



**COUNTY OF BRUCE  
RECRUITMENT MANAGEMENT  
APPLICANT PROCEDURES  
FOR CAREER CONNECTOR**

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# 1.0 OVERVIEW OF MAIN SCREEN

The Bruce County logo is a Hyperlink to come back to the home page.

Welcome to the County of Bruce Career Connector page where all Current Opportunities are listed. We have recently updated our drop down menus, please refresh your internet cache prior to building your profile.

The first step in our recruitment process is to create a full profile. To create a profile, please click on the 'Account' button in the top right hand corner of the screen, and select 'Register'. Once you have registered, please click on this same button, and click on 'Profile' to build your profile. Please complete all applicable menus. Once your profile is complete, you may apply to any current job postings that interest you by using the "Apply" icon located on the respective posting. Thank you.

Clicking on the person icon:  
1) selecting 'profile' opens the profile.  
2) selecting 'logout' logs out of the Career Connector.

All current open job postings are listed here.

Filters

- All Categories
- All Locations

Jobs

TESTING \*\*\*TESTING\*\*\* This Posting in for Testing Purposes ONLY - Please do not apply.

Job	Title	Closing Date	
2018-099	Early Years Educator - Full Time (3) - Human Services - Warton, Port Elgin and Outreach Areas	Jul 04, 2018	Details
2018-098	Food Service Worker (2) - Casual - Brucelea Haven - Walkerton	Jul 02, 2018	Details
2018-024	Labourer Truck Driver - Full Time - Transportation & Environmental Services - Paisley, ON	Jul 10, 2018	Details
2018PSWB	Personal Support Worker - Brucelea Haven - Walkerton, ON - ONGOING		Details
2018PSWG	Personal Support Worker - Gateway Haven - Warton, ON - ONGOING		Details
2018RNB	Registered Nurse - Brucelea Haven LTC - Walkerton, ON - ONGOING		Details
2018RNG	Registered Nurse - Part Time - Gateway Haven LTC - Warton, ON - ONGOING		Details
2018RPNG	Registered Practical Nurse - Gateway Haven LTC - Warton, ON - ONGOING		Details
2018RPNB	Registered Practical Nurse - Brucelea Haven LTC - Walkerton, ON - ONGOING		Details

Displaying 1 to 10 of 11 Jobs

For full step by step instructions on how to create a profile and submit application, please visit our Employment page on the Bruce County website at [www.brucecounty.on.ca](http://www.brucecounty.on.ca). Thank you! If you are experiencing issues opening the job posting, try clearing your history and cookies, restarting your browser and try again. If this does not resolve the issue, try accessing from a different internet connection with different malware settings. For technical difficulties, please email: [Cortney at cshultz@brucecounty.on.ca](mailto:Cortney.at.cshultz@brucecounty.on.ca)

[Cliquez ici pour en français](#)

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## 2.0 REGISTERING FOR THE FIRST TIME

### Follow these directions to Log into Career Connector

**NOTE:** If you followed the link from the Bruce County website you can skip to number 3.

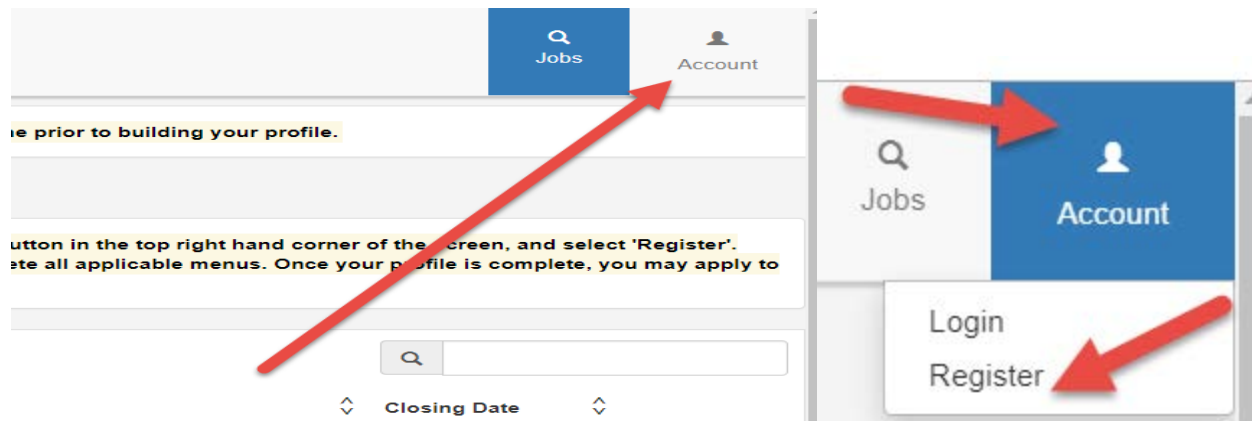
1. Open your internet browser (Chrome, Internet Explorer, Microsoft Edge).
2. In the URL area (address bar at the top of the browser) type in the following address:

