



# **Work Instructions for myJOBS Applying to Summer Employment Rehire Job Posting**

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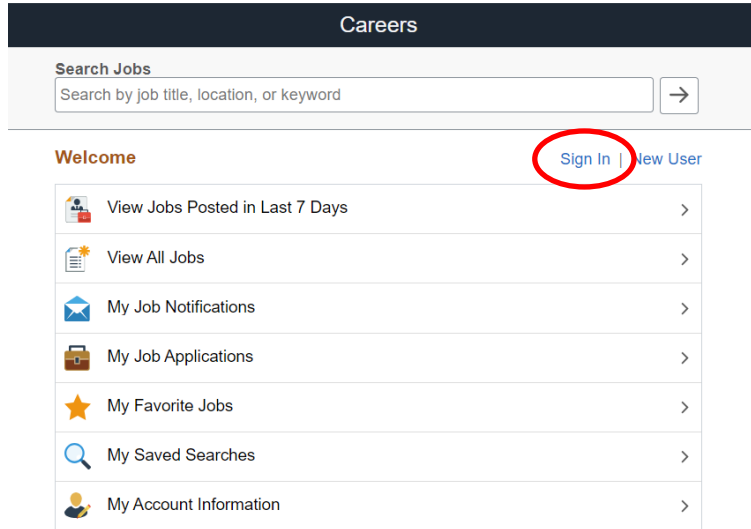
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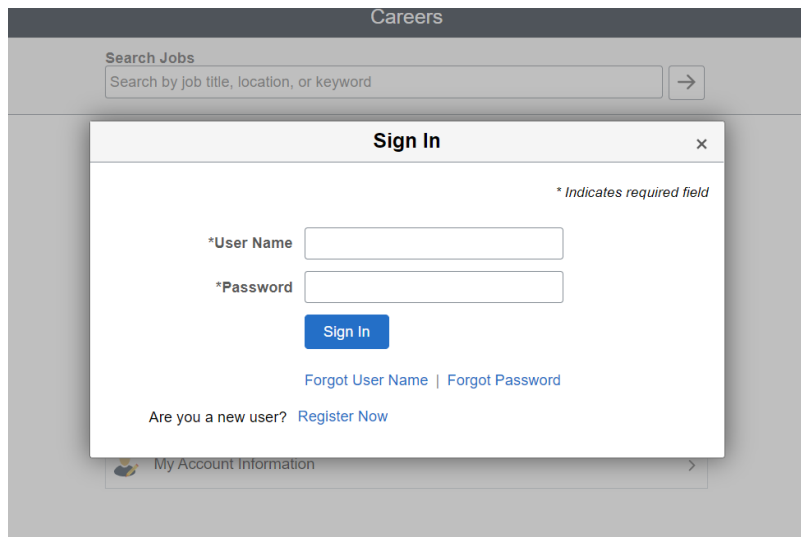
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## Logging in to myJOBS

