# Québec Emploi Website User Guide

## Job Seekers

Québec

# 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 du Travail, 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.


Translated from the original French.

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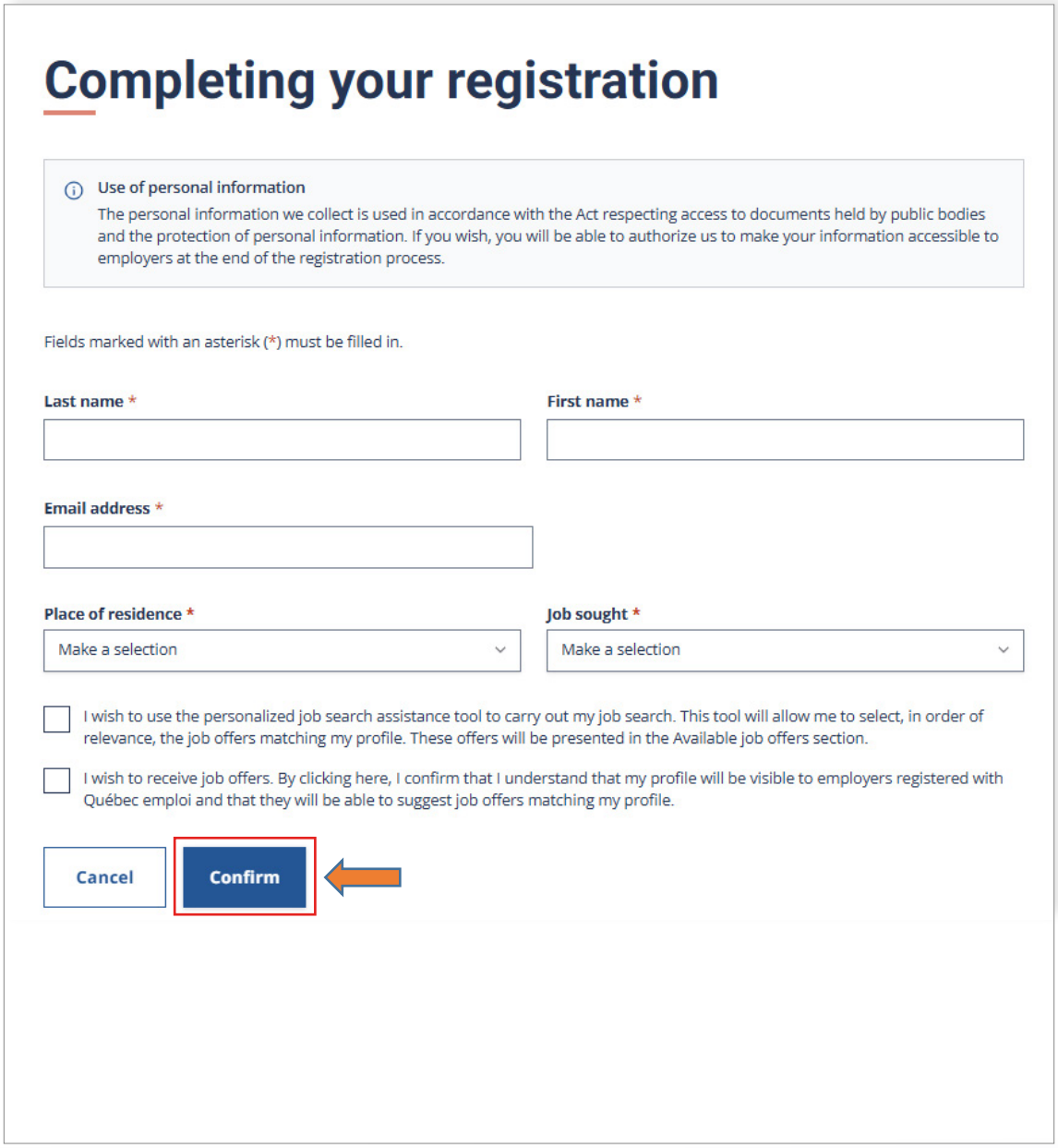
# 2. Create an Applicant Profile

**Finalize Registration**

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



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.

