

Québec Emploi Website User Guide

Job Seekers

Table of contents

1. Access Québec Emploi with the Government Authentication Service.....	1
2. Create an Applicant Profile.....	1
3. Search for Job Offers	8
4. Submit an Application.....	9
5. Withdraw an Application	11

1. Access Québec Emploi with the Government Authentication Service

To access Québec Emploi, go to the [Québec.ca/quebecemploi](https://quebec.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.

Québec Québec emploi

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 Pr

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

Cancel

Send me a confirmation code

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

Email validation

✓ The code was sent successfully

Email to validate
globetrottier@yahoo.ca

Code *

Cancel

Confirm email

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.

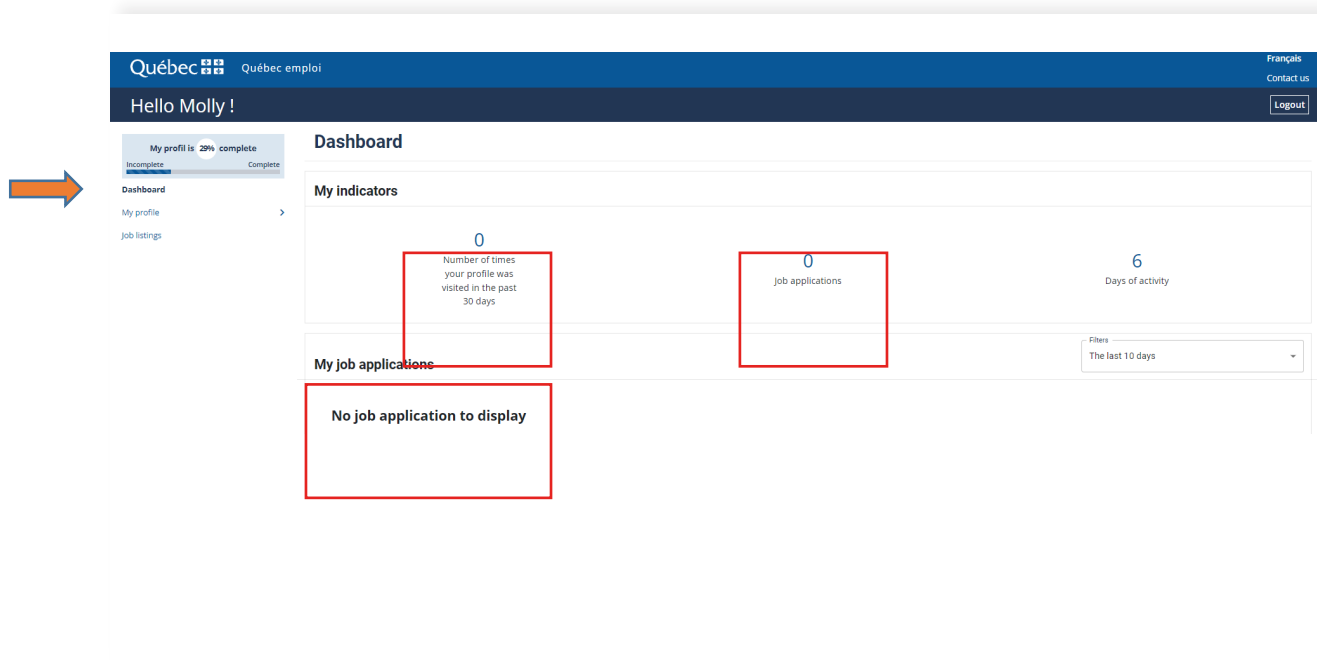
Foreign applicants who live outside Canada must provide data from their Certificat de sélection du Québec (CSQ – Québec selection certificate) issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration.

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.



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.

Québec Emploi Québec emploi

Hello Molly!

My profile is 20% complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Language

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.

Fields marked with an asterisk (*) are mandatory.

First name * Molly

Last name * OR

Place of residence * Resident of Québec

Type of work sought * Regular

Email address melcosta@palmiers.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 résumé and cover letter.

☒ 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

City Gatineau

Apartment

Postal code H8H 1G5

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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Québec Emploi

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

Québec Emploi Québec emploi

Hello Molly!