<https://mail.brucecounty.on.ca:444/Avanticareerconnector#/search>

3. You should be taken to a screen which looks like this:

The screenshot displays the top navigation bar with the Bruce County logo on the left and 'Jobs' and 'Account' buttons on the right. Below the navigation bar is a welcome message: 'Welcome to the County of Bruce Career Connector page where all Current Opportunities are listed. We have recently updated our drop down menus, please refresh your internet cache prior to building your profile.' The main content area is divided into 'Filters' and 'Jobs' sections. The 'Filters' section includes dropdown menus for 'All Categories' and 'All Locations'. The 'Jobs' section contains a prominent instruction: 'The first step in our recruitment process is to create a full profile. To create a profile, please click on the 'Account' button in the top right hand corner of the screen, and select 'Register'. Once you have registered, please click on this same button, and click on 'Profile' to build your profile. Please complete all applicable menus. Once your profile is complete, you may apply to any current job postings that interest you by using the "Apply" icon located on the respective posting. Thank you.' Below this instruction is a search bar with a 'Show 10' dropdown and a search icon. At the bottom, there are sorting options for 'Job', 'Title', and 'Closing Date'.

4. To register for the first time, click on 'Account' in the upper right corner of the window and then click 'Register'.



5. Career Connector requires a profile registration prior to completing any application submissions.

## Profile Registration

**Username \***

**E-mail \***

**Password \***

**Confirm password \***

**Password Policy**

Password must be at least 8 characters long, require at least 1 uppercase character and 1 numeric character.

\*The fields with a red asterics are required fields

The Career Connector website allows a self registry to apply for positions posted within The Corporation of the County of Bruce.

The information required to do so is as follows:

User Name: The Applicant creates a username (email address is recommended.)

Email: Applicant inputs their personal email address.

Password: The applicant chooses their own individual specific password following our internal Password Policy stated below.

**Password Policy**

Password must be at least 8 characters long, require at least 1 uppercase character and 1 numeric character.

Confirm password: Applicant re-enters the password.

Given Name: Applicant enters their given legal name.

Surname: Applicant enters their legal surname.

Initial: Applicant enters their legal middle name initial.

Address: Applicant enters their current address.

City: Applicant enters the city they currently reside in.

Province: Applicant enters the province they currently reside in.

Country: Applicant enters the country they currently reside in.

Postal: Applicant enters the postal code of where they currently reside.

Home Phone: Applicant enters their current home phone number.

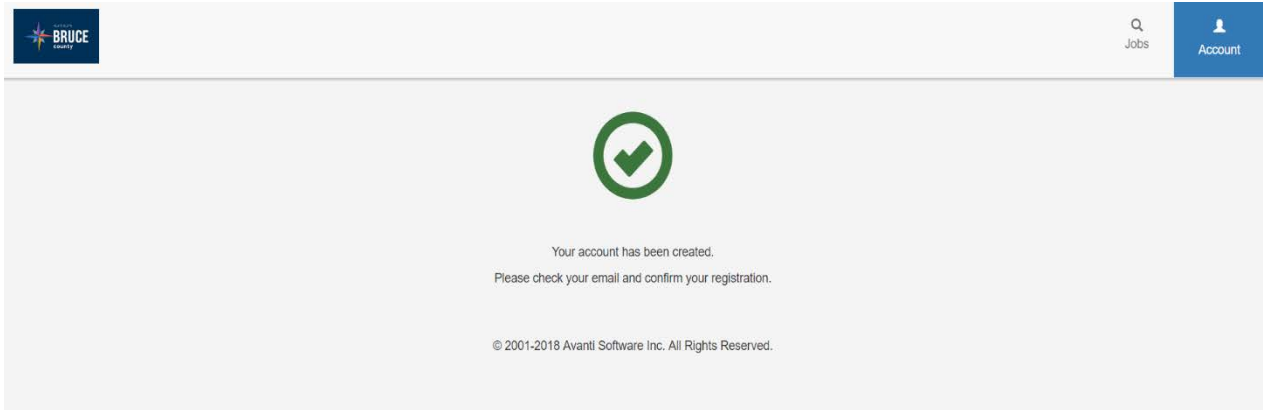
Mobile Phone: Applicant enters their current mobile phone number.

\*If the applicant does not have a mobile phone they can enter their home phone.