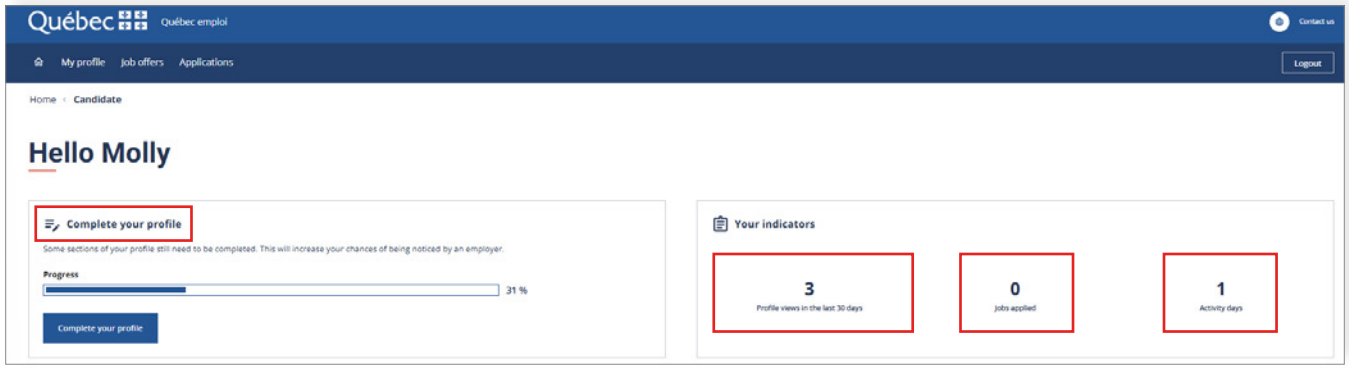
Foreign applicants who live outside Canada must provide data from their Certificat de sélection du Québec (CSQ – Québec selection certificate) issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration.

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 at the top of your account 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 the pages featured in this menu.