My profile is 20% complete

Dashboard

My profile

Personal information

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Number 225

Street Rue R. Rollin

City Gatineau

Apartment

Postal code H8H 1G5

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

Accessibility policy | Privacy policy | Terms of use | Powered by Monsternum

Québec Emploi

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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

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.

Québec Québec emploi Français Contact us Logout

Hello Molly!

My profile is 20% 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

Documents

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.

Documents

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

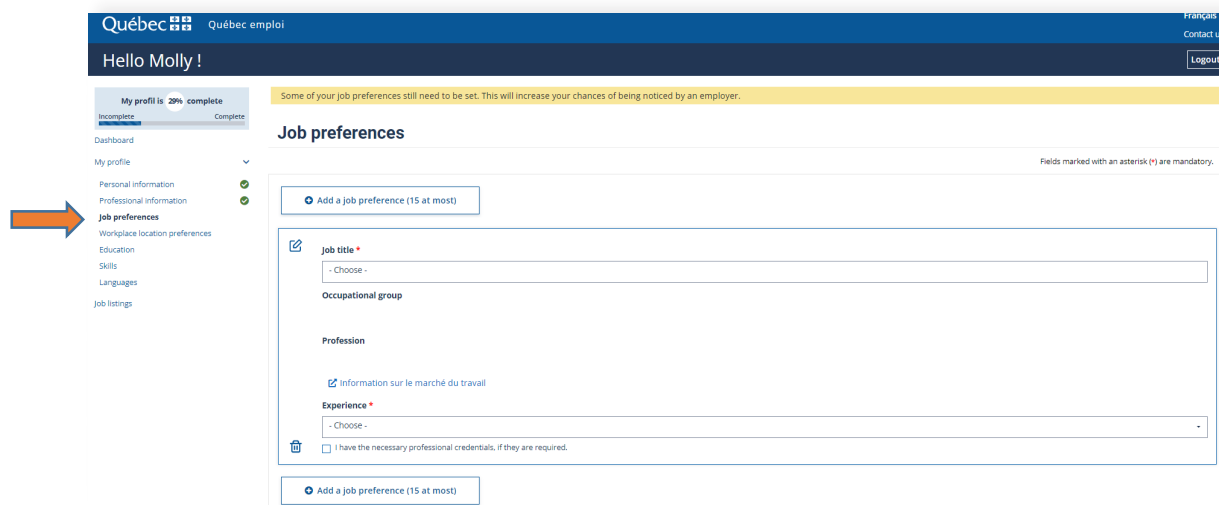
Download attachment

Add a document

Job Preferences

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

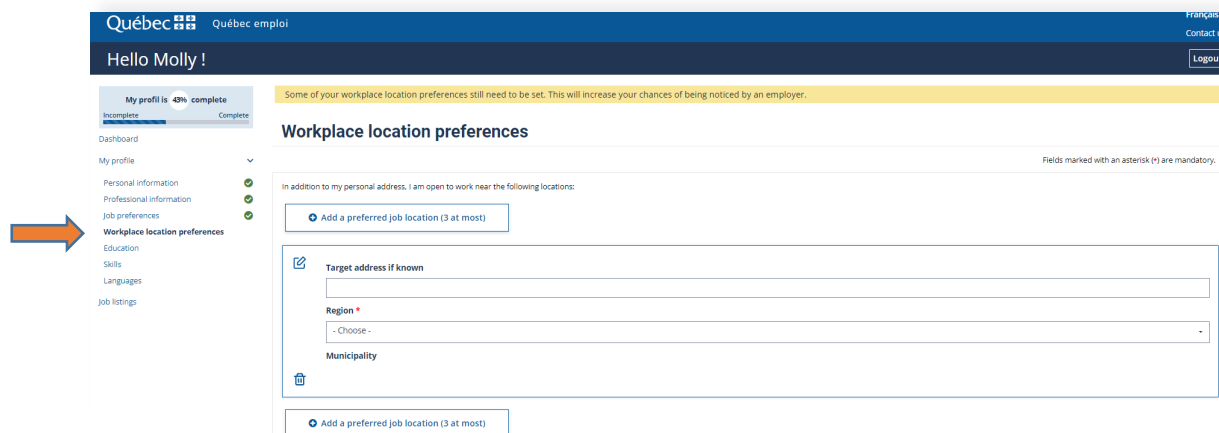
The **Job title** field contains a list based on the National Occupation Classification. Choose the job that interests you and add how many months or years of experience you have. You can add more than one job and rank them by order of preference.



