

JobConnect Help – Applying Online

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Apply Using JobConnect

JobConnect presents you by default with all open postings for all job classes. From here you can search by position, location, and uncheck the limit to open postings. Use the **View** button to see a detailed PDF copy of the posting. Use the **Apply** button to apply for the position.

SUBSCRIBE TO NOTIFICATIONS sends you an email whenever any other jobs in this division are posted (you can choose to receive emails for teaching positions and/or support positions). After subscribing, you can unsubscribe if needed.

If the **Apply** button is available this means that the district will allow you to apply FULLY online:

- Add your demographic profile, or update your existing profile (if you are an employee already or have applied for jobs previously)
- Read appropriate instructions and declaration pages
- Fill in necessary/required screens of information (references, education, skills, and experience). This must be completed (if the posting requires it) even if you have stated information in your resume.
- Attach necessary documentation. Postings will vary depending on what is required. If attachments are required it means that you have to have this documentation scanned and/or available electronically in order to be able ‘to attach’. The system will accept standard office, picture, and pdf formats.

Job Postings

Refine your search by position and/or location using the drop down boxes (above right).

Please be sure to **VIEW** the details of a job before deciding whether to apply.

Click the **HELP** tab or the "How to Apply Online" link below for complete information on using this website and applying online.

[How to Apply Online](#)

[Contact Human Resources](#)

[Education Graduate? Please Click Here](#)

[Not Certified in Manitoba? Please Click Here](#)

[Add Yourself to the list](#)

Subscribe/Unsubscribe to Notifications

You may require Adobe Reader to print/view information - [CLICK HERE](#) to download a free copy.

Browser must allow popups for certain functions within the product - [CLICK HERE](#) to find out how to allow popups.

Select Position: All Positions

Select Location: All Locations


Limit to Open Postings ONLY


Show 25 entries Search:

View Posting	Posting	Position	Apply to Posting	Description	Location	Posting Date	Deadline	Status
View	1920-TEACH-002	Teacher	Apply	Open Ended Term	Wachovia Secondary School	2019/11/15	2019/11/22	Closed
View	1920-TCH-001	Teacher	Apply	Teacher Posting	Wachovia Secondary School	2019/10/31	2019/12/01	Closed
View	GENERALTEACH	Teacher	Apply	Teacher Pool	Test Location	2019/09/06	2020/06/30	Open

Version 24.05

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Successfully Applying Online – Checking that a profile already exists

An applicant will be presented with first name, last name, birthday month & day, and email.

The purpose of this is to look through the division data to see if you already exist in the system so that information can be added to your existing profile rather than creating duplicate profiles for the same person. This is IMPORTANT and advantageous to you not having to re-do who you are and re-enter in all your information over and over again.

Note: If you have student taught, volunteered, or ever worked for the school division your profile should come up based on your alternate email address on-file at the division. If you find yourself typing in all of your information again brand new STOP and contact board office to link up an appropriate new email so that you can append to existing information rather than create a duplicate of yourself.

The programming checks for first initial, last name and birth day and month information matches already on-file.

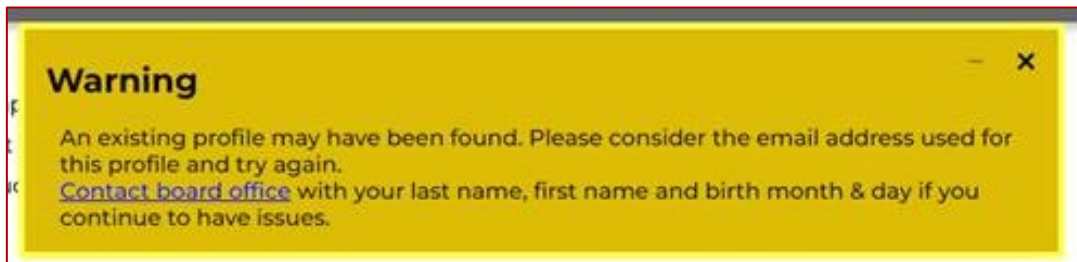
If you are not found, the application screen will appear and you may proceed to setup your profile and complete all necessary information.

