

Québec Emploi Website User Guide

Job Seekers

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1. Access Québec Emploi with the Government Authentication Service

To access Québec Emploi, go to the Québec.ca/quebecemploi web page.

When you click on “Create your Candidate Profile”, you will be redirected to a page of the Government Authentication Service which will allow you to keep your personal information secure.

You must then enter your user name, your email address and your password for the Government Authentication Service to connect with the Québec Emploi service, which is identified as follows: **Ministère de l'Emploi et de la Solidarité sociale – Québec Emploi**.

If you do not have a Government Authentication Service account, you will then be able to create one. If needed, you can visit the [How to create a Government Authentication Service account](#) web page.

Once you are connected, the **Québec Emploi** terms of use will be displayed. We ask that you read them carefully. By agreeing to them, you are confirming that you will respect the terms of use of the **Québec Emploi** online service.

2. Create an Applicant Profile

Finalize Registration

The **Finalize registration** page is displayed only when you sign in for the first time. Fields marked with an asterisk are mandatory.

Finalize registration

Use of personal information

All personal information collected is used in accordance with section 65 of the Act respecting Access to documents held by public bodies and the Protection of Personal Information.

Name *

Email address *

Confirm email address



You must also confirm your email address using the **Confirm email address** button. Click on **Send me a confirmation code**. You will then receive a verification code at that address.

Email validation

Email to validate
globetrottier@yahoo.ca

Enter the code and click on **Confirm email**.

Email validation

✓ The code was sent successfully

Email to validate
globetrottier@yahoo.ca

Code *

Once the email address is confirmed, you will have to choose the type of job you are looking for. For residents of Québec, 3 types of job are available: regular, student and internship. "Regular" is the default setting for residents of Canada.

Students and interns must enter their permanent student code.

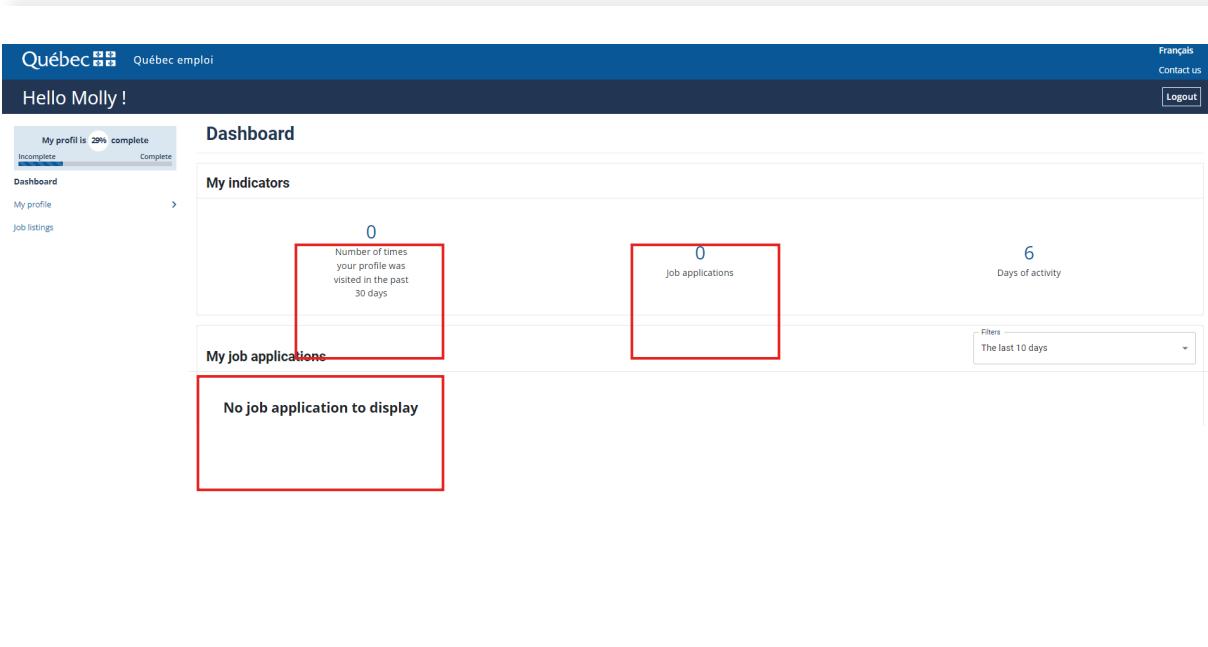
Foreign applicants who live outside Canada must provide data from their Certificat de sélection du Québec (CSQ – Québec selection certificate) issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration.

