Quick Reference Guide to Your HRM Candidate Zone

Overview

The candidate zone is used to apply to jobs, track applications to jobs, and respond to communication from the recruiter. To login and access the candidate zone, click:

External Applicants: https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25749&siteid=5764#home
Internal Applicants Only: http://intranet.halifax.ca/BusinessUnits/HumanResources/employment/index.html

The candidate zone is made up of:

- **Dashboard** is used to view saved jobs, track applications, access any job searches and alerts, and respond to forms and offers post application process.
- **Profile** is completed if you do not already possess a resume. If you apply with a resume, you do not need to complete your profile (not mandatory). You can also to manage your contact information, and upload attachments (i.e. proof of education or licensing).
- **Account Settings** is used to manage your password, link your social networks, and update general settings.
- **Assessments** is function that is not commonly used.
- **Message Archive** is used to view any messages and alerts that are sent to you by the recruiter. Please check here, if you are concerned about having missed any communication from the recruiter on an active competition.

Track Your Applications

To track applications, select **Candidate Zone > Dashboard**.

1. Select **Applications** tab. **Saved Applications** list any applications that are in progress. Select **Continue** to finish your application and submit or select **Remove** to delete the partially completed application.
2. **Submitted Applications** lists any jobs that you have applied for in the last 90 days and the current status of your application (i.e. Application Received/Declined, Under Review, Interview, etc.).
3. Select a **job** to open more details.
4. Select **Review Application** to view the application that you submitted.
5. Select **View Job Description** to review the details of the job posting.
6. Select **Add Files** to add any supporting documents to the application such as proof of education or licensing.
7. Select **Withdraw Application** to no longer be considered for the position. If you make an error or wish to edit your application, please **DO NOT withdraw** as it will permanently remove you and you be unable to reapply when the competition is closed. Please email **jobs@halifax.ca** with the revised information.

Creating a Job Search and Job Alert

In the Dashboard, you can create a personalized **Job Searches and Alerts**. In this field, it shows your previous job searches and allows you to edit or renew job alerts.

1. Click **Search for Jobs** to create a personalized saved search.
2. To do a quick search of all current job postings, type in the key words (title, job category, function) and click **Enter**.
3. Or, you can conduct an **Advanced Search** by entering in keywords, auto req ID (each jo posting has a unique ID), job category and post date. When finished, click **Enter** or **Job Opportunities**.
4. To save your results, individually select the jobs you are interested in and click **Save** below.
5. To turn your job search into a **Job Alert**, click on **Save This Search** in the top right hand corner. Enter **Search Name**, define frequency of updates, and confirm email and click **Save**.

Under your **Dashboard** you will now see your saved searches and job alerts. Job alerts expire in 90 days and can be renewed.

Having Trouble Signing In?

You can reset your password by clicking the **Forgot Username or Password?** link on the Welcome Page.

1. Click the link as noted; complete the information marked as required*
2. Once you have entered your information, a password recovery email will be sent to you.
3. Click the link in the email answering the 3 security questions associated with your account.
4. Security responses, passwords and usernames are case-sensitive.
5. Once all information has been provided you will be prompted to create a new password for your account.

Accessing Job Applicant Tools

For more information regarding our recruitment process such as how to develop an effective application and prepare for an interview, please visit:

https://www.halifax.ca/about-halifax/employment/work-halifax-regional-municipality