An Account" with a link to a registration form; and "Already have an account?" with Username and Password input fields, a Continue button, and a link for forgot username or password. A red circle highlights the "Already have an account?" section.

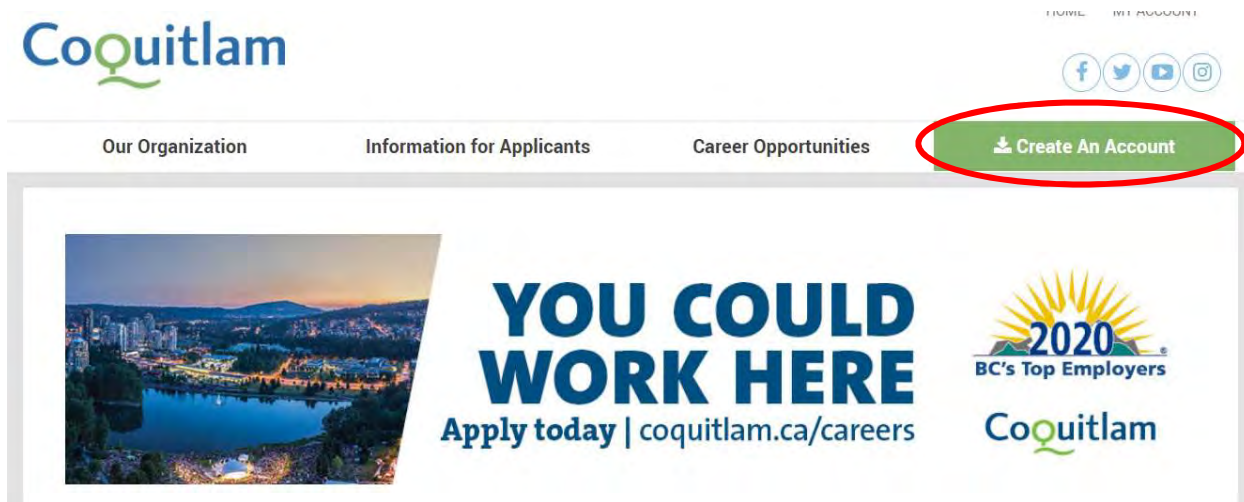
SECTION 2: HOW TO CREATE AN ACCOUNT

Please ensure that you have a resume prepared in either a PDF or Word document format.

From the Current Career Opportunities page, click on [Career Opportunities \(External Applicants\)](#) link which will take you to our Recruitment Site Home Page.

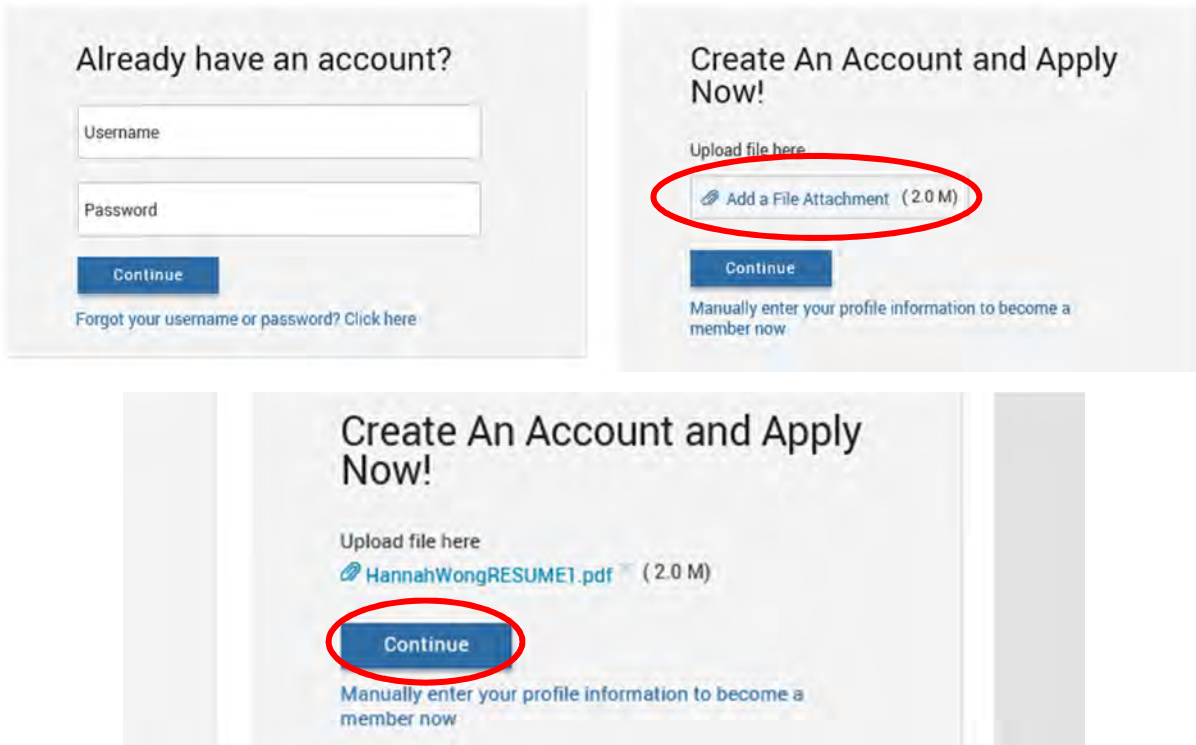


Click on the green [Create an Account](#) button on the top right-hand corner.