1. Go to <https://myjobs.greatersudbury.ca>
2. Click on **Sign In**

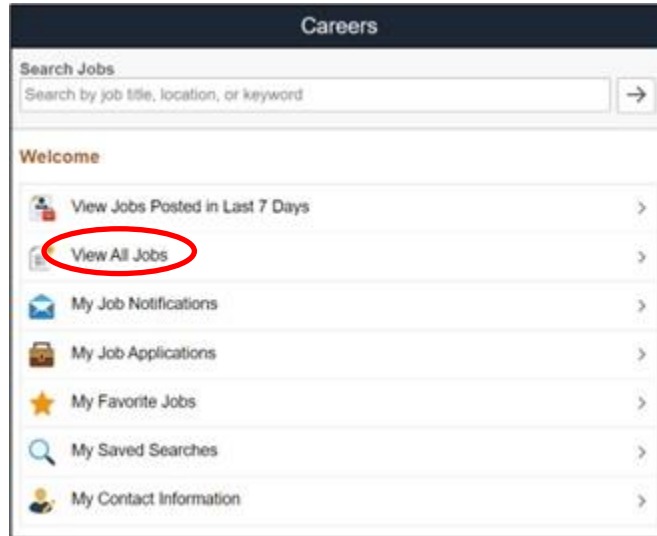


3. Enter your Username and Password and click on **Sign In**.

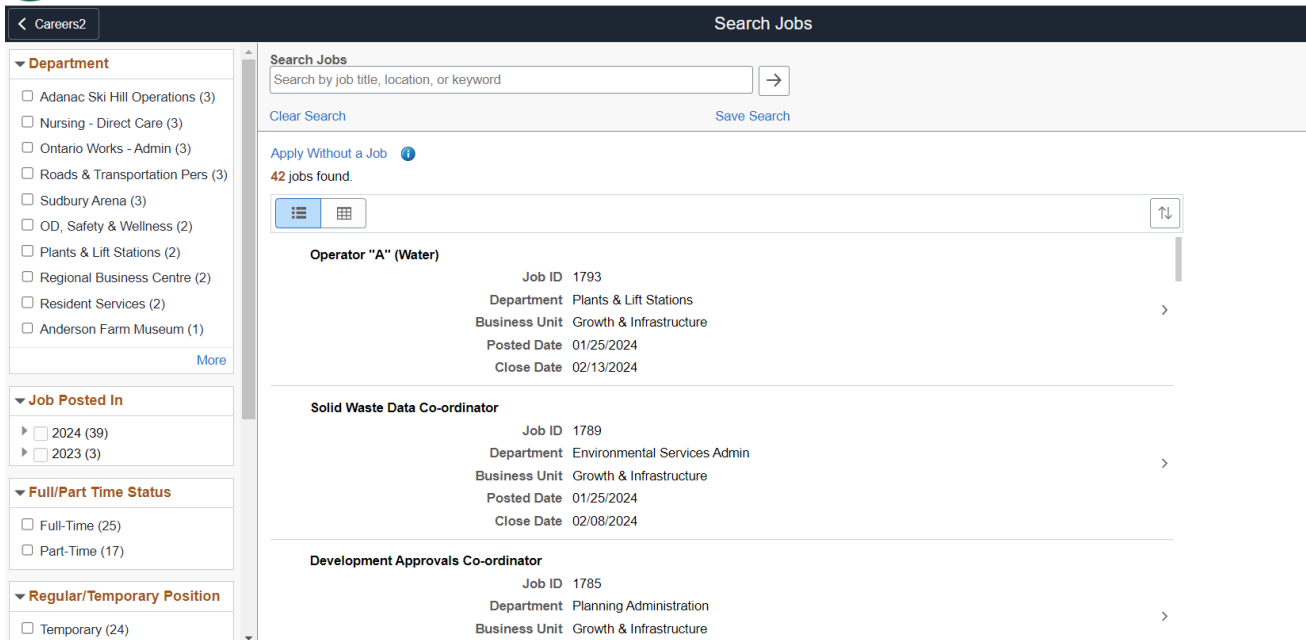


## Viewing Available Jobs

1. Click on **View All Jobs**.



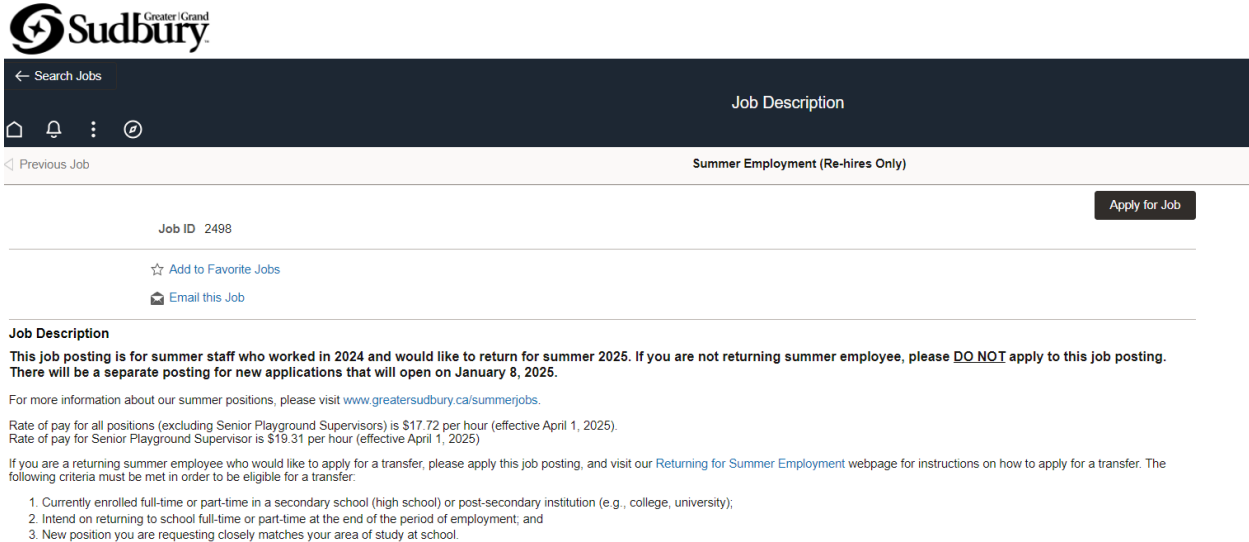
2. This will bring you to a page where you can view all current job postings. You can use the "Search" function to find the Summer Employment (Rehires Only) job posting.