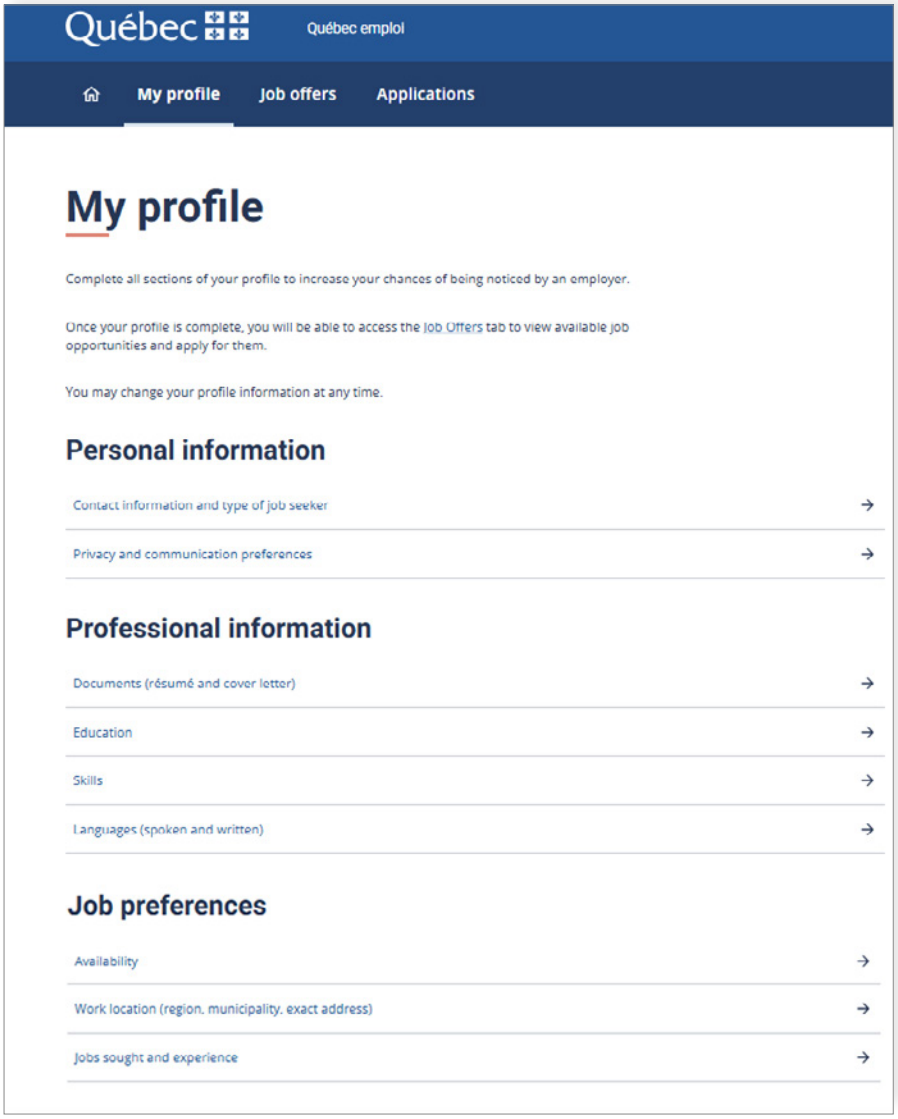


**My profile**

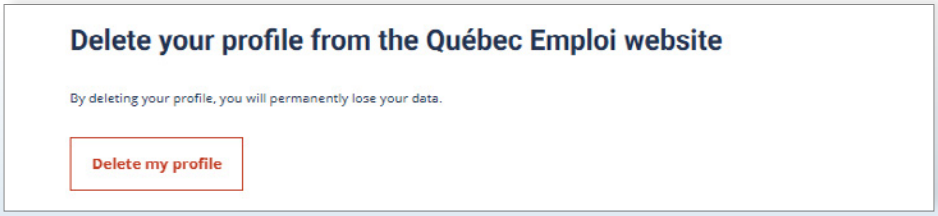
Complete all sections of your profile to increase your chances of being noticed by an employer.

Once your profile is complete, you will be able to access the **Job Offers** tab to view available job opportunities and apply for them.

You may change your profile information at any time.



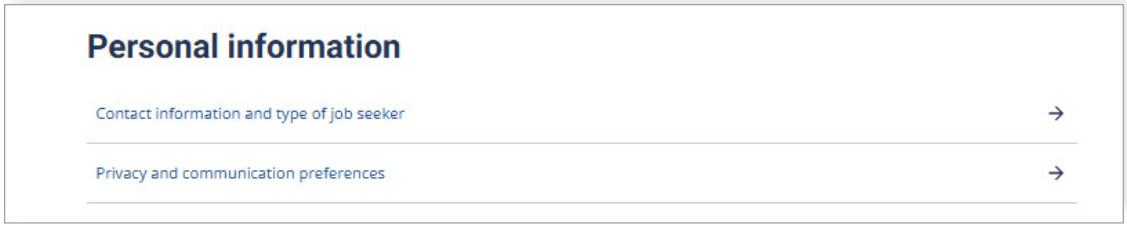

You can delete your profile completely on the Québec Emploi platform.