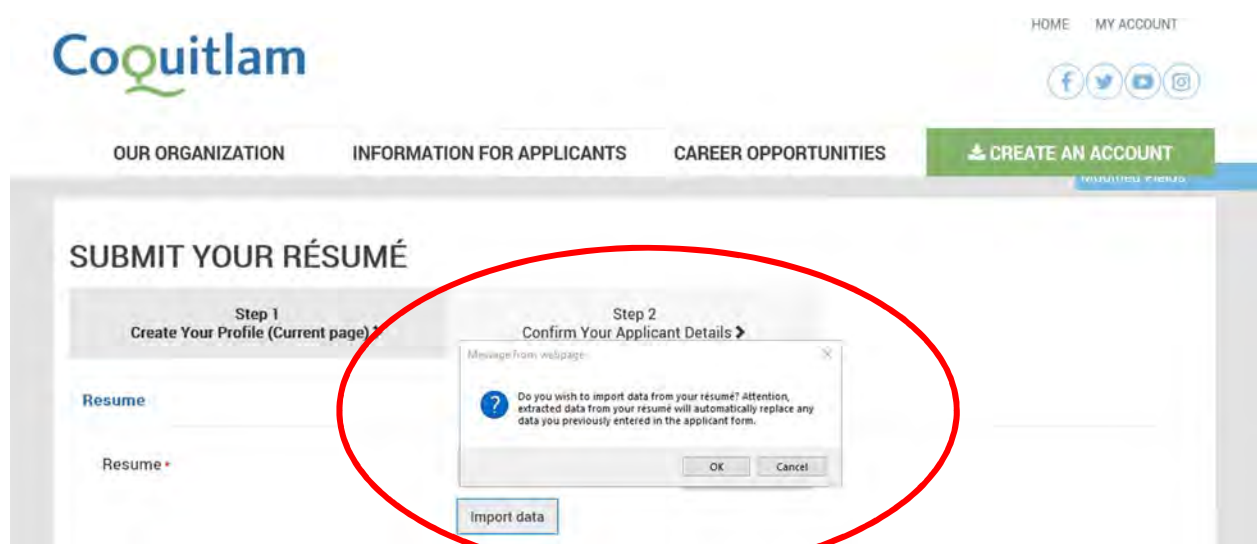


On the next screen, upload your resume as a file attachment. Once you see the name of the file you want uploaded, click **Continue**. *Note: it may take a few minutes for your file to upload.*

Create An Account



Once the name of your resume file is in the box, click **Import data** to populate the fields. A popup box will appear asking if you wish to import data from your resume. Click **OK**.



Information will be pulled from your resume to populate some of the fields on the next screen and it is important to review the information and ensure that it is correct.

SUBMIT YOUR RÉSUMÉ

Step 1 Create Your Profile (Current page) > Step 2 Confirm Your Applicant Details >

Resume

Resume

HannshWongRESUME1.pdf Delete

Basic Information

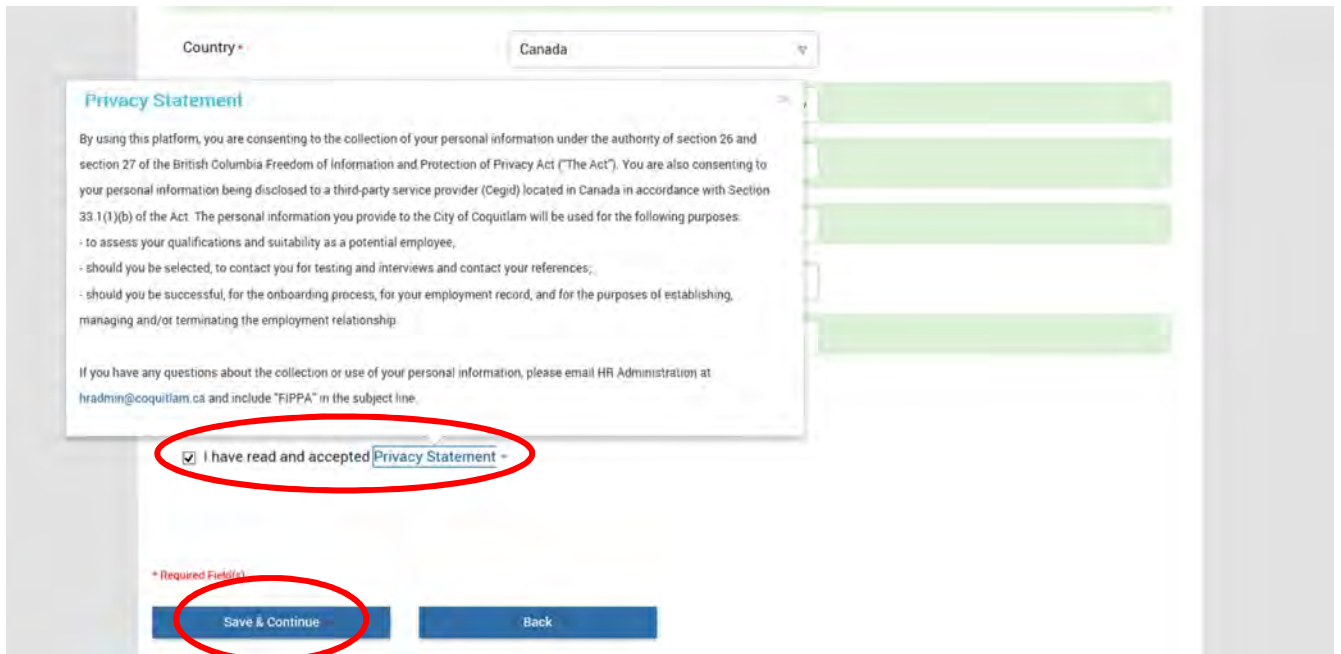
First Name*	<input type="text" value="Hannah"/>	
Last Name*	<input type="text" value="Wong"/>	
Username*	<input type="text"/>	<div>Rules to follow: <input type="checkbox"/> must not contain space; <input type="checkbox"/> must not contain apostrophes ('').</div>
Password*	<input type="password"/>	<div>Rules to follow: <input type="checkbox"/> must contain 8 consecutive characters; <input type="checkbox"/> must contain 1 upper case letter; <input type="checkbox"/> must contain 1 lower case letter;</div>