The screenshot shows the 'Search Jobs' page with a search bar at the top. Below the search bar, there is a 'Department' filter on the left, a 'Job Posted In' filter, and a 'Full/Part Time Status' filter. The main content area shows a list of job postings with the following details:

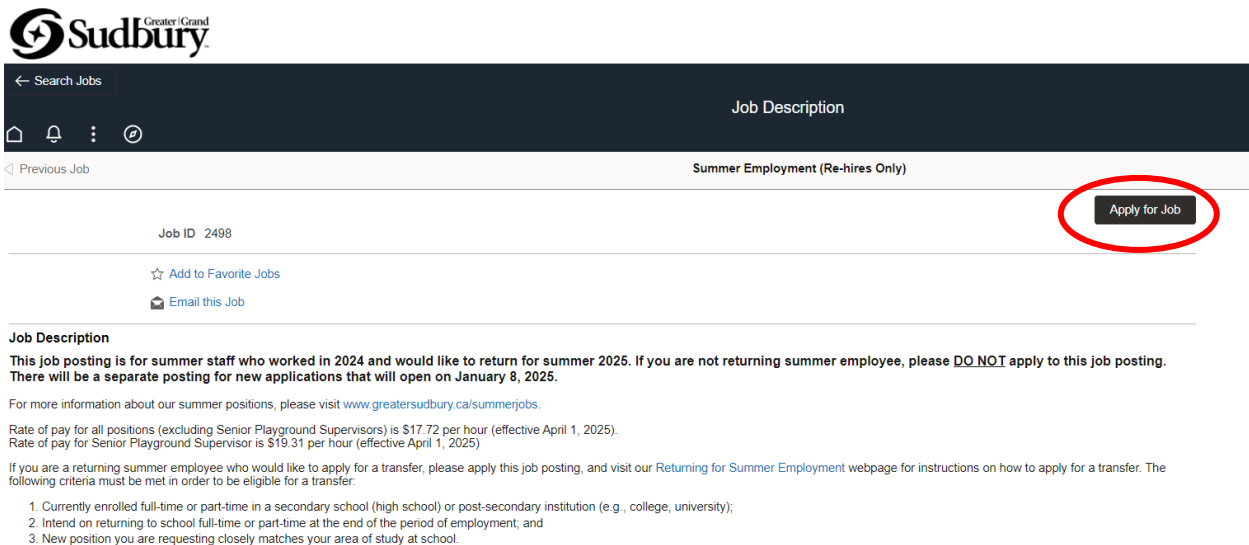
Job Title	Job ID	Department	Business Unit	Posted Date	Close Date
Operator "A" (Water)	1793	Plants & Lift Stations	Growth & Infrastructure	01/25/2024	02/13/2024
Solid Waste Data Co-ordinator	1789	Environmental Services Admin	Growth & Infrastructure	01/25/2024	02/08/2024
Development Approvals Co-ordinator	1785	Planning Administration	Growth & Infrastructure		

- To view job posting details, click on the posting. This will bring you to see the full details of the posting, including the job description, requirements and any other relevant information to the job.



## Applying for the Job

Once you have found a job opening you want to apply for, from the job posting, click on **Apply for Job**.