If you are found, then a message will appear confirming that a link has been sent to your email. Close this session, go to your email and from there select the link to continue with your application.

If you are found but there are issues (as below) ... board office intervention will be necessary!

- If you are a twin both sharing first name initial and both either work or are applying – you will have to contact board office for initial manual setup.
- If you are on-file but with a different email address you will have to contact board office either by phone or email to update email address on-file to match the new one you wish to use before applying. **Do not alter information falsely in order to override this check – it will create a duplicate that will have to be combined/moved to the original application.**

In these situations, this warning will come up (as below). Contact Board Office to make changes to your existing account so that you can proceed with application.



Sign-on Issues/Errors/Things to Try when emailed link is failing

- **Are you re-using the same link?**

Delete all other emails, close all sessions and start fresh.

- **Are you leaving the session open, then going to email and opening another one?** When the applicant gets the message about the link ensure that they have 'x'ed closed that applicant sign-on; then in their email when they click the link and it will bring them back a new Applicant Signon tab.

- **What browser are you using? Do you have multiple sessions open?**

Close all sessions, start fresh.

Sometimes the automatic 'Click Here' or clicking the link will not work. Often it has to do with browser extensions that people have and/or antivirus software or add ons. We cannot control what people (non-district employees) add to their browsers. This is why the email specifies that if the user is having trouble with the link to copy and paste it into their browser URL bar and then places the link in full to for the user to be able to do this.

- **Are you on a phone or computer?**

If an iPhone user using Safari: the browser loads the link twice causing the system to think the link has already been used. This only happens if the user 'clicks' the link on their iPhone. In the email that sends them the 'click here' link there's also a sentence:

If you cannot click on the link, or are having any difficulties, please try to copy and paste the following URL into your browser URL bar.

If the user is having issues clicking the automatic link, get them to resend themselves a verification email via JobConnect and then instead of clicking the link, have them copy/paste the link below that line into their browser.

Additional Things to Try

Check Password Managers

If using a 3rd party password manager - see that password manager's instructions for clearing any saved passwords for your division's domain (ie. connect.retsd.mb.ca)

Chrome:

- go to the 'Tools' menu, top right hand of the window, 3 dashes/dots and select 'Settings'
- from the menu on the left, select 'Auto-Fill' > then from the menu that shows up towards the middle of the screen select 'Password Manager'
- remove any saved passwords for the division domain (ie. connect.retsd.mb.ca)

ALTERNATIVELY

- open up chrome
- in the URL address bar type in 'chrome://settings/passwords'
- remove any saved passwords for the division domain (ie. connect.retsd.mb.ca)

Firefox:

- go to the 'Tools' menu, top right hand of the window, 3 dashes/dots
- select 'Passwords'
- remove any saved passwords for the division domain (ie. connect.retsd.mb.ca)

ALTERNATIVELY

- open up FireFox
- in the URL address bar type in '[about:logins](#)'
- remove any saved passwords for the division domain (ie. connect.retsd.mb.ca)

Edge:

- go to the 'Tools' menu, top right hand of the window, 3 dashes/dots
- on the left hand side of the screen select 'Profiles'
- in the menu presented near the middle of the screen select 'Passwords'
- under the saved passwords section, remove any saved passwords for the division domain (ie. connect.retsd.mb.ca)

ALTERNATIVELY

- open up Edge
- in the URL address bar type in 'edge://settings/passwords'
- under the saved passwords section, remove any saved passwords for the division domain (ie. connect.retsd.mb.ca)

Completing All Requirements

- If information is already on file (checked off) it means that you are/have previously been an employee or applicant with the division. If information needs to be updated – do so and request to **SAVE** any demographic changes.
- All fields that are mandatory have a ‘*’ beside them.