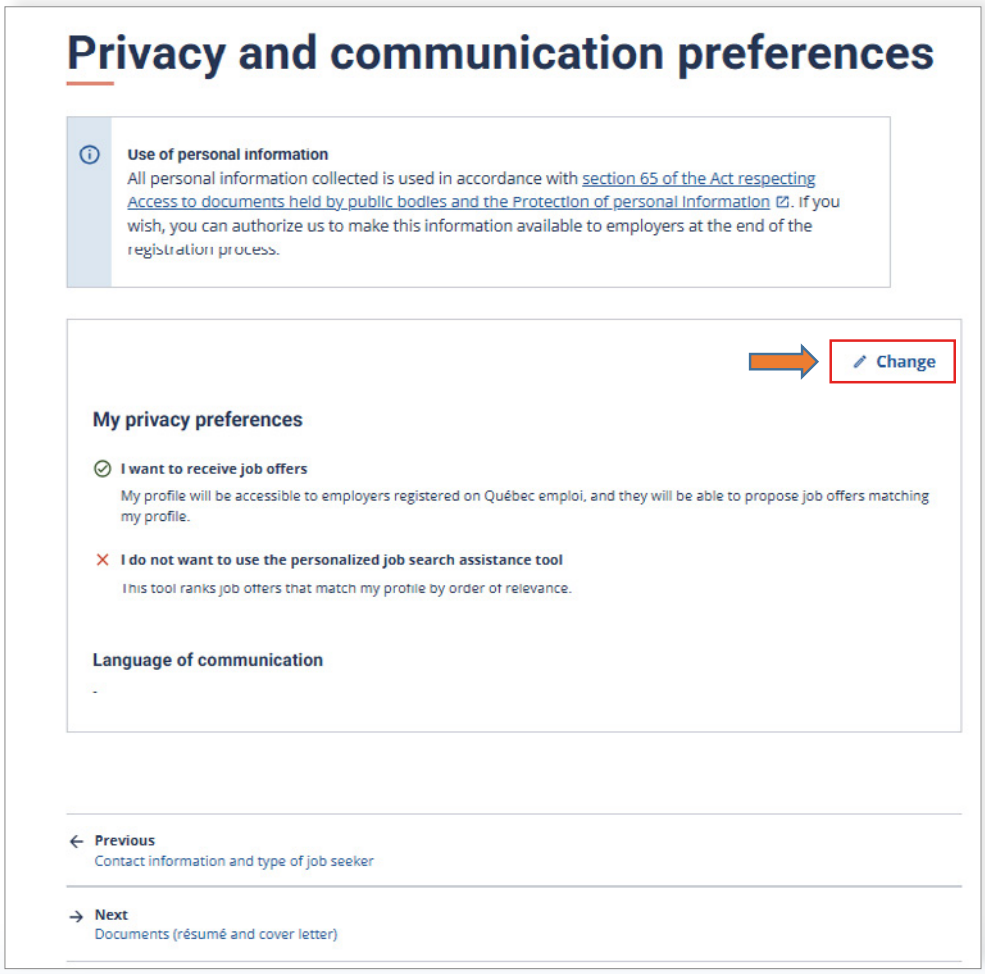


**Personal Information**

This section 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.



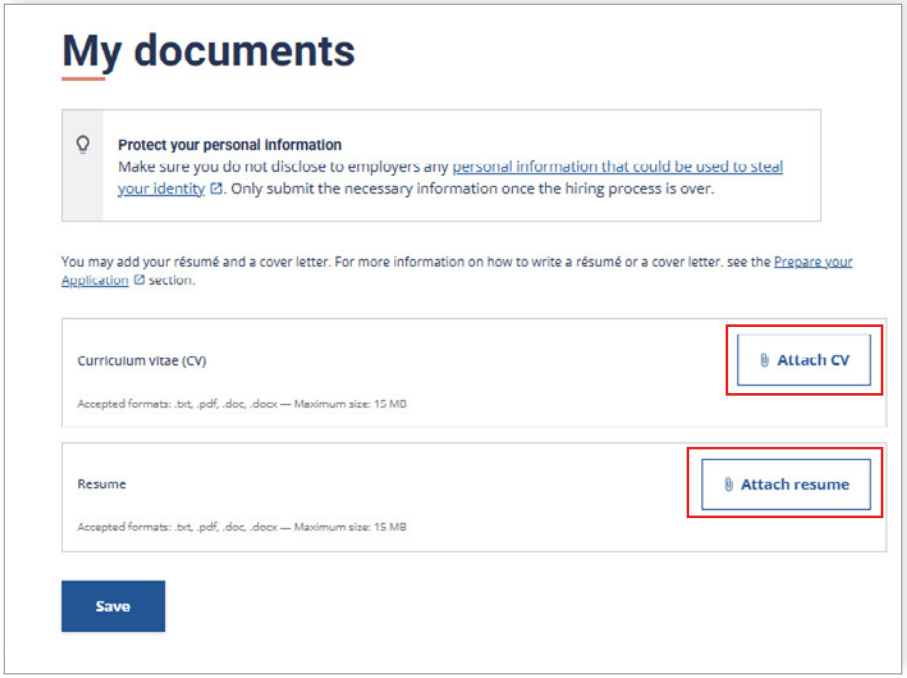
### Professional Information

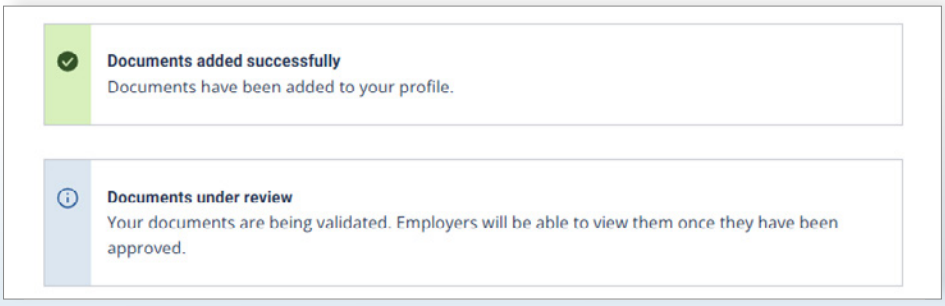
This section lets you enter your professional information, including your résumé, cover letter, education, skills, and spoken and written languages.