The application page will open, and you will see the steps on the left-hand side of the page.

\*Click on **Save as Draft** during any step of the application to save your progress.

**Step 1: Start:** is reviewing and accepting the terms and conditions. Review them by clicking on **View Terms and Conditions** and then once reviewed, check the box **“I agree to the Terms and Conditions”** and click on **Next**.

Apply for Job  
Summer Employment (Re-hires Only) Next >

<p>1 Start In Progress</p>	<p><b>Step 1 of 6: Start</b> <span style="float: right;">Save as Draft</span></p> <p>This job application allows you to attach a resume and has a number of sections, ranging from job preferences to work experience. The step-by-step process will guide you through the application. Please fill in all information carefully and completely before submitting.</p> <p>Before you begin the job application process, please read the Terms and Conditions carefully. By selecting the "I agree to the Terms and Conditions" checkbox you indicate that you have read and understood these Terms and Conditions and acknowledge your agreement with them. If you do not agree, you will not be able to submit an application and should select the Exit button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p style="text-align: center; margin: 0;"><a href="#">View Terms and Conditions</a></p> <p style="margin: 0;"><input checked="" type="checkbox"/> I agree to the Terms and Conditions</p> </div>
2 Prequalify Not Started	
3 Questionnaire Not Started	
4 References Not Started	
5 Attachments and Referrals Not Started	
6 Review and Submit Not Started	

**Step 2: Prequalify:** A series of questions will appear for you to answer. These questions are asked to all applicants. Answer all the questions and click on **Next**.

Apply for Job  
Summer Employment (Re-hires Only) < Previous    Next >

1 Start Complete	<p><b>Step 2 of 6: Prequalify</b> <span style="float: right;">Save as Draft</span></p> <p>To be eligible to submit an application you will need to answer the following questions.</p> <p><b>Prequalify</b></p> <p>*1. Are you currently employed by the City of Greater Sudbury? If you are a City of Greater Sudbury employee, please make sure you are applying through the internal website: <a href="https://myhr.greatersudbury.ca">https://myhr.greatersudbury.ca</a></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>*2. Are you eligible to work in Canada? You are legally entitled to work in Canada if: a) you are a Canadian citizen, b) permanent resident or c) have a valid work permit. If you are new to Canada or thinking about coming to Canada, visit our <a href="https://www.greatersudbury.ca/city-hall/jobs-at-the-city/applicants-living-outside-of-canada">Applicants Living Outside of Canada</a> page (<a href="https://www.greatersudbury.ca/city-hall/jobs-at-the-city/applicants-living-outside-of-canada">https://www.greatersudbury.ca/city-hall/jobs-at-the-city/applicants-living-outside-of-canada</a>). If you are not currently entitled to work in Canada, visit the <a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/need-permit.html">Government of Canada</a> (<a href="https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/need-permit.html">https://www.canada.ca/en/immigration-refugees-citizenship/services/work-canada/permit/temporary/need-permit.html</a>) to find out what you need to do to be eligible to work in Canada.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>*3. The City of Greater Sudbury is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If you are contacted for an employment opportunity, you are invited to advise the Hiring Manager if you require accommodation.</p> <p><input type="radio"/> I understand this statement and acknowledge in the event that I am contacted for an employment opportunity, I can contact the hiring manager to discuss any accommodation requirements.</p> <p><input type="radio"/> I do not understand this statement and in the event that I am contacted for an employment opportunity, I will at that time request further information.</p>
2 Prequalify In Progress	
3 Questionnaire Not Started	
4 References Not Started	
5 Attachments and Referrals Not Started	
6 Review and Submit Not Started	