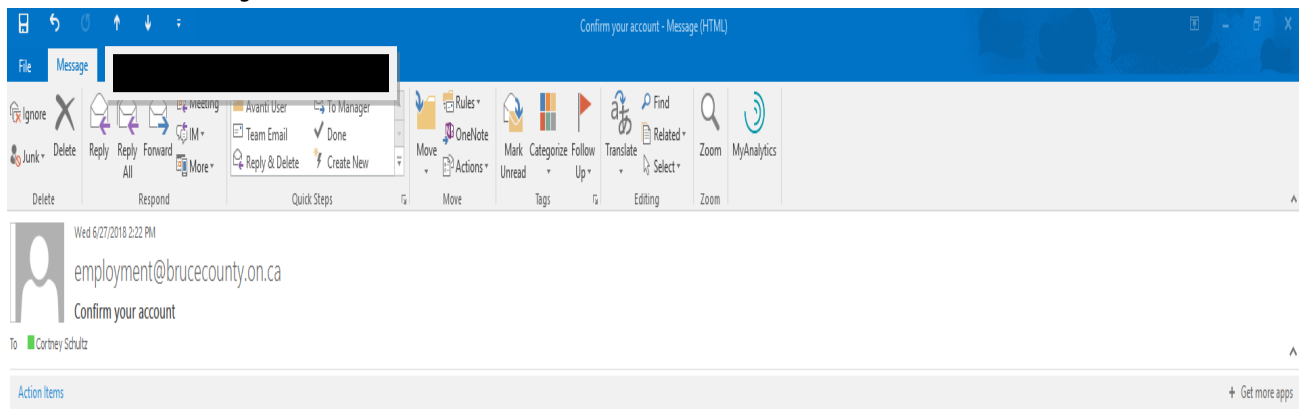
After the applicant has reviewed and confirmed all information inserted, click 'Register'.



If all information is entered satisfactory, the system will prompt a message that looks like below:

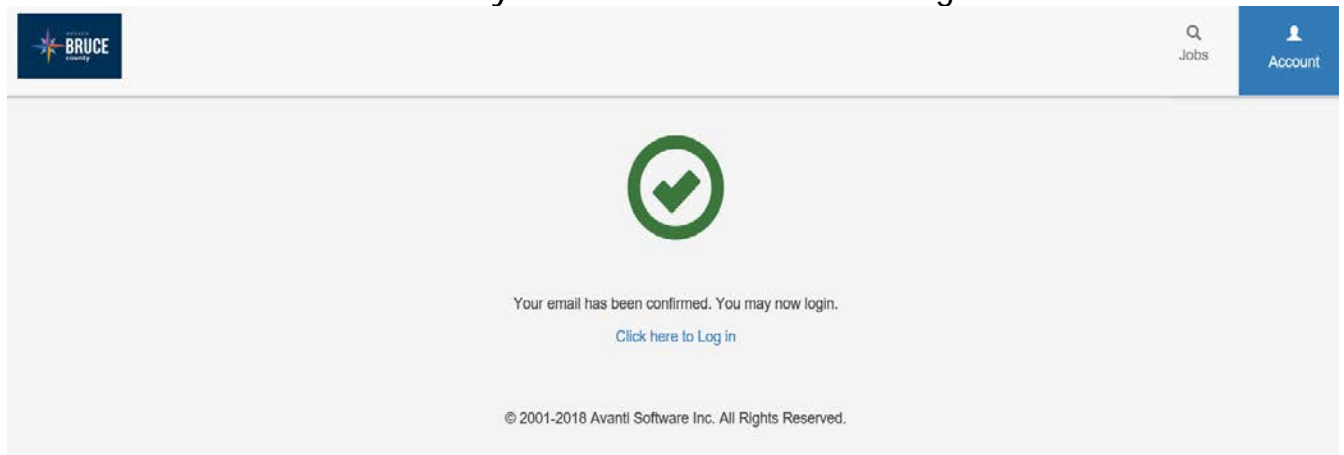


The applicant must retrieve the email and confirm their registration. The email they will receive looks like below:



## Confirm

The applicant must click on the blue 'Confirm' hyperlink, to finalize the set up. Once the email is confirmed you will receive the message below.



### 3.0 LOGGING INTO CAREER CONNECTOR

The applicant can log into the Career Connector as a registered applicant and finish the profile. To login click 'Login' on the main home page of the Career Connector website.

The applicant must enter the username and password, that was set up upon registering.

Forgot your password? Click on the forgot your password link. The applicant will be required to insert the username to retrieve the password associated with that Career Connector profile.