Once you have filled out all the mandatory fields, click **Continue** on the **Finalize registration** page in order to access the **Dashboard** page of **Québec Emploi**.

Dashboard

The dashboard contains information that will be of use to you, such as the number of times your profile was visited in the past 30 days, the number of job applications you have made and the list of applications that you are considering.

The menu on the left allows you to access the various pages that must be filled out in order to create your Applicant profile. To increase your chances of being noticed by an employer, fill out all of the pages featured in this menu.

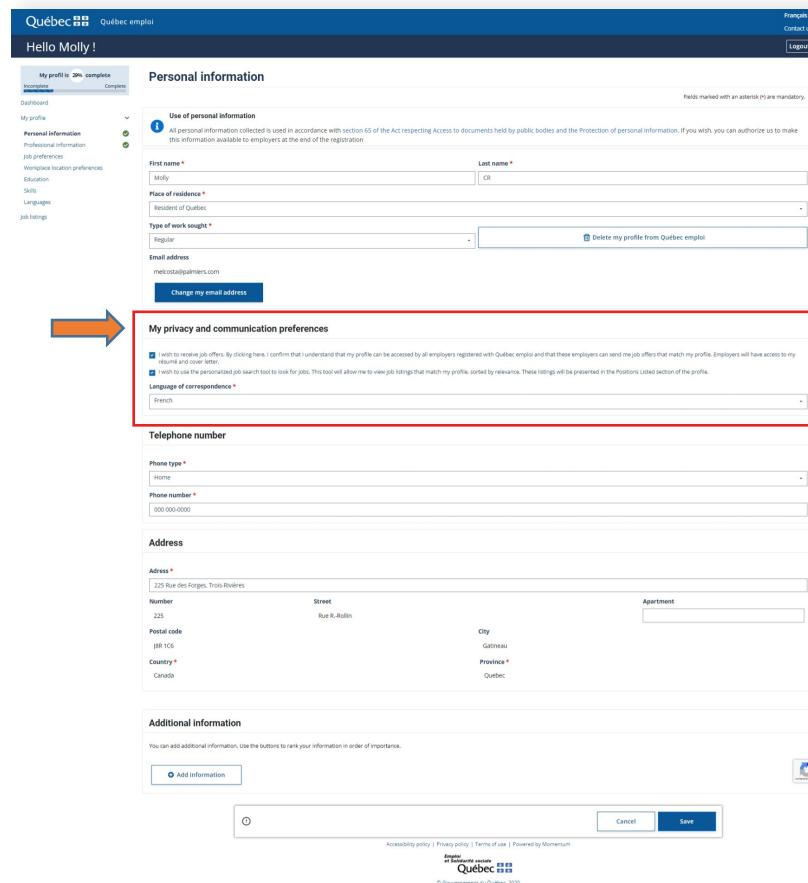


The screenshot shows the Québec Emploi dashboard. At the top, it says "Hello Molly!" and "My profile is 29% complete". The dashboard has a sidebar with "Dashboard", "My profile", and "Job listings". The main area has "My indicators" with three boxes: "Number of times your profile was visited in the past 30 days" (0), "job applications" (0), and "Days of activity" (6). Below that is a section for "My job applications" with a box stating "No job application to display". An orange arrow points to the "Dashboard" link in the sidebar.

Personal Information

This page lets you enter your contact information (first name, last name, address, telephone number). It also gives you an opportunity to consent that your profile may be shown to employers registered with **Québec Emploi**. If you agree, employers will be able to contact you by email or telephone with job listings that match your profile. They will have access to your résumé and cover letter if those documents are found in your profile.

The consent box can be unchecked at any time should you no longer wish your profile to be visible to employers.