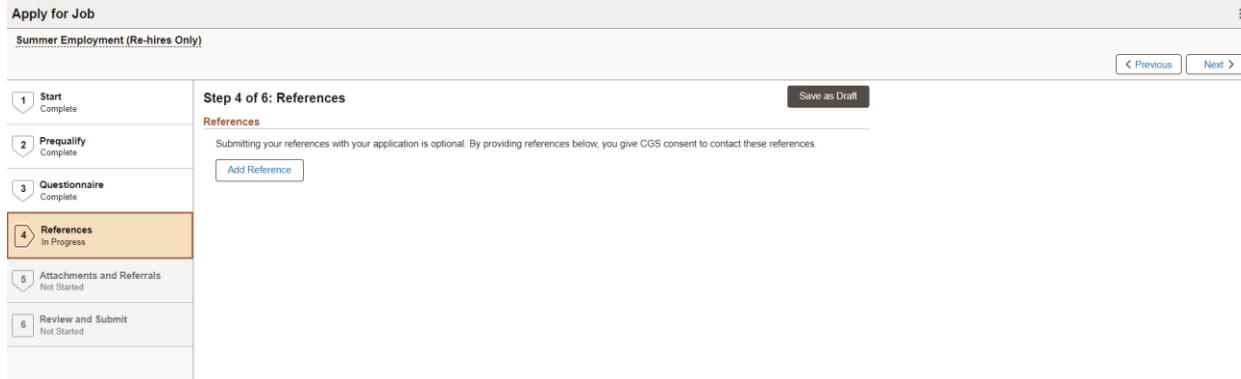
**Step 3: Questionnaire:** is where you will answer job specific questions.

Apply for Job  
Summer Employment (Re-hires Only) < Previous    Next >

1 Start Complete	<p><b>Step 3 of 6: Questionnaire</b> <span style="float: right;">Save as Draft</span></p> <p><b>Employment Questionnaire</b></p> <p>Questions marked with an * are required. You are required to answer all the mandatory questions.</p> <p>Please make sure your resume reflects your answers to the application questions. If you answered that you have a high school diploma and you have a certain number of years of related experience, make sure this is clearly indicated in your resume.</p> <p>*1. I worked for the City of Greater Sudbury as a summer employee in 2024.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>*2. Please indicate which department you worked in.</p> <p><input type="radio"/> Day Camp/Playgrounds <input type="radio"/> Engineering <input type="radio"/> General Labour/Maintenance <input type="radio"/> Information Technology <input type="radio"/> Land Reclamation <input type="radio"/> Library <input type="radio"/> Museums <input type="radio"/> Office/Clerical <input type="radio"/> Parks</p>
2 Prequalify Complete	
3 Questionnaire In Progress	
4 References Not Started	
5 Attachments and Referrals Not Started	
6 Review and Submit Not Started	

Answer all the questions and then click on **Next**.

**Step 4: References** is where you will add your references to your application. **This step is optional.**



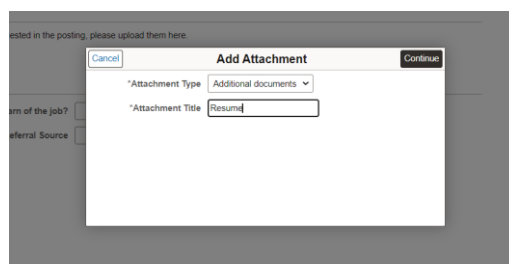
1. Click on **Add Reference**.
2. Enter the following details for your reference:
  - a. Type of reference (professional, personal or both)
  - b. Name
  - c. Title
  - d. Employer (company name)
  - e. Phone number
  - f. Email address
3. Click on **Done**.
4. To add another, **click on the +**
5. Repeat steps 2 – 3 until you have entered all your references.
6. Once complete, Click on **Next**.

**Step 5: Attachments and Referrals:** is where you will attach any **additional documents requested in the job posting**. If you are applying to work in the same position you worked in previously, you do not need to upload your resume.

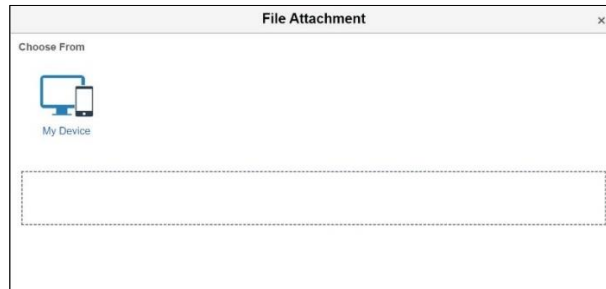
- **For Day Camps/Playgrounds positions, you will need to upload your completed Annual Offence Declaration form that was emailed to you, and your First Aid/CPR certificate.**
- **For Waterfront Lifeguard positions, you will need to upload your completed Annual Offence Declaration form that was emailed to you, and your National Lifeguard certificate.**
- **If you previously worked as a Day Camp Counsellor or Junior Playground Supervisor and are applying to be a Senior Playground Supervisor, you will also need to upload your resume.**
- Please note that you **cannot upload images (e.g. .JPG or .PNG) directly to myJOBS**. If you have a photo of your certificate(s), insert it into a Word or PDF document to upload.