SELECTING A USER NAME AND PASSWORD:

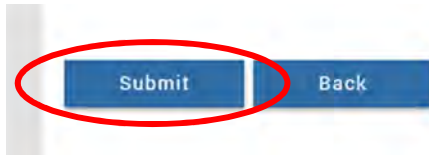
Within the first information screen, you will be asked to select a username and password, using the following rules:

Username *	<input type="text" value="hannahmwong"/>	Rules to follow: ✔ must not contain space; ✔ must not contain apostrophes ('').
Password *	<input type="password" value="*****"/>	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.

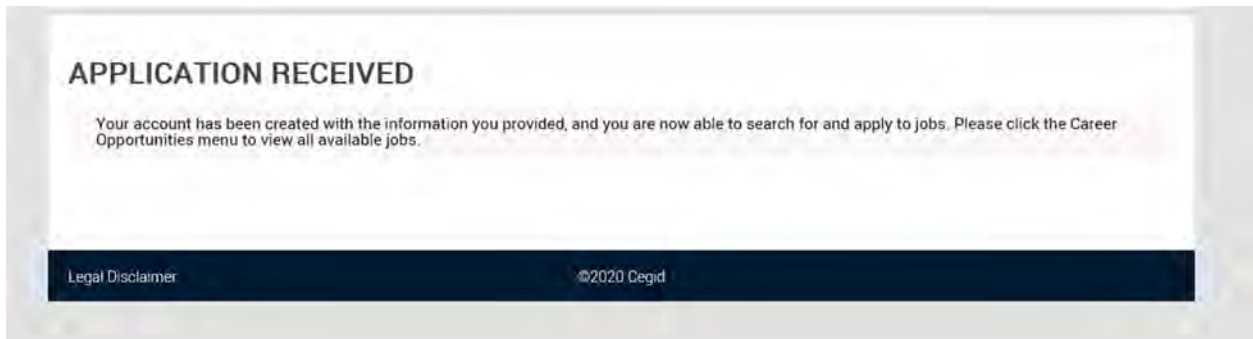
Click on the [Privacy Statement](#) to view the terms and conditions of creating an account. If you are in agreement, click the checkbox beside “I have read and accepted the Privacy Statement” and then click [Save & Continue](#).



You will be prompted to verify your name and contact information on the next screen. If you are satisfied with your account details, click **Submit**.

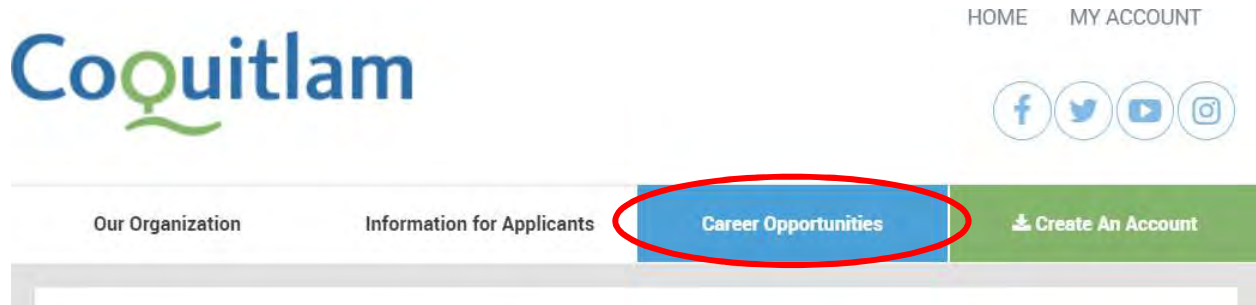


You will then see a message confirming that your account was created, and you are now able to view and apply for job postings!



