

GUIDE: Creating a candidate profile:

1. Click on the link: <http://documents.njoyn.com/CL/xweb/xweb.asp?page=joblisting&CLID=123939>
2. Enter email and then click "Create Profile"

New Applicant?

Email:

Create Profile

3. Attach your resume, select the "File type", then click "Upload". Once uploaded, click "Save & Continue".

Local Files Dropbox Google Drive

Please select a file Choose File No file chosen

File type -- please select --

Upload

If you do not have a resume document or you are experiencing problems uploading your resume document, continue to the [profile creation page](#) to input your plain text resume.

Save & Continue

4. Complete the required fields. Some fields will be auto populated based on the information on your resume. You will need to confirm your email address, create a password, and confirm your name as well as your address.
5. Complete the “Email Communication Consent”

Email Communication Consent

Please specify your consent to receive email communications. Note that you need to save your profile to record your email notification consent choices.*

- I consent to allow this organization to send emails to my email address in order to facilitate the process for employment at this organization. The sender email address will be from @cgi.com or @njoyn.com on behalf of this organization.
- I wish to unsubscribe my email address from receiving all emails regarding employment at this organization.

6. Agree to the terms of use statement.

I agree to the terms of use*

I confirm that the information provided above is correct, and I understand it will be relied upon by your organization. I agree and understand that any misrepresentation or provision of false information would be grounds for failure to make an offer and/or employ, as well as just cause for dismissal. I authorize your organization to make inquiries to verify the above statements. I also understand that your organization will collect, use, disclose and retain my personal information as may be reasonably and legitimately required to administer the employment relationship, if established.

7. Click “Go to next tab”
8. Insert your “Highest Education Level” and your P Number.

All fields marked with * are required.

Highest Education Level:*

Bachelor's Degree

Please enter your Employee

1234

P#.*

9. Respond as to whether you want to provide Employment Equity Information:

All fields marked with * are required.

I agree to participate in this questionnaire.

Consent for the collection of Employment Equity information

Yes No

10. Insert a text version of your resume

All fields marked with * are required.

Please paste your plain text resume below:*

TEXT VERSION OF RESUME

TEXT VERSION OF RESUME

TEXT VERSION OF RESUME

TEXT VERSION OF RESUME

TEXT VERSION OF RESUME

TEXT VERSION OF RESUME

11. Click "Save and Continue"

SUCCESS: You have successfully saved your profile!