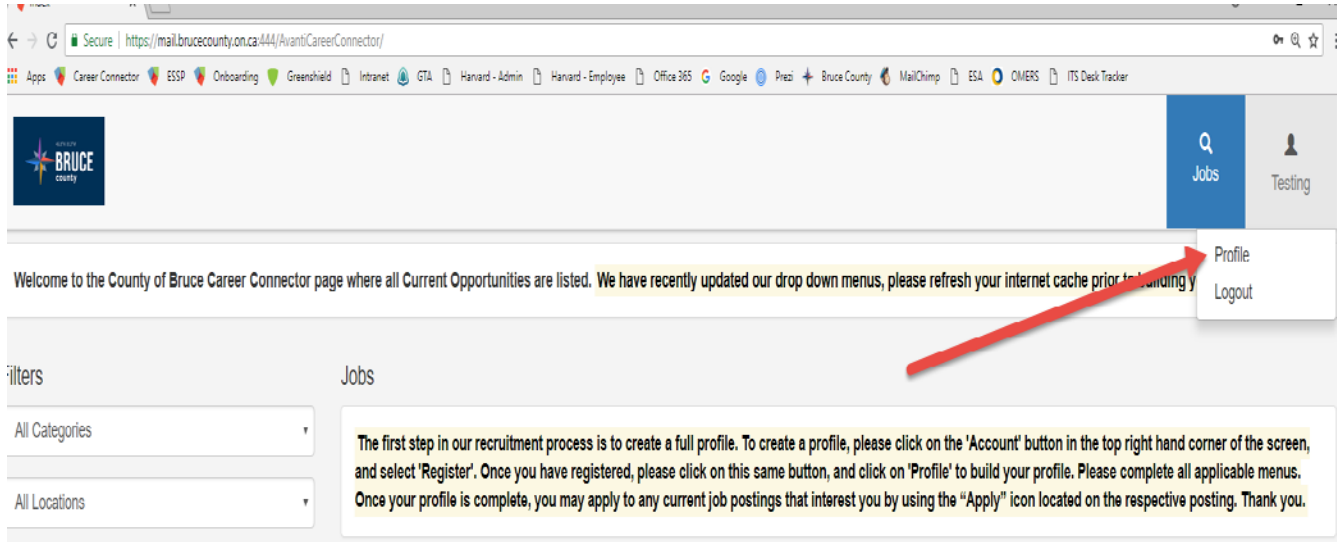
Forgot your username? Click on the forgot your username link and you can retrieve your username via the email used to set up the profile.

- Applicants are expected to develop a profile prior to submitting applications
- The applicant profiles are purged every two years.
- Each application will require a resume uploaded.



## 4.0 BUILDING A PROFILE

Prior to applying to a posting, an applicant must build a profile. To access the profile, click on the person icon button in the top right hand corner of the home page in Career Connector and select 'Profile'.



The applicant menus located within the profile consist of the following:



Please note the following when creating a User Profile.

- Fields with an asterisk (\*) are mandatory.
- The 'Status' field under all menu headings, needs to be marked as 'Completed' in order to qualify for the job requirement to recognize the completion of that specific entry when matching skill sets at the recruiting level.
- If the desired selection is not in the drop down list, the applicant must choose "Other" and enter the details in the comment section of that particular entry.
- The skills menu requires a renewal and expiry date. If the skill does not qualify for these dates, please just enter today's date.

#### 4.1 PERSONAL MENU

The Personal menu is the personal information that was entered when registering for the Career Connectors Page so there should be no need to complete this menu unless there are changes to personal information. You can modify your personal information any time in this menu.

The menu looks like the below:

**Personal Information**

<b>E-mail *</b> <input type="text"/>		
<b>Given Name *</b> <input type="text" value="Lynn"/>	<b>Surname *</b> <input type="text" value="Testing"/>	<b>Initial</b> <input type="text"/>
<b>Address *</b> <input type="text" value="30 Park Street"/> <input type="text"/>		<b>City *</b> <input type="text" value="Walkerton"/>
<b>Province *</b> <input type="text" value="Ontario"/>	<b>Country *</b> <input type="text" value="Canada"/>	<b>Postal *</b> <input type="text" value="N0G2V0"/>
<b>Home Phone *</b> <input type="text" value="519-881-5874"/>	<b>Mobile Phone *</b> <input type="text" value="519-881-5846"/>	
<b>Preferred Language</b> <input type="text" value="English"/>		
<input type="button" value="Save"/> <input type="button" value="ChangePassword"/>		

## 4.2 EDUCATION MENU

The Education menu provides the ability for applicants to insert, view and modify their education. The mandatory minimum entry for this menu is one entry.

To insert an entry, click on the 'Add' button beside the 'Education' title.