### Documents

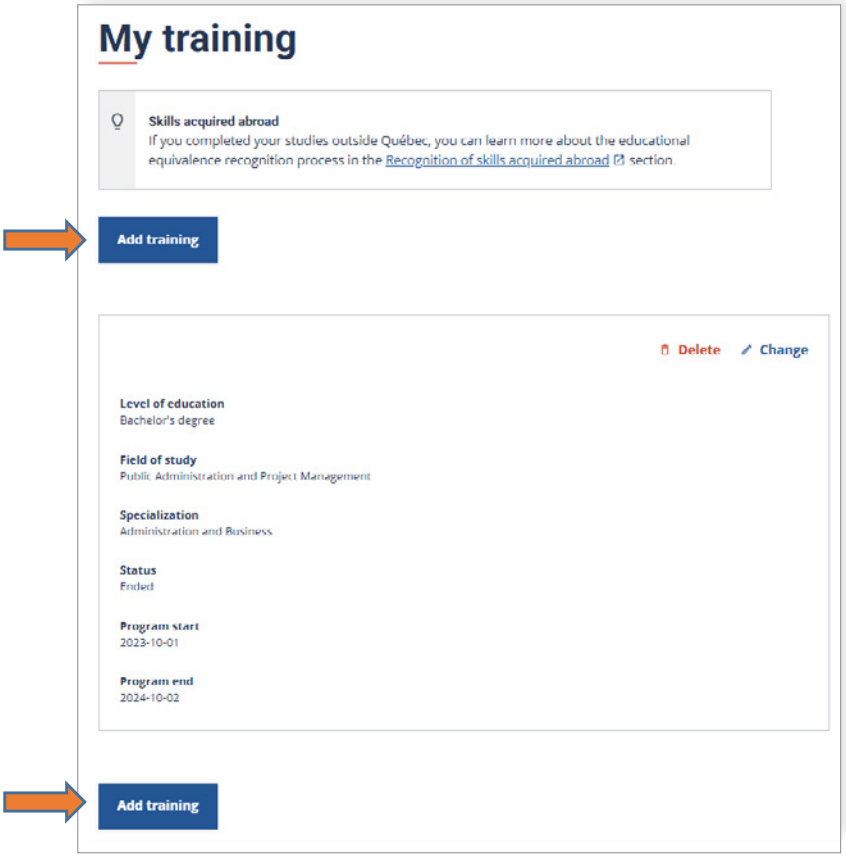
Your résumé and cover letter will be verified by the Centre gouvernemental de relations avec la clientèle. The documents will be published after the short period required for this verification.