The screenshot shows the Québec emploi website interface. The top navigation bar includes the Québec logo, 'Québec emploi', and links for 'Français', 'Contact us', and 'Logout'. A user greeting 'Hello Molly!' is displayed. A progress bar indicates 'My profil is 20% complete'. A yellow banner states: 'Some of your job preferences still need to be set. This will increase your chances of being noticed by an employer.' The left sidebar contains a menu with 'Job preferences' highlighted by an orange arrow. The main content area is titled 'Job preferences' and includes a button 'Add a job preference (15 at most)'. The form fields include 'Job title *' (a dropdown menu), 'Occupational group', 'Profession', 'Information sur le marché du travail', 'Experience *' (a dropdown menu), and a checkbox for 'I have the necessary professional credentials, if they are required.' A second 'Add a job preference (15 at most)' button is at the bottom.

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.



The screenshot shows the Québec emploi website interface. The top navigation bar includes the Québec logo, 'Québec emploi', and links for 'Français', 'Contact us', and 'Logout'. A user greeting 'Hello Molly!' is displayed. A progress bar indicates 'My profil is 43% complete'. A yellow banner states: 'Some of your workplace location preferences still need to be set. This will increase your chances of being noticed by an employer.' The left sidebar contains a menu with 'Workplace location preferences' highlighted by an orange arrow. The main content area is titled 'Workplace location preferences' and includes a button 'Add a preferred job location (3 at most)'. The form fields include 'Target address if known', 'Region *' (a dropdown menu), and 'Municipality'. A second 'Add a preferred job location (3 at most)' button is at the bottom.

Education

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

Québec emploi Hello Molly ! Français Contact us Logout

My profile is 57% complete

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

Education

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

Fields marked with an asterisk (*) are mandatory.

Add education

Level of education *
- Choose -

Field of study *
Not Applicable

Specialization *
Not Applicable

Program start
yyyy-mm

Program end
yyyy-mm

Add education

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 ! Français Contact us Logout

My profile is 71% complete

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

Skills

Fields marked with an asterisk (*) are mandatory.

Add skill (3 at most)

Skill *
- Choose -

Description

Add skill (3 at most)

Languages

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

Québec emploi Hello Molly ! Français Contact us Logout

My profile is 89% complete

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

Languages

Fields marked with an asterisk (*) are mandatory.