SECTION 3: HOW TO VIEW CURRENT JOB POSTINGS

From the Home Screen, click the **Career Opportunities** menu to begin searching for jobs. You can choose to filter jobs by Category, Job, Position Status, typing in a Keyword or by viewing all available positions currently posted by clicking the **Search** button with no filters.



Search for a Job

Job Category ▾

Job ▾

Position Status ▾

Keywords 🔍

Search

Reset Filters

12 Job Requisitions

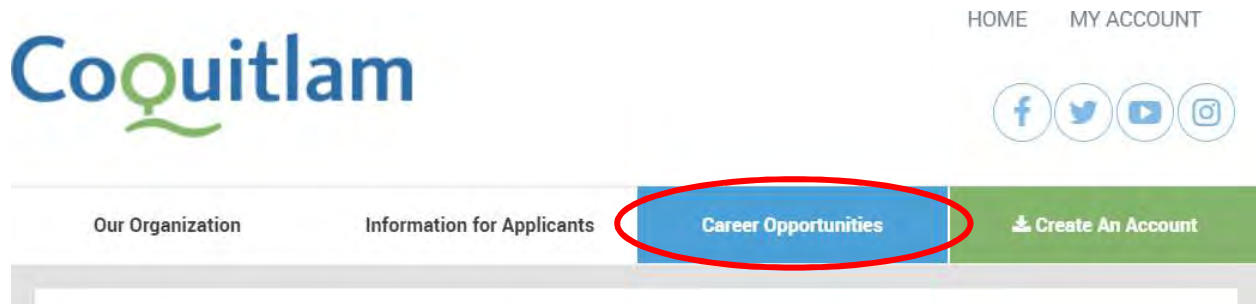
- DEVELOPMENT FACILITATOR**
City Clerk - Animal Shelter
- BUYER 1**
City of Coquitlam (Holding) - City Hall
- EXECUTIVE ASSISTANT**
City of Coquitlam (Holding) - City Hall
- HRIS SPECIALIST**
City of Coquitlam (Holding) - City Hall
- PLANNER 1**
City of Coquitlam (Holding) - City Hall
- PROGRAM ATTENDANT**

Job Category ▾

- Administrative/Clerical
- Communications
- Computer Systems/Technology
- Cultural Services
- Engineering
- Environmental Science and Sustainability
- Executive
- Facility Operations and Maintenance
- Finance/Accounting
- Fire and Rescue Services
- Human Resources
- Land and Development
- Legal and Bylaws
- Management
- Park Services
- Police Services
- Privacy and Records Management
- Project Management
- Recreation Services
- Transporation
- Utilities and Public Works
- Urban Planning

SECTION 4: HOW TO APPLY FOR A JOB

From the Home Screen, under the [Career Opportunities](#) page, click on the title of the job you are interested in applying for based on the list of available job requisitions.



Search for a Job

Job Category ▾

Job ▾

Position Status ▾

Keywords 🔍

[Search](#)

[Reset Filters](#)



12 Job Requisitions

- DEVELOPMENT FACILITATOR**
City Clerk - Animal Shelter
- BUYER 1**
City of Coquitlam (Holding) - City Hall
- EXECUTIVE ASSISTANT**
City of Coquitlam (Holding) - City Hall
- HRIS SPECIALIST**
City of Coquitlam (Holding) - City Hall
- PLANNER 1**
City of Coquitlam (Holding) - City Hall
- PROGRAM ATTENDANT**

Please note that before you begin applying for jobs, you must first [create an account!](#)

Review the job ad and associated information. Be sure to pay attention to whether additional documents (such as a cover letter) are required for the job, you will have an opportunity to upload these additional documents in the next few steps. Once you are ready to move forward, click **Apply Now**. *Note: You need to be logged in to your account before applying for a job.*

Program Attendant

Job Title Program Attendant	Job Description PROGRAM ATTENDANT Auxiliary (On-Call) Parks, Recreation & Culture	Apply Now
Competition Number 2020-00015		 Print
Posting Open Date 03-10-2020	<p>The City of Coquitlam is the sixth largest city in B.C. with home to more than 150,000 residents. Our municipality continues to grow through development of our green spaces, arts & culture, urban design and state-of-the art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner while supporting a vibrant, growing regional urban centre.</p>	 Add to my favorites
Posting Close Date 03-28-2020		
Job Location Poirier Community Centre	<p>The City of Coquitlam is looking for outgoing Program Attendants to work on ice and in the skate shop for our public sessions and learn to skate lessons. You will be responsible for general skate shop duties, customer service, crowd control and skate patrol. You will be directing on-ice traffic flow and conducting organized activities while ensuring a fun and safe environment for all patrons during public skate sessions. You must have great people skills and an ability to work efficiently in a fast paced service environment for this position.</p>	
Department/Division City of Coquitlam (Holding)		
Job Family Unionized - CUPE	Basic Qualifications:	

Some of the fields will be pre-populated from the information you entered when initially creating an account. For example, your resume will already be uploaded. If you wish to upload a different, job-specific resume, you can do so now. *Note: required fields are denoted by a red asterisk.*

APPLY FOR A JOB

Program Attendant

Step 1 Create Your Profile (Current page) >	Step 2 Confirm Your Applicant Details >
---	---

In the **Basic Information** section, please select where you heard about job opportunities with the City of Coquitlam.