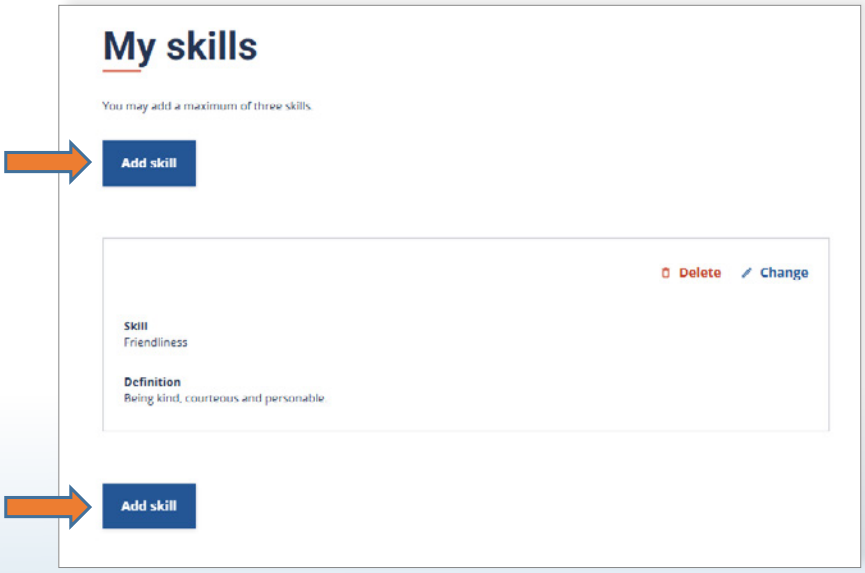
### Education

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



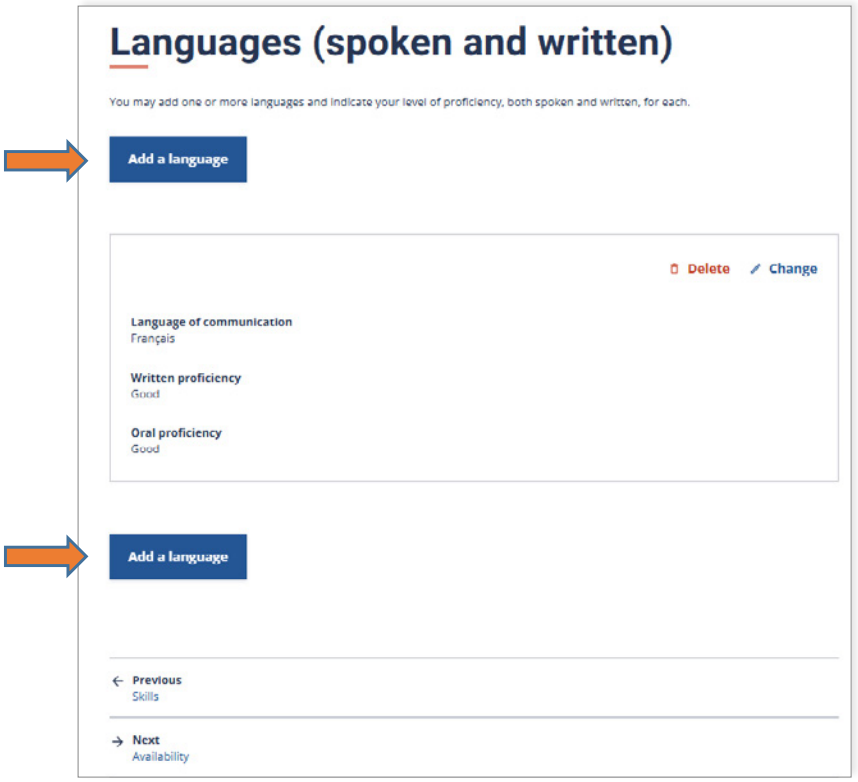

### Skills

This page lets you indicate 3 skills from a list of 53. A description of each skill is displayed automatically.