Add a language

Language of communication *
- Choose -

Written proficiency *
- Choose -

Oral proficiency *
- Choose -

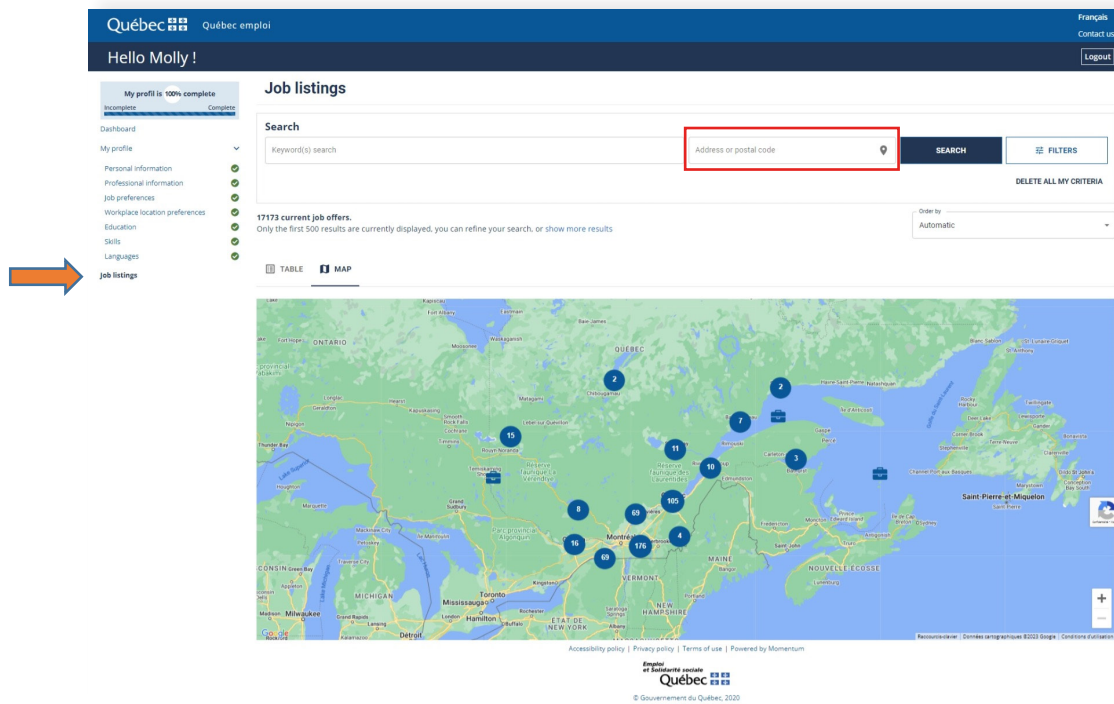
Add a language

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

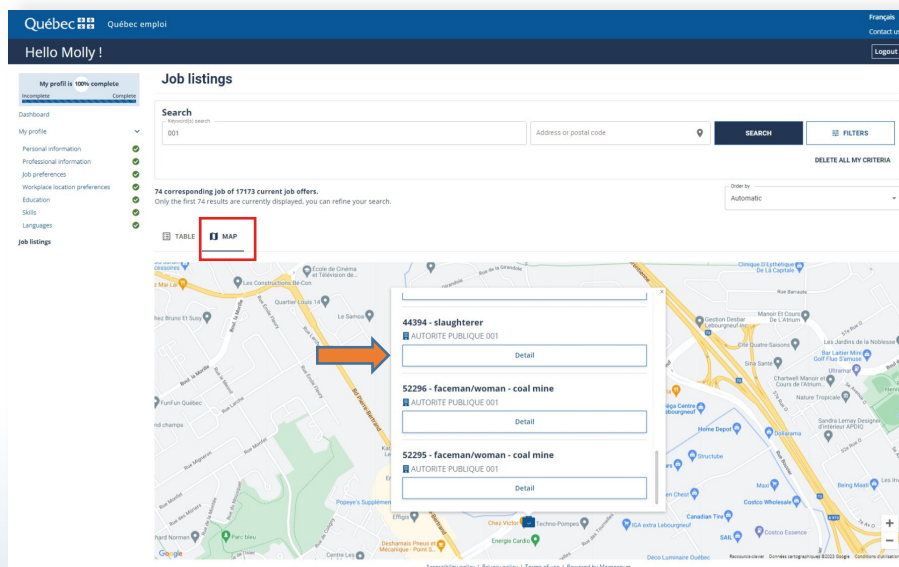
3. Search for Job Offers

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.



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 Québec emploi Hello Molly! Français Contact us Logout

My profile is 100% complete

Back to the list of jobs

52296 - faceman/woman - coal mine

Apply on Québec emploi

Employer: AUTORITE PUBLIQUE 001
Website: www.ap.qc.ca
Address of the workplace: 829 Boulevard Lebourgneuf, Québec, Québec, Canada, G2J0B9

Name of job: faceman/woman - coal mine
Number of positions: 1
Contact person: Dominique Gagné, Telephone: (418) 444-4444

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: 35 hours	Offer type: Student	Job date of employment: November 30, 2021	Job length: Casual
Job type: Part time	Schedules: Night	Availability: Weekend	
Minimum salary: \$15.00/h	Maximum salary: \$4.00/h	Salary base: None	

Published since: November 16, 2021

Print Translate a job offer

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: [Search icon]

Administrative region: [All regions -]

Exclude employment agencies and labour market intermediaries: ☐

Job offer: [All job offer -]

Job type: [All job types -]

Job length: [All lengths -]

Level: [All levels -]

Field: [All fields -]

Job listings posted: [All positions -]

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.

Québec Québec emploi Hello Molly! Français Contact us Logout

My profile is 100% complete

Back to the list of jobs


52296 - faceman/woman - coal mine

Apply on Québec emploi

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

Print Translate a job offer


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	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 listi

Address or postal code
H2G2V1

☐ Exclude employment agencies & 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.

indicators

0

Number of times
your profile was
visited in the past
30 days

1

Job applications

40

Days of activity

job applications

» 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

Withdraw