My profile is 30% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Personal information

Use of personal information

All personal information collected is used in accordance with section 65 of the Act respecting Access to documents held by public bodies and the Protection of personal information. If you wish, you can authorize us to make this information available to employers at the end of the registration

First name *

Molly

Place of residence *

Resident of Québec

Type of work sought *

Regular

Email address

mecosta@palmeries.com

Change my email address

My privacy and communication preferences

I wish to receive job offers. By clicking here, I confirm that I understand that my profile can be accessed by all employers registered with Québec emploi and that these employers can send me job offers that match my profile. Employers will have access to my profile and my contact information.

I wish to use the personalized job search tool to look for jobs. This tool will allow me to view job listings that match my profile, sorted by relevance. These listings will be presented in the Positions listed section of the profile.

Language of correspondence *

French

Telephone number

Phone type *

Home

Phone number *

000 000-0000

Address

Address *

225 Rue des Forges, Trois-Rivières

Number 225

Street Rue R. Rollin

Postal code J8R 1C6

City Gatineau

Country Canada

Province * Québec

Additional information

You can add additional information. Use the buttons to rank your information in order of importance.

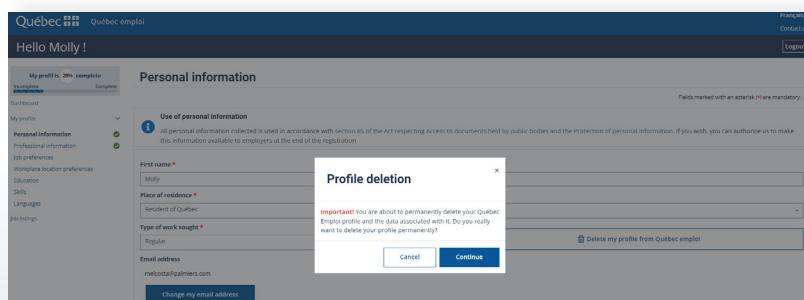
Add information

Cancel Save

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You can delete your profile completely on the Québec Emploi platform.



My profile is 30% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Personal information

Use of personal information

All personal information collected is used in accordance with section 65 of the Act respecting Access to documents held by public bodies and the Protection of personal information. If you wish, you can authorize us to make this information available to employers at the end of the registration

First name *

Molly

Place of residence *

Resident of Québec

Type of work sought *

Regular

Email address

mecosta@palmeries.com

Change my email address

Profile deletion

Important: You are about to permanently delete your Québec emploi profile and the data associated with it. Do you really want to delete your profile permanently?

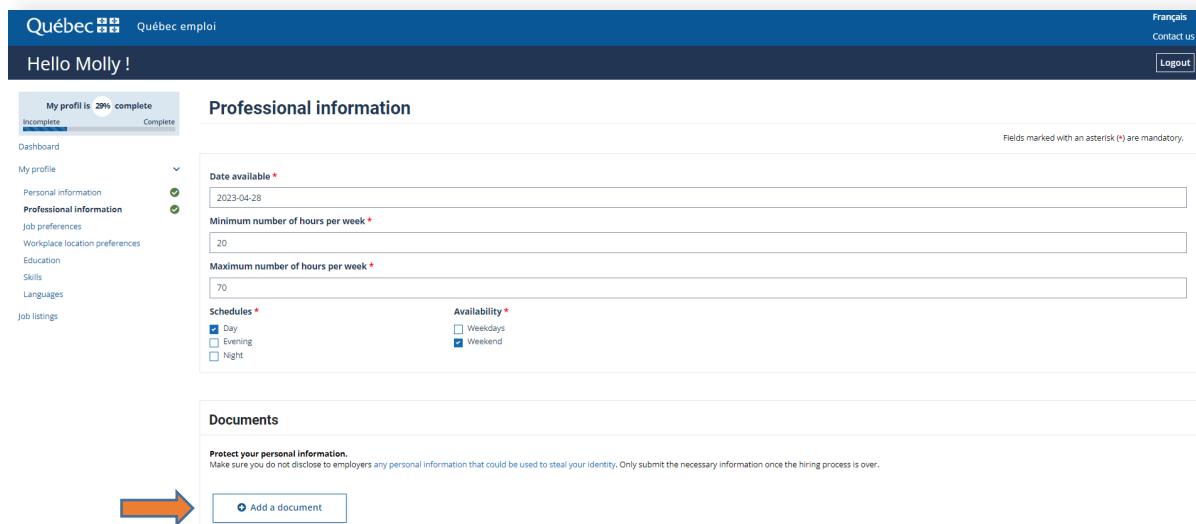
Cancel Continue

Delete my profile from Québec emploi

Professional Information

Use this page to add professional information such as the date from which you are available and the minimum and maximum number of hours you wish to work per week.