To add the additional documents:

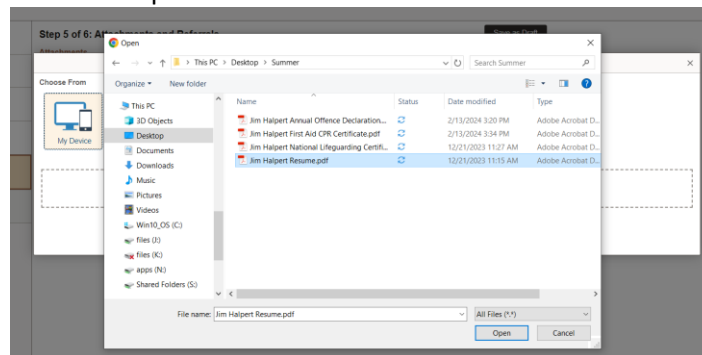
1. Click on **Add Attachment**.
2. Select Attachment type from drop down menu.
3. Add a title for your document.
4. Click on **Continue**.



5. Click on **My Device**.

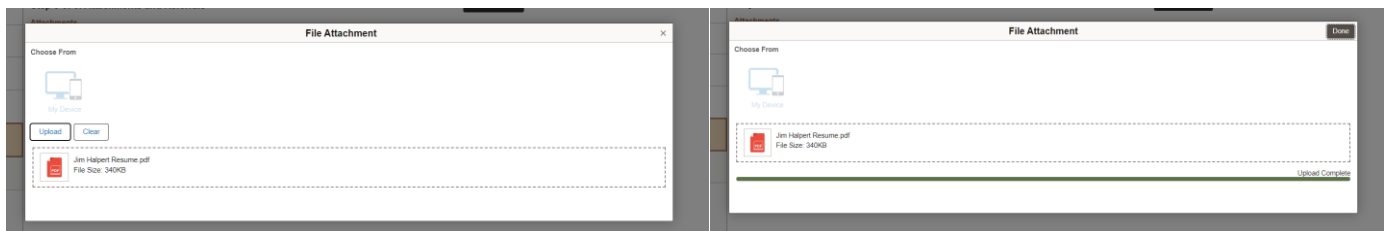


6. Select the file to attach and click **Open**.

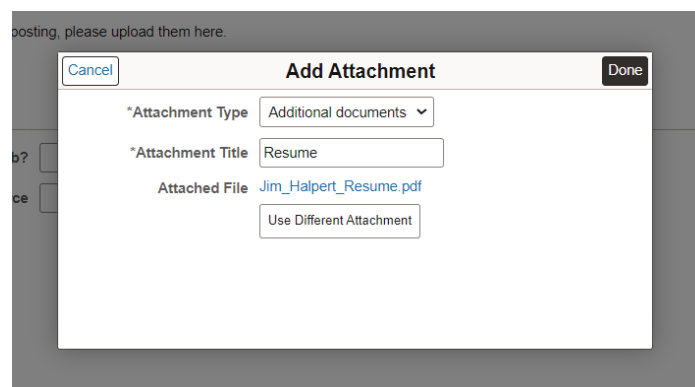


7. Click on **Upload**.

8. Once the file is uploaded, you will see “upload complete”. Click on **Done**.



9. Confirm the attachment details are correct and click on **Done**.



10. To add another, **click on the +**

Apply for Job ⋮

Summer Employment (Re-hires Only) < Previous   Next >

**Step 5 of 6: Attachments and Referrals** Save as Draft

Attachments

+

Attached File	Attachment Title	Attachment Type	>
Jim_Halpert_Resume.pdf	Resume	Additional documents	>

Referrals

How did you learn of the job?

