



Recreation Exploration Community

**Halifax Regional Municipality
COMMUNITY RECREATION SERVICES
EMPLOYMENT OPPORTUNITIES - SUMMER 2010**

BEFORE YOU BEGIN:

You'll be asked a series of questions regarding your work, volunteer and training experience. Please compile the following information and include it in your resume and the questionnaire that follows the download of your resume. (You can cut and paste the info from your resume into the questionnaire):

- Job title, period of time you were with an organization
- Organization name
- Name of supervisor and contact info for the supervisor
- A description of your duties and responsibilities

Give yourself enough time to fully complete the online process. Some computers may time out if left idle.

Check that your 'cookies' have been enabled. The following is a step-by-step of how to complete this for Internet Explorer browsers:

1. Open Internet Explorer
2. Click: Tools
3. Click: Internet Options
4. Click: Privacy Tab
5. Click: Advanced
6. Click: OK
7. Check: Override automatic cookie handling
8. Accept First Party Cookies
9. Accept Third party Cookies
10. Click: OK
11. Click: Ok

Please visit, <http://works.workopolis.com/customers/hrmext/help.html> if you are using a browser other than Internet Explorer (i.e Safari, Mozilla Firefox etc.) and having problems applying.

Community Recreation Services - Employment Opportunities - Summer 2010

Applying Step-by-Step

1. How do I Apply?

NOTE: Paper applications will not be accepted.

Click on the picture of the Employment Guide on www.halifax.ca/rec/Employment.html to view all the jobs available.

When you have selected a position(s) that interest you, click on the “**Apply Now**” button. This will take you to HRM’s Human Resource page.

Look for the position(s) that interest you.

Click on the job title and then the “Apply” button at the top of the job posting.

You must apply separately for each position that you are interested in.

NOTE: You may only apply to a job once.

-You will need to register to get a login name and password (view job and click on the “Apply” button and then click on “Join Now!”) You only have to do this once!

-Fill out the information

-Once registered, download or create a resume, then proceed to complete the questionnaires attached. **You must complete the questionnaire attached to the job posting to be considered for a position.**

2. What is the best format to use for my Resume?

You will be required to submit a resume for each position you are interested in applying for. A basic resume which outlines your current level of Education, Work Experience/Volunteer Experience and Training is all that is required. A cover letter is not required.

If you already have a resume prepared, you can select **ResumeBasic** and use the browser to quickly and easily upload your resume **OR** you can simply copy and paste your existing resume into the field. If you do not have a resume prepared, you can also type your resume into this field.

NOTE: the browse and upload feature only works with Word documents.

An example of a basic resume is provided for your review (see Step 3 on the main page of www.halifax.ca/rec/Employment).

There are a number of boxes where information can be added. You are only required to complete the boxes marked with *. Under “Personal Information” we encourage you to fill in the boxes for address, city, and province.

If you preview your resume before submitting, please do not be concerned with how it looks, i.e. formatting, etc. The system will automatically convert your resume to a printer friendly format. We will only be looking at the content of your Resume and most of the information required will be captured by the completion of the questionnaire.

Once you have submitted your resume, you will then proceed to complete a questionnaire which is attached to each job posting.

NOTE: You must complete the questionnaire attached to the job posting to be considered for a position.

3. I am having problems filling in the on-line application, is there help?

If you are having technical issues with HRM's Job Application software please visit <http://www.halifax.ca/hr/jobs/workopolisFAQ.html>. There you will find answers to questions and an opportunity to email technical questions to support staff.

If you have questions on the Employment Opportunities please contact the Summer Employment Coordinator at 490-1640 or at sec@halifax.ca.

4. How do I make a change to my application?

If you need to change your resume, simply go to our career site at www.halifax.ca/hr/jobs/index.html click on 'Apply for Jobs OnLine', locate My Resumes, click the link and log in, then locate the name of the resume you want to update. Once you save the changes, the resume you submitted will be updated.

NOTE: Only resumes can be updated. Questionnaires can only be answered once; therefore no changes can be made to questionnaires.

5. Did you receive my application?

When you apply for a position on-line you automatically receive an acknowledgment indicating your application was successfully received. Please make sure your e-mail address is entered correctly to ensure proper delivery of your confirmation e-mail. **If you do not receive an automatic email, please contact the Summer Employment Coordinator at 490-1640 or at sec@halifax.ca**

In addition to your e-mail confirmation, a message will appear on your screen once you have completed your application and questionnaire.

6. What is the status of my application, will I be considered?

You can check the status of a competition by logging into your account and double clicking on 'My Job List' on your account.

Generally, we will commence the applicant review process after the official closing date of the competition. Application deadlines for Summer 2010 Employment Opportunities are:

Aquatic Coordinator:	March 1, 2010
Lifeguard/Instructor:	March 15, 2010
Bedford Pool Supervisor/Beach Captain	March 15, 2010
All other Positions:	March 31, 2010

7. I do not have access to a computer? How can I apply?

There are computers at all of the Halifax Public Libraries as well as **HRM Recreation Centres** located throughout HRM that are free for you to use to apply. For a list of available recreation centres, visit www.halifax.ca/rec.

8. When are the interviews? When will I be contacted?

We will commence the applicant review process after the official closing date of the competition.

Applicants selected for an interview will be contacted by telephone. Ensure your telephone number is current and up to date.

NOTE: You will only be contacted if you are selected for an interview.

9. The competitions have closed. Can I still apply?

All summer positions will be posted on our website until March 31, 2010. Should we require any further applications after March 31, those opportunities will be advertised at www.halifax.ca/rec/Employment.html.

10. Are there any other vacancies?

All jobs available to the public can be viewed on-line at www.halifax.ca/hr/jobs/index/html.