You can also upload your résumé and cover letter by clicking on the **Add a document** button at the bottom of the page.



My profile is 20% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Professional information

Date available *

2023-04-28

Minimum number of hours per week *

20

Maximum number of hours per week *

70

Schedules *

Day

Evening

Night

Availability *

Weekdays

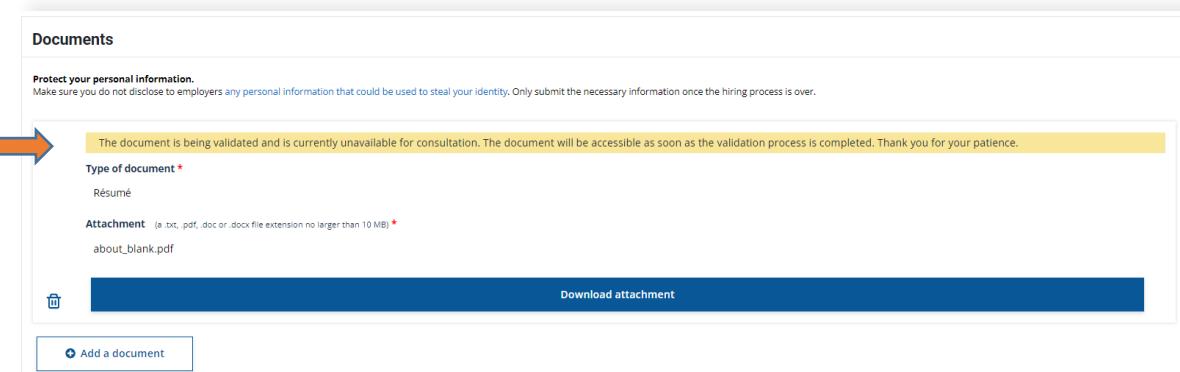
Weekend

Fields marked with an asterisk (*) are mandatory.

Protect your personal information.
Make sure you do not disclose to employers any personal information that could be used to steal your identity. Only submit the necessary information once the hiring process is over.

Add a document

Your résumé and cover letter will be verified by the Placement Assistance Centre. The documents will be published after the short period required for this verification.



Protect your personal information.
Make sure you do not disclose to employers any personal information that could be used to steal your identity. Only submit the necessary information once the hiring process is over.

The document is being validated and is currently unavailable for consultation. The document will be accessible as soon as the validation process is completed. Thank you for your patience.

Type of document *

Résumé

Attachment (a .txt, .pdf, .doc or .docx file extension no larger than 10 MB) *

about_blank.pdf

Download attachment

Add a document

Job Preferences

The **Job preferences** page is key to letting employers know which positions you are looking for.

The **Job title** field contains a list based on the National Occupation Classification. Choose the job that interests you and add how many months or years of experience you have. You can add more than one job and rank them by order of preference.

Some of your job preferences still need to be set. This will increase your chances of being noticed by an employer.

Job preferences

My profile is 29% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Add a job preference (15 at most)

job title * - Choose - Occupational group

Profession

Information sur le marché du travail

Experience * - Choose - I have the necessary professional credentials, if they are required.

Add a job preference (15 at most)

Workplace Location Preferences

It is important that you fill in the requested information in the Workplace location preferences section to let employers know where you want to work.

Some of your workplace location preferences still need to be set. This will increase your chances of being noticed by an employer.