Where did you hear about us? * The field is required.

In the **Education** section, select your Highest Level of Education from the drop-down menu options. Include the names of any professional certifications or designations you currently hold.

Education

Highest Level of Education *

Professional Designation(s) or Certification(s)

Next, please answer the questions under the **Additional Information** section.

Additional Information

Are you 16 years of age or older? *

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? *

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

Have you previously worked for the City of Coquitlam? *

Please note: If you answer 'Yes' to the question below, you should be logging in and applying through the internal portal using your employee number.
Are you a current City of Coquitlam employee? *

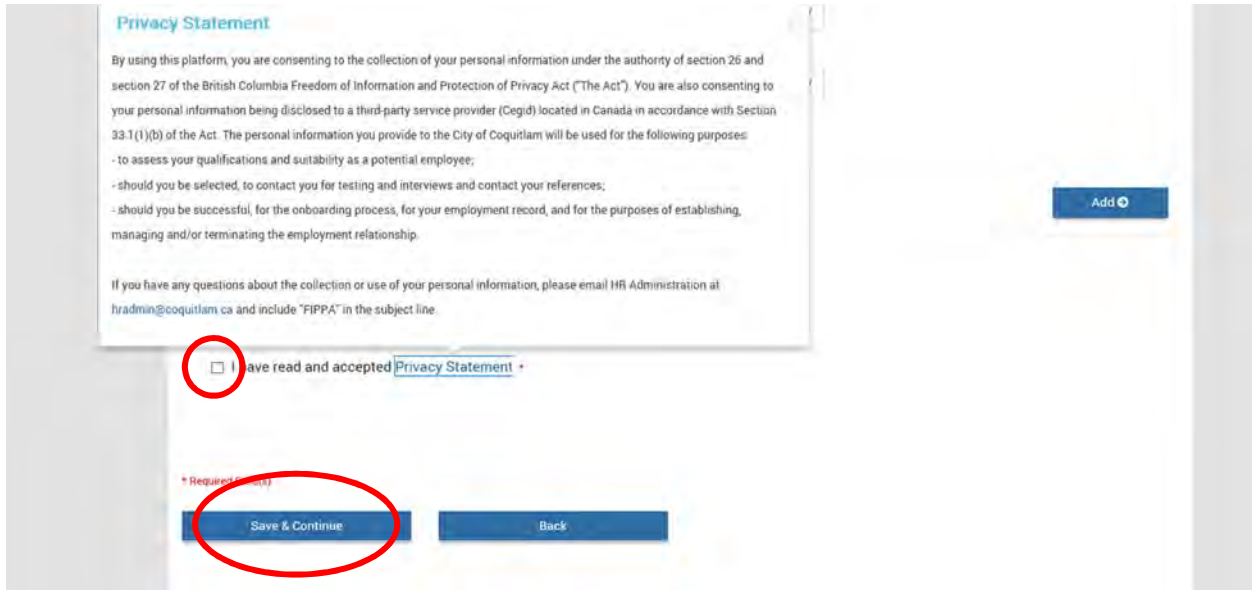
If you wish to upload any additional documents besides a Resume and Cover Letter (for example, relevant certifications, a driver’s abstract, etc.), you can do so under the **Additional Documents** section.