Application For: 1920-ST-001

New Substitute Teachers

088 - Substitute Location

SUBTEACHER

Save - save profile changes

Employee # 1191 Birthdate MDY 07/07/1964

Last Name Afinogenov* First Cheryl*

Middle Mary-Allen Legal First Name (if different than above)

Prefix Mrs. Female

Address Line 1 344 Main St*

Address Line 2 Box 1685

City, Province Winnipeg MB* OR, State

Postal (ZIP) Code R5R6T6* Country CANADA

Address Restricted

Primary Phone (204) 434-6789* Phone # Restricted

Alternate Phone () Phone # Restricted

Email Address taketwo@taketwoinc.com*

Unsubscribe to Notifications

View prior to Apply

[Item Link](#)

*** = Required**

- [Main Page](#)
- [View Posting](#)
- [Read Instructions](#)
- [Declaration](#)
- [Skills/Training](#)
- [Education](#)
- [Experience](#)
- [References](#) 3
- [Attachments](#)

Apply

The grey box on the right indicates what information is required for you to complete to be able to apply for this posting.

- **Note:** the grey box on the right and the tabs at the top are identical – clicking on either of them and completing the tab will check it off appropriately on the grey checklist.
- An asterisk ‘*’ means it is required; if it’s blank, it means it’s optional to complete.
- A number beside references indicates how many references are required. Access the **Reference** tab and input as many references as requested.
- As you complete each step – a checkmark will confirm what activities have been completed. **As long as you save after each step**, if/when you exit and re-apply the information will be ‘as you left it’ so that you do not have to start over.

The **Apply** will not work until you have completed everything necessary. If you press **Apply** and information is not complete the system will indicate what needs to be done.

View Posting: this is to indicate that you have viewed and understand the specific details of the job posting that you are applying for.

Instructions: refer to the instructions page for further specific details about this posting and how to apply for it.

Declaration: this is a read-only document; after you read these documents we recommend clicking **Save** on the main screen (if you don't complete your application all at once, it will SAVE your responses when you come back in to complete it).

Skills: certain postings may ask for specific skills (ie. for sub teacher postings, they will likely ask what subjects/grades you are willing to teach). If this page is required, indicate what skills you possess by clicking at each skill. **Make sure to Save.** If you don't possess any of the skills listed press **Save** to acknowledge and return to the main page.

Education: certain postings will require you to indicate your educational background. This would include post-secondary degrees, college certificates, and more advanced education (MBA, Masters). There are several lines for you to **edit** and then indicate degree, year, university and/or college attended. Select the **Edit** button to make any changes to an existing entry or **Add** to add a new one.

Save Check ALL boxes which are applicable and then 'SAVE'

SUB TEACHER SKILLS

<input checked="" type="checkbox"/>	Kindergarten	<input checked="" type="checkbox"/>	Band
<input checked="" type="checkbox"/>	Primary (Gr 1-3)	<input type="checkbox"/>	Business Ed
<input checked="" type="checkbox"/>	Elementary (Gr 4-6)	<input type="checkbox"/>	English
<input type="checkbox"/>	Not Certified	<input type="checkbox"/>	French Immersion
<input checked="" type="checkbox"/>	Junior High (Gr 7-9)	<input type="checkbox"/>	French
<input type="checkbox"/>	Senior (Gr 10-12)	<input type="checkbox"/>	Home Economics
		<input type="checkbox"/>	Industrial Arts
		<input type="checkbox"/>	Mathematics
		<input checked="" type="checkbox"/>	Physical Education
		<input type="checkbox"/>	Science
		<input type="checkbox"/>	Clinicians
		<input type="checkbox"/>	Resource Teacher

JC-0004 | Version - 2020.03.06 | Welcome: Cheryl Afinogenov - 1191 Help | Sign Out

Take Two: Demo Division
CIMS - Integrated Education Software

Powered by CIMS
JobConnect

Main Page | Instructions | Declaration | View Job Posting | Skills | **Education** | Experience | References | Attachments | Back to Job Postings

Application For: 1920-ST-001
 New Substitute Teachers
 088 - Substitute Location
 SUBTEACHER

Education description

Show 25 entries Search:

	Institute	Degree	Year	Major	Minor	Comments
Edit	University of Manitoba	MASTERS IN EDUCATION	1995	ENGLISH	SCIENCE	My major was Canadian History and my minor was Francais. My studies were completed at U of M
Edit	Red River College	MASTERS IN EDUCATION	2002	ENGLISH		

Cancel

Name: Cheryl Afinogenov

Institution: University of Manitoba * Verified: 2012

Degree: MASTERS IN EDUCATION Year: 1995

Major: ENGLISH Double Major: MATH

Minor: SCIENCE Double Minor: SPECIAL EDUCATION

GPA: 4.5000 Last Year Attended: 0000

Comment: My major was Canadian History and my minor was Francais. My studies were completed at U of M because I had to transfer there to my last course.

Experience: some postings may require you to list additional experience information (where you have worked, what you were doing, and for how long). **This does not have to be teaching experience – it can be non-teaching experience.** The system will automatically show experience already accumulated at the district you are applying for (no need to duplicate). Input all other relevant experiences. Select the **Edit** button to make any changes to an existing entry or **Add** to add a new one.

References: some postings may require references – name, company, and telephone/contact information so that if necessary the district can contact those on your list. Reference name(s) and phone number(s) are mandatory. If the name should not be contacted (or timing is important) then use the title/relationship or institution field to comment on the contact.

Attachments: some postings may require you to include certain attachments. Use the **browse** to browse through your PC (or network folder) to find the document that should be included. Select that document and then choose to attach.

Documents could include:

- General/Job Specific Cover Letter
- General/Job Specific Resume
- Transcript
- Certificate (ie. teaching certificate)
- Other

The screenshot shows the 'Take Two: Demo Division' JobConnect interface. The user is logged in as Cheryl Afinogenov. The 'Attachments' tab is active, showing details for application 1920-ST-001. The application is for 'New Substitute Teachers' at '088 - Substitute Location' with the role 'SUBTEACHER'. A red box highlights the 'Job Posting Cover Letter' attachment, which is marked as '*REQUIRED*'. Below it, there is a 'Choose File' button, a text box showing 'No file chosen', and an 'Attach' button. Other attachments include 'General Cover Letter' (uploaded 2019/07/10) and 'Resume' (uploaded 2018/09/28), both with 'View' and 'Delete' buttons. At the bottom, there is another 'Choose File' button, a text box showing 'No file chosen', an 'Attach' button, and a checkbox for 'Replace current attachment'.

If the only thing you have is a printed copy – take a picture with your phone and upload the picture(s). You could also go to Staples – they would scan it and provide it electronically on a CD/usb which you can load into your computer and browse/attach documents from.

Note: not all file types are supported. Online apply will accept images/pictures, word documents, pdf, or excel file types.

If you are not happy with an attachment select to delete it. This will remove it from the server and allow you to reload a new one.

In order to ensure that the server has what you are expecting you can select the **View** button to retrieve the document from the server and confirm it is what you are expecting.

Troubleshooting – Attaching Documents

- 1) **Document Size:** If you hover over a document or *right click* → *properties* the physical kilobyte size of the document will be displayed. JobConnect will accept document sizes up to 3000KB or 3MB. If your document is larger than this size you must compress it or scan and resave it to meet the size requirements.
- 2) **Document Type:** JobConnect will accept standard Word (.doc, .docx, .rtf), Adobe (.pdf), or picture (.jpg .tif) formats. If you *right click* → *properties* on a document it will show you the extension name. If your document is not on the approved list you must scan it and/or resave to a suitable format.

Finalizing Your Application

Return to the **Main Page** at any time to confirm what steps have been completed. Once all of the required checkboxes are in place you may select the **Apply Button**.

If there are any errors a message will appear indicating what has not yet been completed. If everything is good, an *'Applied to this job posting'* message is indicated and you have the ability to **Print** a confirmation. The confirmation can be used as proof that you have applied for this posting and what information has been completed.

Withdrawing an Application

If you re-access your posting later, there is an option from the main page to **Withdraw** your application. If you select to do this it is irreversible; your information will still be on file, but the status will be marked as *'Withdrawn'*.