Workplace location preferences

My profile is 49% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Add a preferred job location (3 at most)

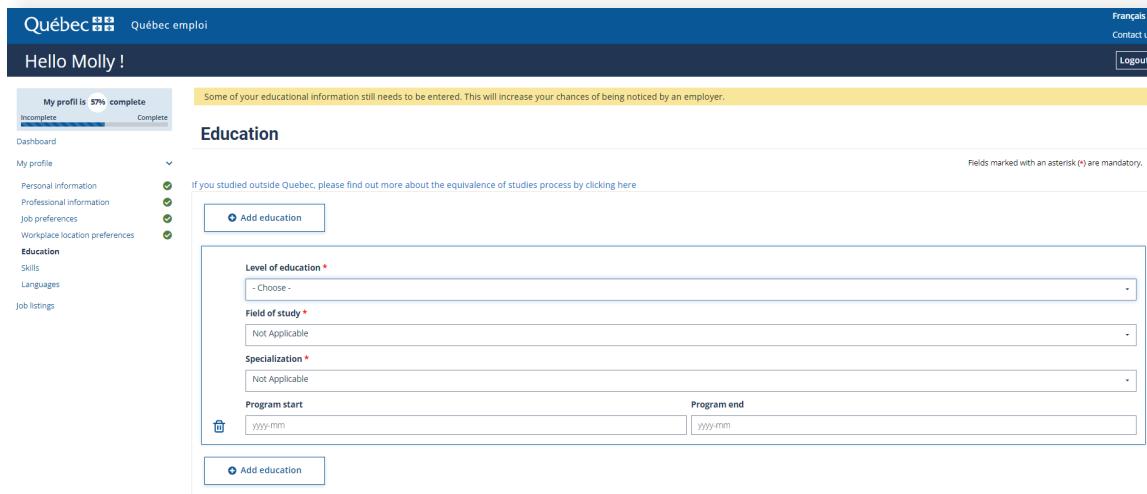
Target address if known

Region * - Choose - Municipality

Add a preferred job location (3 at most)

Education

This page allows you to indicate the training programs you have taken.



Québec emploi

Hello Molly !

My profile is 57% complete

Incomplete Complete

Dashboard My profile Personal information Professional information Job preferences Workplace location preferences Education Skills Languages Job listings

Some of your educational information still needs to be entered. This will increase your chances of being noticed by an employer.

Fields marked with an asterisk (*) are mandatory.

Education

If you studied outside Quebec, please find out more about the equivalence of studies process by clicking here

Level of education * - Choose -

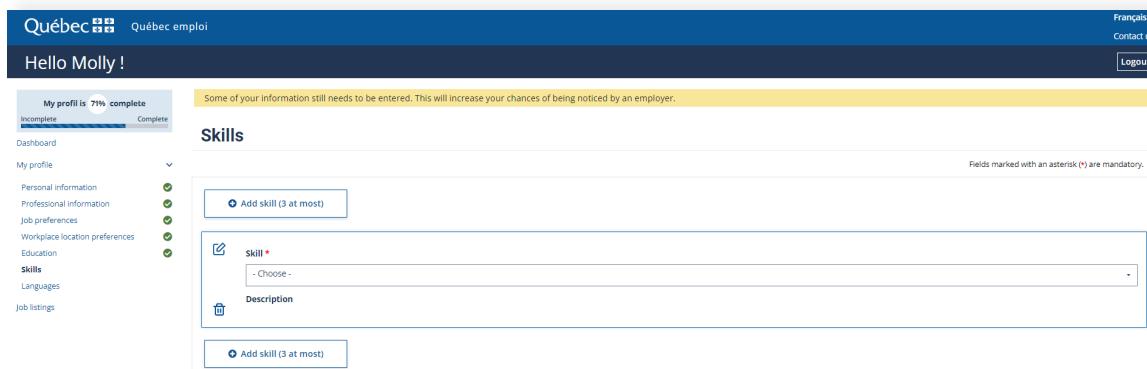
Field of study * Not Applicable

Specialization * Not Applicable

Program start Program end

Skills

This page lets you indicate 3 skills from a list of 23. A description of each skill is displayed automatically.



Québec emploi

Hello Molly !

My profile is 71% complete

Incomplete Complete

Dashboard My profile Personal information Professional information Job preferences Workplace location preferences Education Skills Languages Job listings

Some of your information still needs to be entered. This will increase your chances of being noticed by an employer.

Fields marked with an asterisk (*) are mandatory.