### Languages

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

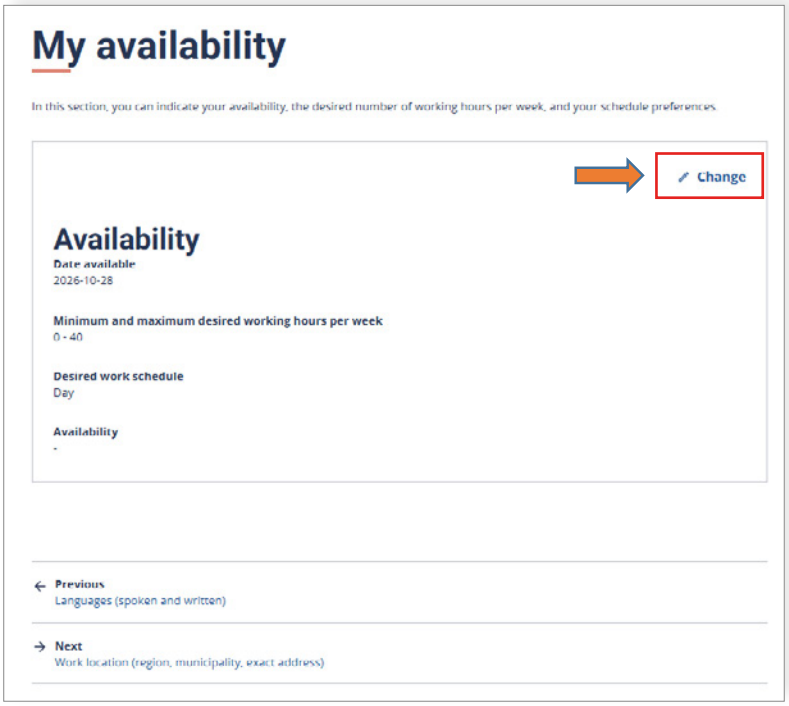



### Job Preferences

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

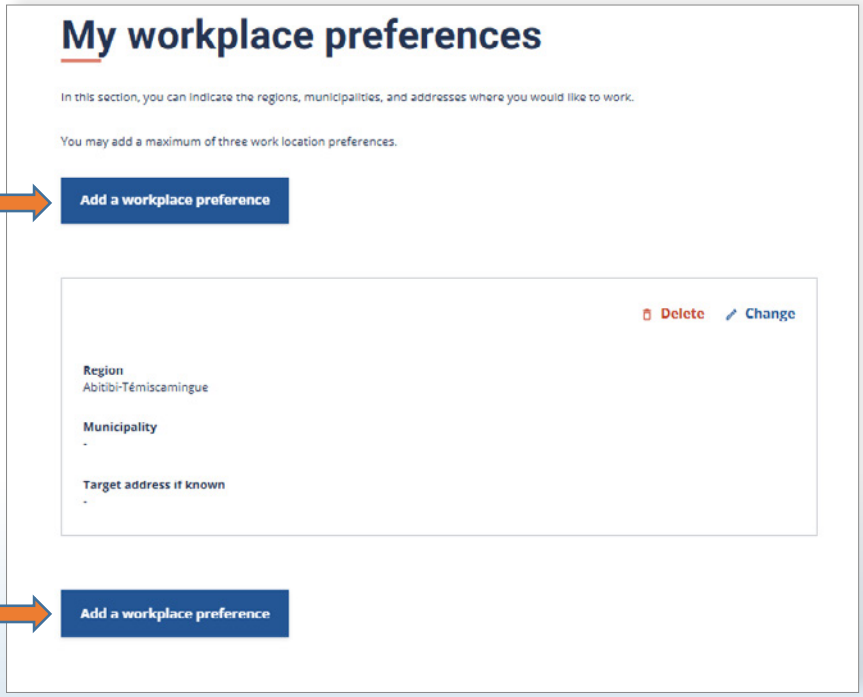


The **Availability** section allows you to enter the date you are available to start work, as well as the minimum and maximum number of hours per week you wish to work. The **Job preferences** page is key to letting employers know which positions you are looking for.

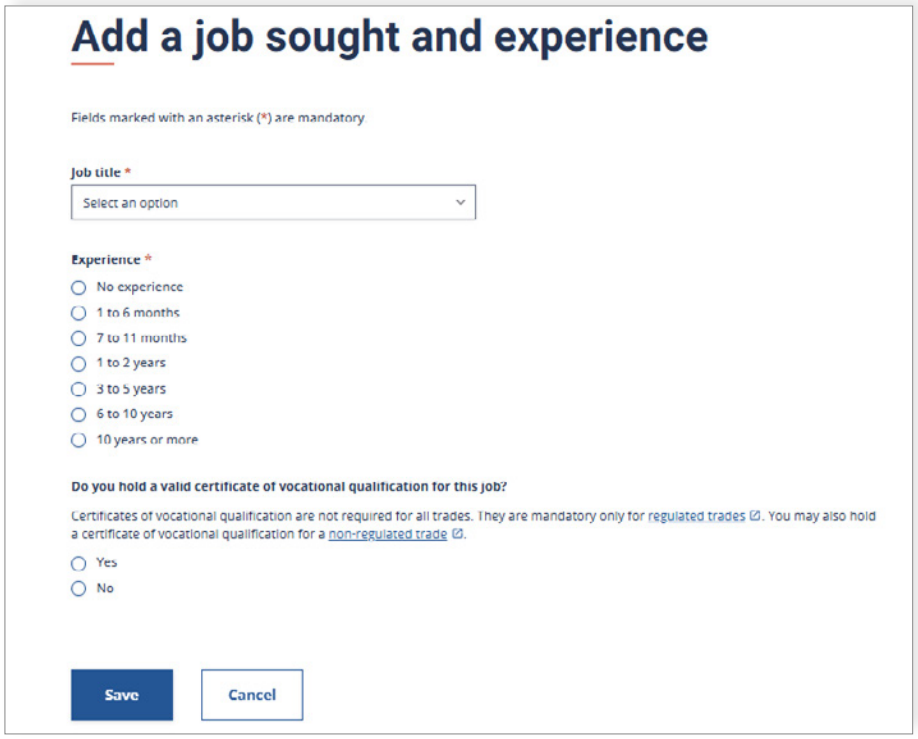



### Workplace Preferences

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



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..