Additional Documents Add

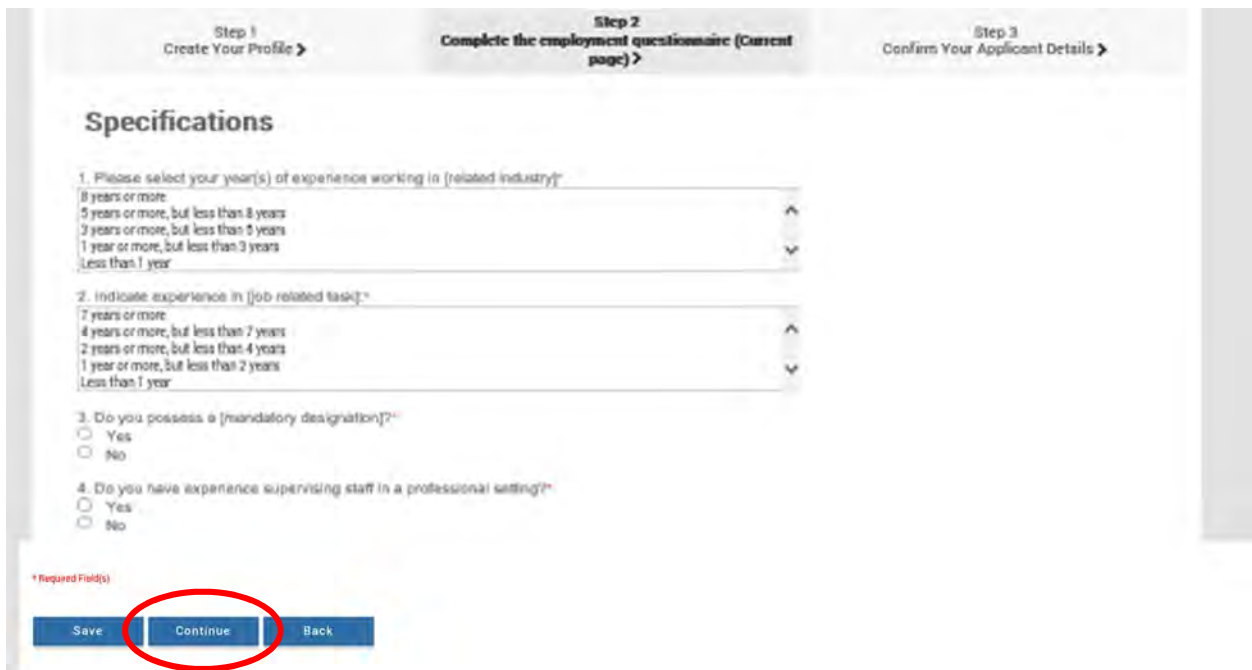
Select the 'ADD' button to upload additional documents to your application.
This section does not currently contain any information.

I have read and accepted [Privacy Statement](#) *

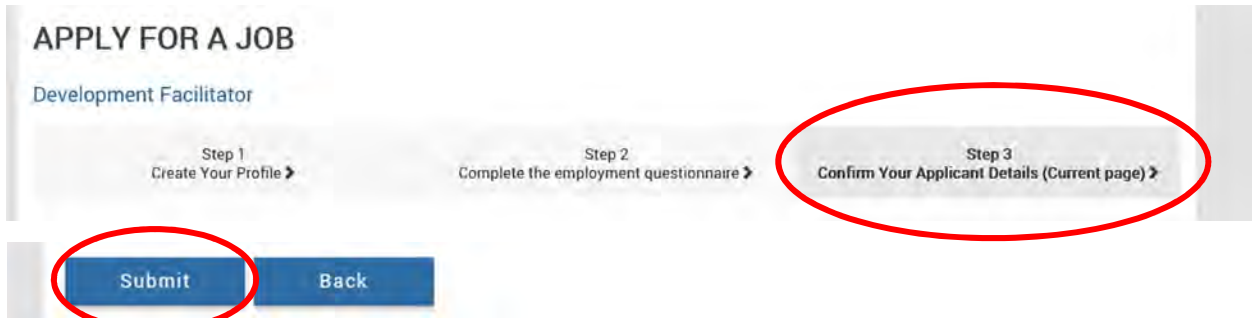
Click on the [Privacy Statement](#) to view the terms and conditions. If you are in agreement, click the checkbox beside “I have read and accepted Privacy Statement” and then click [Save & Continue](#).



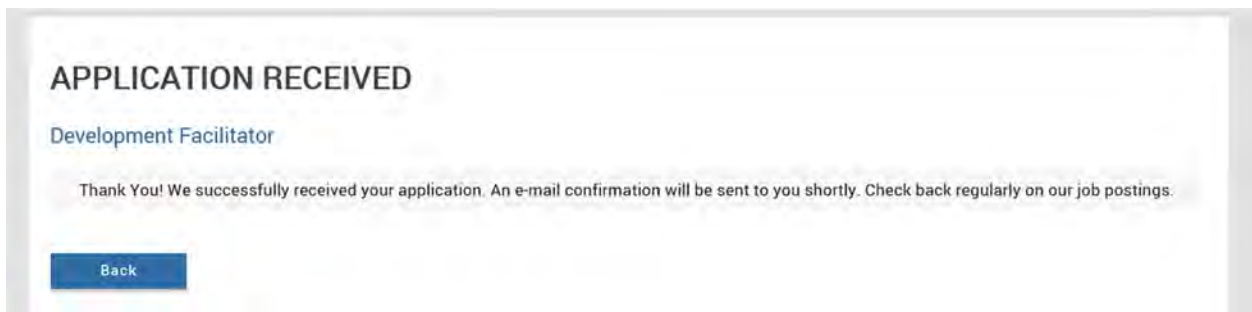
On the next page, you may be required to fill out a series of questions regarding your previous work experience and/or qualifications. Click [Continue](#) when done.



You will next be prompted to review the information you entered and make any changes. Once you are satisfied with your application, scroll to the bottom and click **Submit**.



You will next see an Application Received screen to let you know that your application has been successfully submitted.



SECTION 5: MANAGING YOUR ACCOUNT

PASSWORD CHANGE

Using the drop down menu under [My Account](#), click the [Password](#) button.



Enter in your previous password, and then the new password you would like to change it to using the same formatting rules. Click [Save](#) when done.