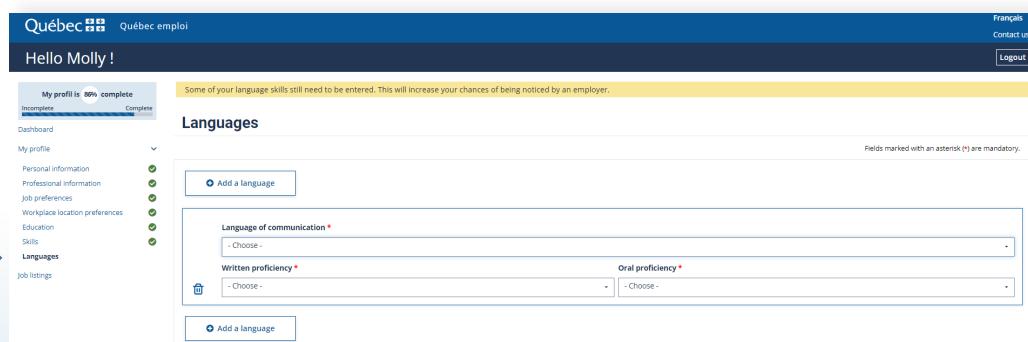
Skills

skill * - Choose -

Description

Languages

Add the languages that you know and specify your level of written and oral proficiency for each one.



Québec emploi

Hello Molly !

My profile is 86% complete

Incomplete Complete

Dashboard My profile Personal information Professional information Job preferences Workplace location preferences Education Skills Languages Job listings

Some of your language skills still need to be entered. This will increase your chances of being noticed by an employer.

Fields marked with an asterisk (*) are mandatory.

Languages

Language of communication * - Choose -

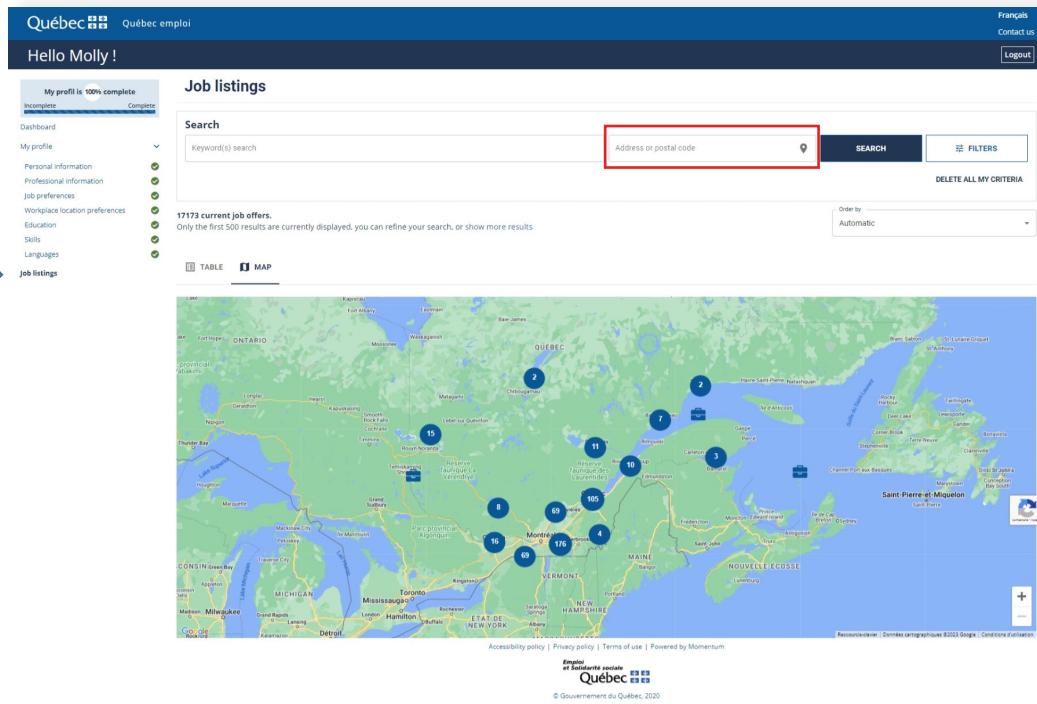
Written proficiency * Oral proficiency *

Your Applicant profile is now complete and can be changed according to your status.