User Profile

Testing Testing  
Username: Testing

- Personal
- Education**
- Employment
- Skills
- Certificates
- Licenses
- Memberships
- Applied Jobs
- Job Offers
- Change Password

### Education

[Add](#)

\*If you are still currently enrolled in the education please select the option 'Incomplete' from the 'Status' field. \*In the "To Date" field, insert your anticipated completion date.\* \*If your program is less than one year, please enter 1.\*

Major Study	Minor Study	Designation	Institute	Years of Program	Grade Standing	GPA	Status	From	To
No data to show.									

The following menu will appear:

### Add Education

**Major Study**

**Minor Study**

**Designation \***

**Institute \***

**Years of Program**

**Grade Standing**

**GPA**

**Status**

**From Date \***

**To Date \***

[Save](#) [Cancel](#)

### **Major Study, Minor Study**

Displays the Major Study and Minor Study.

### **Designation**

Displays the selected designation. These codes are used to define the designations or levels of achievement earned by employees and can be used in conjunction with the other Education codes when inserting an employee's educational records under Formal Education.

### **Institute**

Displays the institute. These codes are used to define the Institutions that employees have attended and can be used in conjunction with the other Education codes when inserting an employee's Courses and Formal Education.

### **Year of Program**

Provides the ability to enter the number of years of the program.

### **Grade Standing**

Displays the grade/standing code from the drop down menu of the below options:

- Course Deferred
- Course Failed
- Course in Progress
- Course Incomplete
- Course Passed

### **GPA**

Displays the Grade Point Average (GPA). GPA must be a value between 0.0 and 4.3.

### **Status**

Select the current Status of the Education for the employee from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

### **From Date**

Displays the date the applicant started the program.

### **To Date**


Displays the date the applicant completed or expects to complete the program.

### 4.3 EMPLOYMENT MENU

The Employment menu provides the ability for applicants to enter their prior employment information.

To insert an entry, click on the 'Add' button beside the 'Prior Employment' title.

## Prior Employment



\*If you are currently still at this place of work, please leave the 'To Date' field blank.\*

	Position	Description	Company	Supervisor	Title	Phone	E-Mail	From	To
No data to show.									

The following menu will appear:

Add Prior Employment

Position \*

Description \*

Reason for Leaving

Pay Rate

Pay Unit

Company \*

Supervisor

Title

Address

Address2

City

Province

Country

Postal Code

Phone

Fax

E-Mail

From Date \*

To Date \*

**Position**

Enter the position held for the prior employment.

**Description**

Enter a description of the prior employment position.

**Reason for Leaving**

Enter a reason for leaving.

**Pay Rate, Pay Unit**

Enter prior wages for the applicant.

**Company**

Enter the company for the prior employment.

**Supervisor**

Enter the supervisor for prior employment.

**Title**

Enter the supervisor's title.

**Address, Address2 City, Province, Country, Postal Code**

Enter the address of the prior employment.

**Phone, Fax**

Enter the phone and fax number for prior employment.

**Email**

Enter an email address for prior employment.

**From, To**

Enter the start and end date of the prior employment.

## 4.4 SKILL MENU

Skill Codes identify the levels of competency achieved through experience, culture or environment. The Skills menu provides the ability for applicants to enter their skill information.

These could include such skills as:

- Fluency in other languages
- Literacy in other languages
- Ability to operate machinery or equipment that does not require standardized training or certification
- Volunteer skills achieved
- Skills achieved through hobbies and activities outside the work environment

To insert an entry, click on the 'Add' button beside the 'Skills & Experience' title.

Skills & Experience Add

\*Please select today's date in the 'Qualification/Renewal' Dates field if the skill does not have a qualify/renewal date.\*  
\*If your desired selection is not in drop down list, please choose "other" and enter details in the comment section.\*

Skill	Level	Comments	Status	Qualification Date	Renewed Date	Expiry Date
No data to show.						

The following menu will appear:

**Add Skills**

**Skill ^**

**Skill Level**

**Comments**

**Status**

**Qualify Date**


**Renewed Date**

**Expiry Date**

## 4.5 CERTIFICATE MENU

A certificate can be achieved through volunteer activities, on-the-job mentoring, by participation in hobbies or sporting activities, or company-required certificates. The Certificates menu provides the ability for applicants to enter their certificate information.

To insert an entry, click on the 'Add' button beside the 'Certificates' title.

Certificates 

**Add**

*\*If your desired selection is not in drop down list, please choose "other" and enter details in the Description section.\**

Type	Id	Description	Status	Issued	Renewed	Expiry
No data to show.						

The following menu will appear:

**Add Certificates**


**Certificates \***

**Certificate Id**


**Description**

**Status**


**Issued Date \***



**Renewed Date**



**Expiry Date**



**Save** **Cancel**



**Certificate**

Select a certificate type from a user defined list.