A screenshot of a 'Password' change form. The form has a title 'Password' with a lock icon. It contains three input fields: 'Previous Password*', 'New Password*', and 'Re-Enter New Password*'. A red asterisk indicates that these fields are required. To the right of the form is a box titled 'Rules to follow:' containing five radio button options: 'must contain 8 consecutive characters;', 'must contain 1 upper case letter;', 'must contain 1 lower case letter;', 'must contain 1 number;', and 'must contain 1 special character;'. At the bottom of the form is a blue 'Save' button, which is circled in red.

PERSONAL FILE AND UPLOADING A RESUME

Using the drop down menu under **My Account**, click the **Personal File** button.



In this section, you can edit and update your personal information, which will then be the information that populates when applying for future jobs.

Upload your resume or update an existing version by clicking Browse and selecting the file.

Personal File

Resume

Resume

Add a File

Import data

Resume-2019.docx , Hannah Wong , 03-23-2020 16:34:49

Basic Information

First Name *

Last Name *

Username *

Rules to follow:
 must not contain space.
 must not contain apostrophes ('').

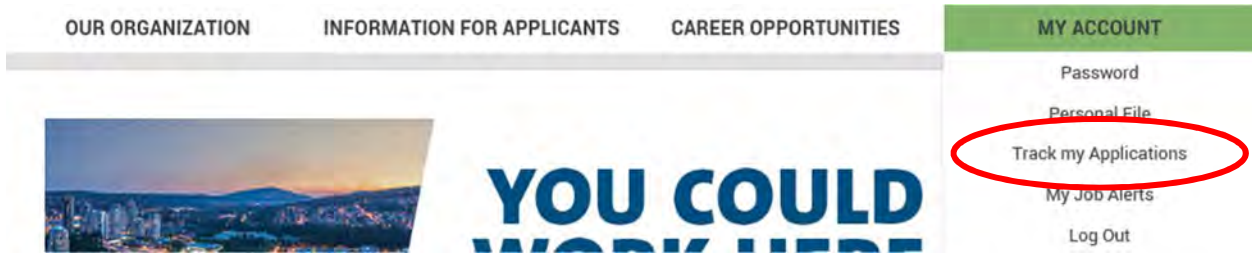
Scroll to the bottom of the page and click **Save & Continue** to save your changes.

Email *

* Required Field(s)

TRACK MY APPLICATIONS


Using the drop down menu under **My Account**, click the **Track My Applications** button.




Here, you will be able to see the list of jobs you have applied for, the status of your application, and also view all of your messages.

Track my Applications

PROGRAM ATTENDANT (POSTED)
Application Date : 03-26-2020 10:54:24 Status : In Process


Applicant
 Applicant File (submitted)


Messages
 System Administrator 03-26-2020 **Unread**
Application received for position of: Program Attendant - 2020-00015

Click on the message to view any notifications and email communications associated with the competition.

Track my Applications

PROGRAM ATTENDANT (POSTED)
Application Date : 03-26-2020 10:54:24 Status : In Process

Applicant
 Applicant File (submitted)

Messages
 System Administrator 03-26-2020 **Unread**
Application received for position of: Program Attendant - 2020-00015

Messages



Date 2020-03-26 10:54
Subject Application received for position of: Program Attendant - 2020-00015
Message Dear Hannah,

Thank you for taking the time to apply for the position of Program Attendant - 2020-00015 with the City of Coquitlam, one of BC's Top Employers.

Due to the volume of applications received, only applicants being actively considered for this job opening will be contacted with further correspondence.

We encourage you to visit our website <http://www.coquitlam.ca/careers> and to follow us on LinkedIn <https://ca.linkedin.com/company/city-of-coquitlam> for the latest updates on career opportunities with the City of Coquitlam.

Good people make Coquitlam great, and we are excited at the prospect of having you join our team!