Specific Referral Source

11. Repeat steps 1 – 9 until you have attached all your documents.

Apply for Job ⋮

Summer Employment (Re-hires Only) < Previous   Next >

**Step 5 of 6: Attachments and Referrals** Save as Draft

Attachments

+

Attached File	Attachment Title	Attachment Type	>
Jim_Halpert_Resume.pdf	Resume	Additional documents	>
Jim_Halpert_First_Aid_CPR_Certificate.pdf	First Aid CPR	Additional documents	>
Jim_Halpert_Annual_Offence_Declaration.pdf	Annual Offence Declaration	Additional documents	>

Referrals

How did you learn of the job?

Specific Referral Source

12. Review your list of attachments to ensure nothing is missing.

13. **How did you learn of this job?** Select an option from the referrals drop down menu.

14. Click on **Next**.

**Step 6: Review and Submit:** is the last step of the application process. Here is where you can review all the information you've entered in steps 1-5 and make any changes needed.

To view more details, click on the title and the information will expand.

To make changes or correct an error in a section, click on **Modify**. This will take you back to the step you want to make changes to.

Make your required changes and click on **Next** until you are brought back to Step 6: Review and Submit.

\*Click on **Save as Draft** during any step of the application to save your progress.

Now that you've reviewed all your information, you are ready to submit your application.

Click on **Submit**.

**Apply for Job**  
Summer Employment (Re-hires Only)

Review your application and make any changes before submitting.

**Step 6 of 6: Review and Submit** Save as Draft

**My Contact Information**

Email: no-reply@greatersudbury.ca      Address: 71 Monique Crescent Garson ON P3L 1C3  
 Phone: 705/674-4455

[Modify](#)

**Prequalify**  
 **Online Screening Notice**  
 **Attachments**

Attached File	Attachment Title	Attachment Type	
Jim_Halpert_Resume.pdf	Resume	Additional documents	<input type="button" value="&gt;"/>
Jim_Halpert_First_Aid_CPR_Certificate.pdf	First Aid CPR	Additional documents	<input type="button" value="&gt;"/>
Jim_Halpert_Annual_Offence_Declaration.pdf	Annual Offence Declaration	Additional documents	<input type="button" value="&gt;"/>

**References**  
 **Referrals**  
 **Employment Questionnaire**

You will receive a confirmation message on your screen when the submission is complete.

**Application Confirmation**

You have successfully submitted your job application

**Jobs Applied For**

Job Title	Summer Employment (Re-hires Only)	Posting Date	11/20/2024
Job ID	2498	Application Date	11/20/2024
Location	Tom Davies Square		

**Online Screening Results**

Job Title: Summer Employment (Re-hires Only)      Job ID: 2498  
 We are pleased to advise that the application you have submitted has been received for further consideration in terms of our recruitment policy. You may review your submitted application by using the View Submitted Application link. We will contact you by email notifying you of whether your application has been successful or not as soon as possible. Please note that any false or incorrect information will render this application void.

[Careers](#)  
[View Submitted Application](#)

## Checking the status of your application

Once you have applied for a position, you are able to go into myJOBS and check the status of your application.

From the main myJOBS page, click on **My Job Applications**.

**Careers**



Search Jobs  
Search by job title, location, or keyword

Welcome Veronique Boyer

- View Jobs Posted in Last 7 Days
- View All Jobs
- My Job Notifications
- My Job Applications** 2
- My Favorite Jobs
- My Saved Searches
- My Contact Information

This section is where you will see your current job applications (drafts and submitted). You can view the application status by clicking on the **blue information icon**.

**My Job Applications**

Job Title	Job ID	Location	Application Status	Application Status Information	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
Construction Services Co-ordinator	1002	St. Clair / S Depot	Draft		03/03/2023 8:40AM			<input type="button" value="Withdraw"/> <input type="button" value="&gt;"/>
Immigration Development Officer	1004	Tom Davies Square	Draft		03/03/2023 3:03PM			<input type="button" value="Withdraw"/> <input type="button" value="&gt;"/>

### Withdrawing your application

In this section, you can also withdraw your application.

To withdraw your application, click on **Withdraw**, a window will pop up asking if you want to continue, click on **OK** to confirm your withdrawal. **This action cannot be undone.**