**Certificate ID**

Enter up to 20 alphanumeric characters for the Certificate ID, when applicable.

**Description**

Enter a description associated with the certificate which can be up to a maximum of 50 characters.

**Status**

Select the current Status of the Certificate from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

**Issued Date**

Enter the date the certificate was completed, if applicable.

**Renewed Date**

When the Status is complete, a renewal date is required when the certificate has an expiry.

**Expiry Date**


Enter the date the certificate expires, if applicable.

## 4.6 LICENSE MENU

License codes track licenses held by employees and their validity period. The License menu provides the ability for applicants to enter their License information.

To insert an entry, click on the 'Add' button beside the 'License' title.

### Licenses



**\*If your desired selection is not in drop down list, please choose "other" and enter details in the License ID section.\***

Type	Class	Id	Status	Issued	Renewed	Expiry
No data to show.						

The following menu will appear:

### Add Licenses

**License Type \***

  
**License Class**  
**License Id \***  
**Status**  
**Issued Date**  
**Renewed Date**  
**Expiry Date**

**License Type**

Select a 'License Type' from a user defined list.

**License Class**

Select a 'License Class' from a user defined list.

**License ID**

Enter the 'License ID' when applicable.

**Status**

Select the current status of the license for the employee from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

**Issued Date**

Select the date the license was issued.

**Renewed Date**

Enter the renewal date, if applicable.

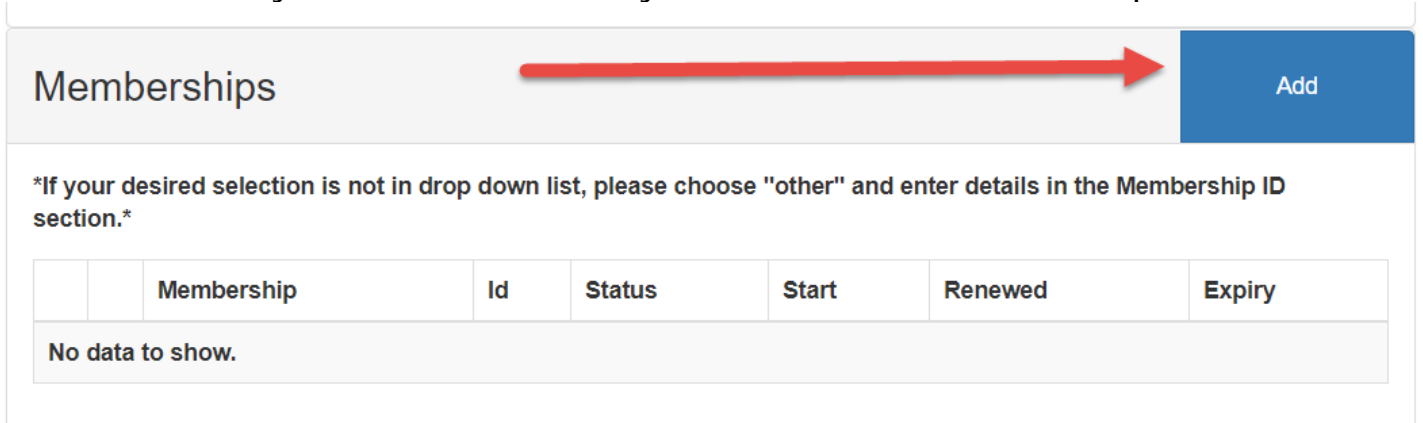
**Expiry Date**

Enter the date the license expires, if applicable.

## 4.7 MEMBERSHIP MENU

Membership Codes track Memberships held by employees and their validity period. The Membership menu provides the ability for applicants to enter their Membership information.

To insert an entry, click on the 'Add' symbol beside the 'Membership' title.