Kind regards,

City of Coquitlam Human Resources

Print

Close

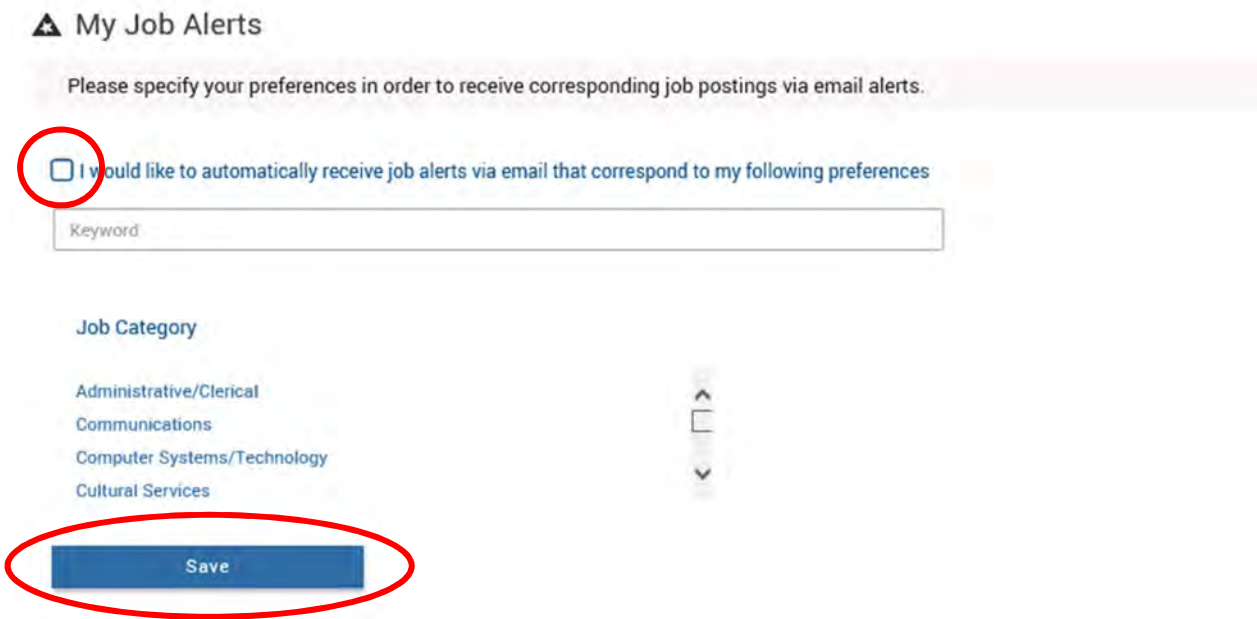
MY JOB ALERTS

Using the drop down menu under **My Account** click the **My Job Alerts** button.

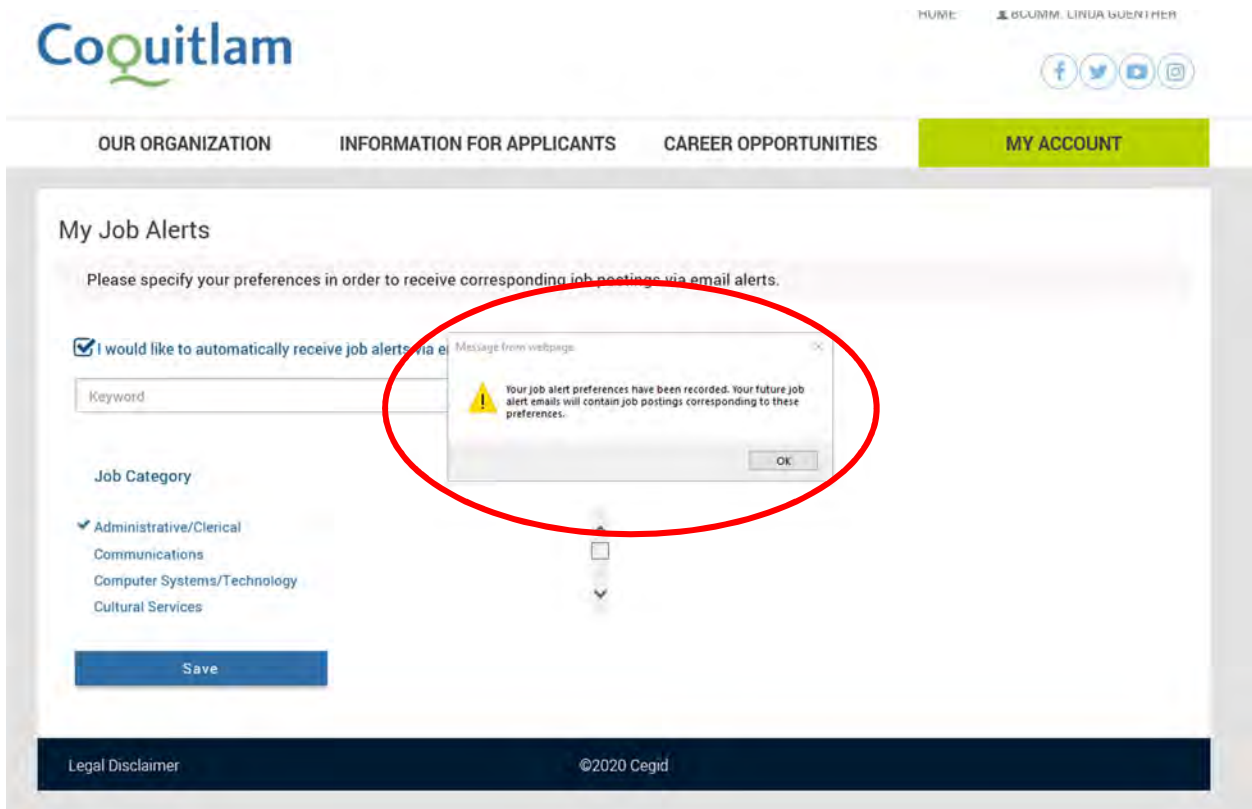


From the **Job Category** scroll down list at the bottom of the screen, select the categories you would like to receive notifications for. Whenever a new job is posted that falls into a category you have selected, you will receive an email message and a message in your Cegid inbox. You can select more than one job category to receive notifications.

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



A popup box will confirm that your job alert preferences have been recorded. Click **OK**.



SECTION 6: HOW TO LOG OUT

Using the drop down menu under **My Account**, click the **Log Out** button to sign out of your account.