3. Search for Job Offers

You can search for current job offers using a number of criteria (filters) as well as geolocation.

To **geolocate** available jobs, enter your postal code in the **Address or postal code** field. You will then be able to view the locations where jobs are available under the Map tab.



Québec emploi Québec emploi

Hello Molly!

My profile is 100% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Job listings

Search

Keyword(s) search

Address or postal code

SEARCH

FILTERS

17173 current job offers.

Only the first 500 results are currently displayed. You can refine your search, or show more results.

DELETE ALL MY CRITERIA

Order by

Automatic

TABLE MAP

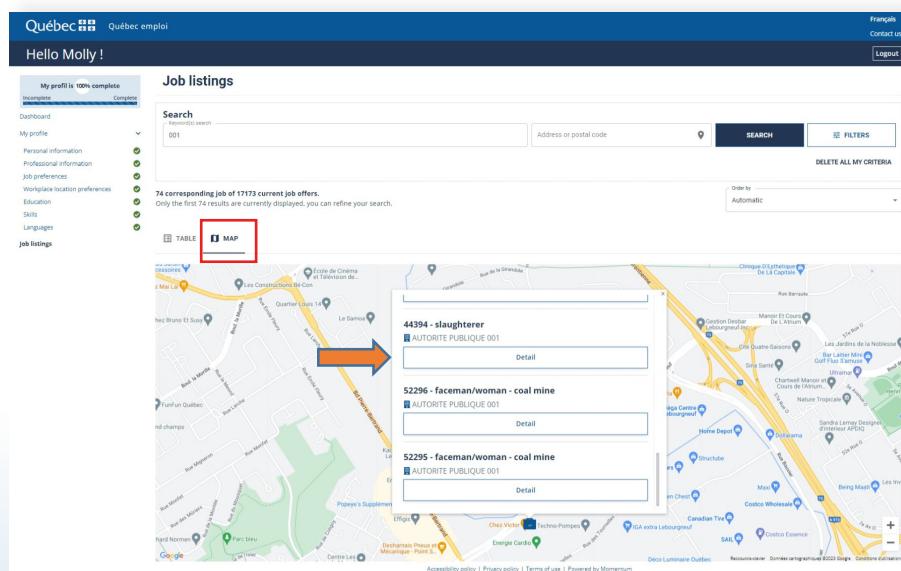
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Emploi et Solidarité sociale Québec

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Click on the map results to display a summary of the jobs available. Click on **Detail** for a full description of the job offer, which you can share and print.



Québec emploi Québec emploi

Hello Molly!

My profile is 100% complete

Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Job listings

Search

Keyword(s) search

Address or postal code

SEARCH

FILTERS

74 corresponding job of 17173 current job offers.

Only the first 74 results are currently displayed. You can refine your search.

DELETE ALL MY CRITERIA

Order by

Automatic

TABLE MAP

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Emploi et Solidarité sociale Québec

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My profile is 100% complete
Incomplete Complete

Dashboard My profile Personal information Professional information Job preferences Workplace location preferences Education Skills Languages Job listings

52296 - faceman/woman - coal mine

Back to the list of jobs

Print Translate a job offer

Employer: AUTORITE PUBLIQUE 001
Website: www.ao.com
Address of the workplace: 825 Boulevard Leboursneuf, Québec, Québec, Canada, G2J0B9

Company description: The information in this section has been provided in French only (see the French page). To receive an English version of the job offer, click on the Translate a job offer button.

Job description: The information in this section has been provided in French only (see the French page). To receive an English version of the job offer, click on the Translate a job offer button.

Languages: French Spoken and Written - Poor

Experience: 1-2 years

Number of hours	Offer type	Job date of employment	Job length
35 hours	Student	November 30, 2021	Casual
Job type	Schedules	Availability	Weekend
Part time	Night	Salary base	Week
Minimum salary	Maximum salary		
45.00\$	54.00\$		

Published since: November 16, 2021

4. Submit an Application

The results of your search will also be listed under the **Table** tab.

Job listings

Filters

Keyword(s): (Search for a job listing number, job listing title, employer, city, job title, profession or occupational group.)

Address or postal code: Administrative region: Exclude employment agencies and labour market intermediaries.