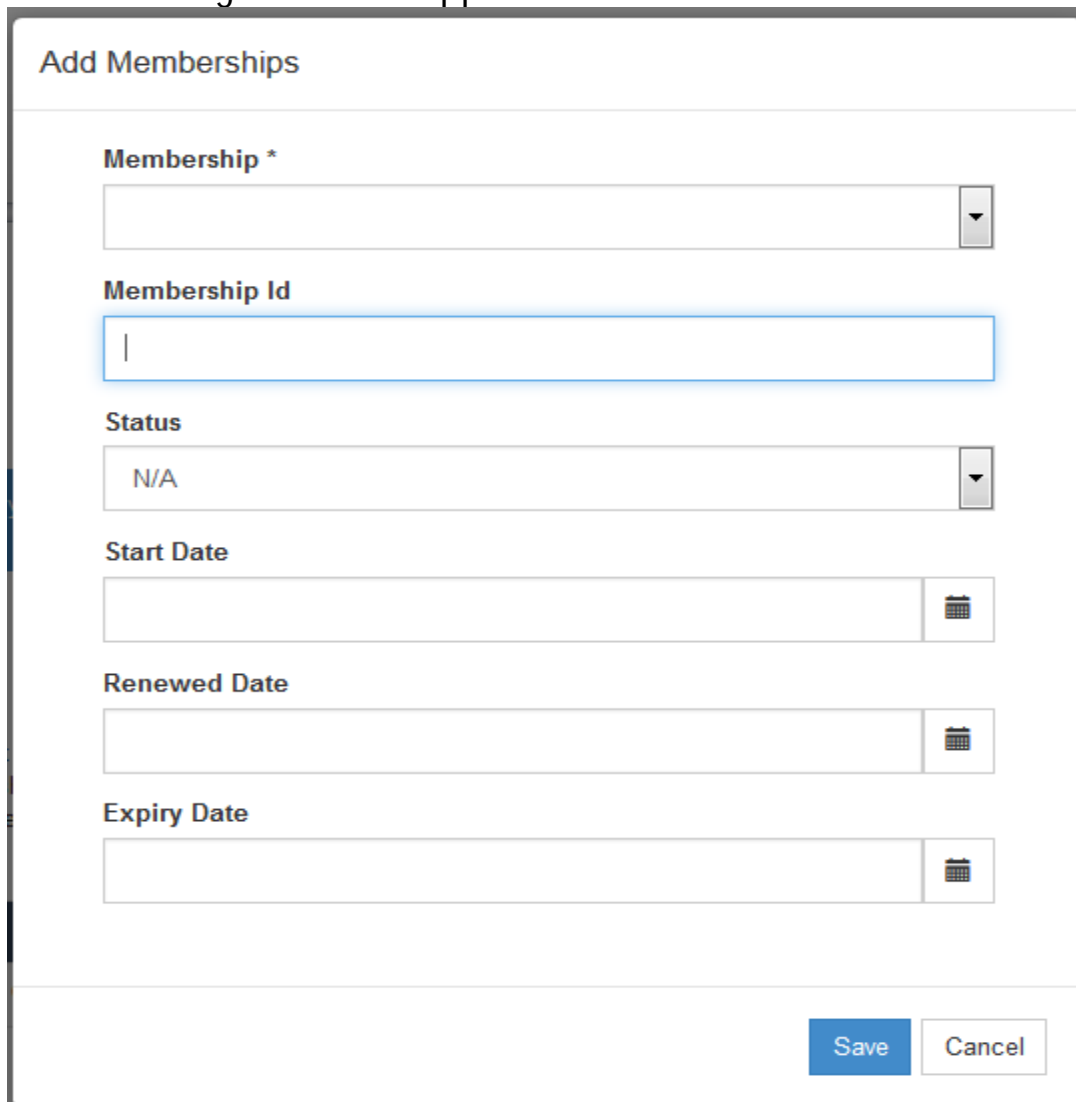


Memberships Add

\*If your desired selection is not in drop down list, please choose "other" and enter details in the Membership ID section.\*

Membership	Id	Status	Start	Renewed	Expiry
No data to show.					

The following menu will appear:



**Add Memberships**

**Membership \***

**Membership Id**

**Status**

**Start Date**

**Renewed Date**

**Expiry Date**

**Membership**

Select a membership from a user defined list.

**Membership Id**

Enter the 'Membership ID' when applicable.

**Status**

Select the current status of the membership for the employee from the predefined drop-down list which includes the following options:

- N/A
- Complete
- Incomplete
- Exempt

**Start Date**

Enter the completed date.

**Renewed Date**



Enter the renewal date, if applicable.

**Expiry Date**

Enter the date the membership expires, if applicable.

## 5.0 DELETING AND MODIFYING AN ENTRY

Once you have an entry in your profile, under any heading, you can modify or delete the entry at any time. To do so, you must go into the respective heading and click on





the 'modify'  or 'delete'  icons, whichever is applicable.

**Testor Test**  
Username: TEST123

Personal   Education   Employment   Skills   Certificates   Courses   Licenses   Memberships   References   Applied Jobs

**+** Education

Fill in your education information and click "Save". \*Status Field must be set to complete in order to qualify for that education.\*

		Major Study	Minor Study	Designation	Institute	Years of Program	Grade Standing	GPA	Status	From	To
				Master's Degree	Canadian Construction Association	0		0	Completed	Nov 11, 2015	Nov 27, 2015
		Personal Support Worker		Certificate	Centennial College	0		0	Completed	Oct 05, 2015	Oct 12, 2015

When you click on modify icon the entry come up and you are able to modify whichever fields applies.

**Add Education**

**Major Study**

**Minor Study**

**Designation \***

**Institute \***

**Years of Program**

**Grade Standing**

**GPA**

**Status**

**From Date \***

**To Date \***

When you click on the delete icon. The entry is automatically deleted.

## 6.0 APPLIED JOBS MENU

The Applied Jobs menu provides the ability for applicants to review their history on which jobs they have applied for in the past. Below is a screen shot of an example on how the historical items will be listed.

### Your Applied Jobs

Date Applied	Closing Date	Position	Job Description	Location
Nov 30, 2015	Dec 04, 2015	Director of Care, Brucelea Haven	Director of Care Brucelea Haven Long Term Care Home	Brucelea Haven

### Date Applied

Displays the date the job application was submitted.

### Closing Date

Displays the closing date of the position that was applied for.

### Position

Displays the position that was applied for. This will display the position from the requisition, if a requisition is attached to the application. If no requisition is attached to the application, the position selected in the Preferences section of the application will be displayed.

### Job Description


This will display the job description from the requisition, if a requisition is attached to the application.

### Location

This will display the location from the requisition, if a requisition is attached to the application. If no requisition is attached to the application, the location selected in the Preferences section of the application will be displayed.

## 7.0 APPLYING FOR JOBS

Once the profile is complete, you can submit your application. Click on the details button beside the posting. Once the posting is open, you can click on the 'Apply' button.



[Jobs](#)
Testing

Welcome to the County of Bruce Career Connector page where all Current Opportunities are listed. We have recently updated our drop down menus, please refresh your internet cache prior to building your profile.

filters

All Categories v

All Locations v

Jobs

The first step in our recruitment process is to create a full profile. To create a profile, please click on the 'Account' button in the top right hand corner of the screen, and select 'Register'. Once you have registered, please click on this same button, and click on 'Profile' to build your profile. Please complete all applicable menus. Once your profile is complete, you may apply to any current job postings that interest you by using the "Apply" icon located on the respective posting. Thank you.

Show 10 Q

Job	Title	Closing Date	
TESTING	***TESTING*** This Posting in for Testing Purposes ONLY - Please do not apply.		<a href="#">Details</a>

\*\*\*TESTING\*\*\* This Posting in for Testing Purposes ONLY - Please do not apply.

	<p><b>Company</b> County of Bruce</p> <p><b>Location</b> Human Resources</p> <p><b>Opening Date</b> Jun 11, 2018</p> <p><b>Starting Date</b> Oct 01, 2018</p>
--	---

**Requirements**

Type	Description	Status
DIPLOMA HUMAN RES	College Diploma	Required Before Job Starts
AVANTI 0	AVANTI software Experience	Recommended
COMMV 0	Communication Skills - Verbal	Required Before Job Starts
COMMW 0	Communication Skills - Written	Required Before Job Starts
COMP 3	Computer Skills in Microsoft Office Suite	Required Before Job Starts
DATA 0	Database Management	Required Before Job Starts
EXCEL2 0	Intermediate Excel	Required Before Job Starts
EXP2 0	2-3 Years Experience	Required Before Job Starts
HCM-EX 0	Experience with Human Capital Management Software (HCM)	Required Before Job Starts
INTPER 0	Interpersonal Skills	Required Before Job Starts
ORGN 0	Organizational Skills	Required Before Job Starts

➔
Apply



## 8.0 RESUME AND COVER LETTER UPLOAD

Clicking on the 'Apply' button provides the ability for applicants to upload their resume, cover letter and an additional documents.

### Resume

Upload Resume

No file selected.

Upload Cover Letter

No file selected.

Upload Other Document

No file selected.

Here are the extensions and formats that we accept for document uploads:

### File Upload Settings

Temp Folder Path, Antivirus Scan Command Line and Antivirus Scan Command Line Parameters are required to enable file uploading in the Career Connector.

Allow Resume Uploading

Allow Cover Letter Uploading

Allow Other Documents Uploading

File Size Limit In Bytes

Allowed Document Extensions

Temp Folder for Antivirus Scans

Antivirus Command Line

Antivirus Command Line Parameters

Antivirus Scan Success Codes

Populate Antivirus settings with default values for an Antivirus provider by selecting a provider then clicking the **Update Antivirus Settings** button. The path to the command line program uses the default install location and might need to be updated depending on your installation.

Antivirus Command Line Parameters Variables List

- **\$file** - Path to file to be scanned.
- **\$temp** - Temp folder for antivirus scans.

ESET NOD32