Job offer: Job type: Job length:

Level: Field: Job listings posted:

Delete filters **Apply filters**

To apply for a job that interests you, simply click on the **Apply** button or directly on the title of the job listing.

My profile is 100% complete
Incomplete Complete

Dashboard My profile Personal information Professional information Job preferences Workplace location preferences Education Skills Languages Job listings

52296 - faceman/woman - coal mine

Back to the list of jobs

Print Translate a job offer

Employer: AUTORITE PUBLIQUE 001
Name of job: faceman/woman - coal mine

When you apply for a job and your profile matches the requirements of the job you are applying for, the following message is displayed:



Your profile meets every requirements for this position.

Do you want to apply for this position?

If your profile does not match the requirements of the job you are applying for, the following message is displayed:



Your profile does not match the requirements of the job you are applying for

Missing requirements

Job offer type
Student

Profession
Underground production and development miners

Required experience
1-2 years

Requires professional qualification
Non required

Do you still wish to apply for this job?

Once you apply for a job, a confirmation message is displayed.

Job listings

Filters

Keyword(s)
(Search for a job listing number, job listing title, company name, job offer type, profession, location, etc.)

Address or postal code
H2G2V1

Exclude employment agencies and intermediaries.

Job length
- All lengths -

Level
DES (high school diploma)

Administrative
- All regions -

Job type
Full time

Field
- All fields -

Application successful!

Congratulations, your application has been saved successfully.

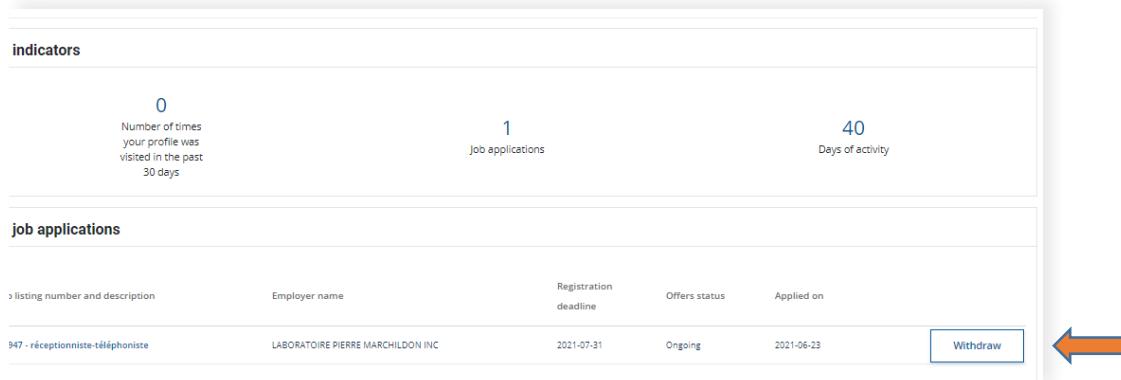
You can now consult other job offers or update your profile.

An email is sent to the employer to inform them that your application has been received. If your application is chosen by the employer, they will contact you by email.

To follow up on your applications, click on **Dashboard** in the menu on the left of your account.

5. Withdraw an Application

To delete an application, go to **Dashboard**. Click on the **Withdraw** button for the position that is no longer of interest to you. An email will be sent to the employer to inform them that your application has been withdrawn.



The screenshot shows the Québec Emploi Website Dashboard. At the top, there is a section titled "indicators" with three metrics: 0 (Number of times your profile was visited in the past 30 days), 1 (Job applications), and 40 (Days of activity). Below this is a section titled "job applications" with a table. The table has columns for listing number and description, employer name, registration deadline, offers status, and applied on. One row is shown: "947 - réceptionniste-téléphoniste" applied to "LABORATOIRE PIERRE MARCHILDON INC" with a deadline of "2021-07-31", status "Ongoing", and applied on "2021-06-23". A blue "Withdraw" button is located in the "Applied on" column for this row. An orange arrow points to this "Withdraw" button.

listing number and description	Employer name	Registration deadline	Offers status	Applied on
947 - réceptionniste-téléphoniste	LABORATOIRE PIERRE MARCHILDON INC	2021-07-31	Ongoing	2021-06-23

Québec 