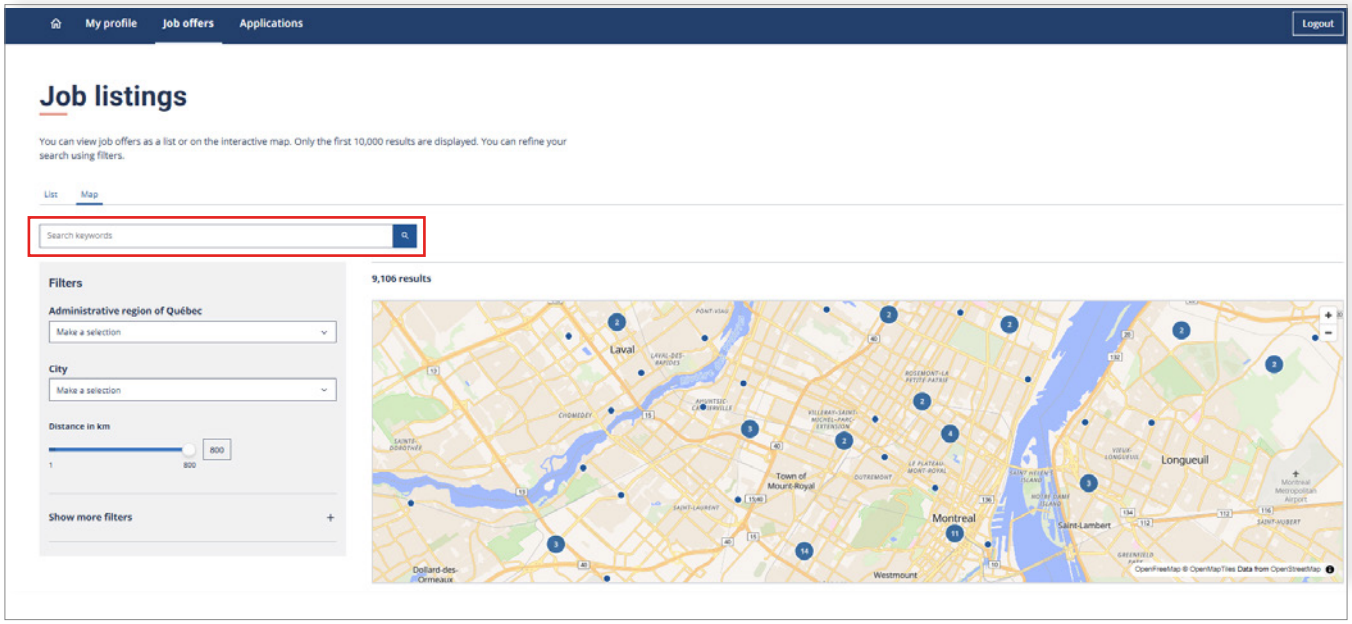



Your Applicant profile is now complete and can be changed according to your status.

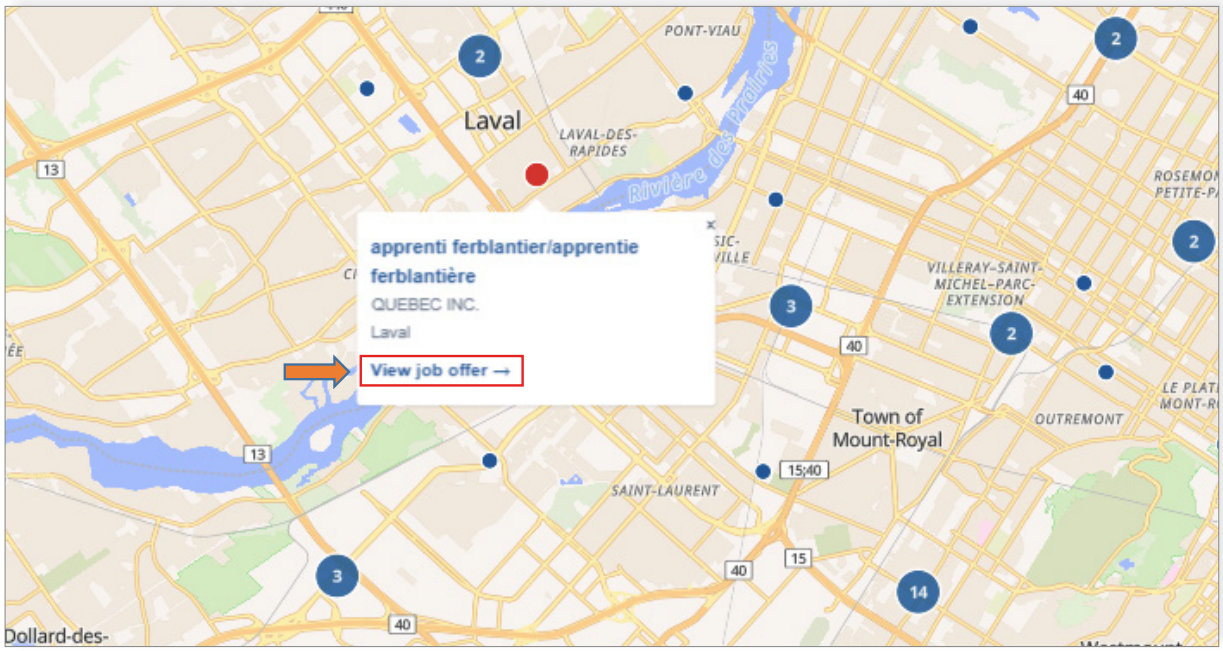
# 3. Search for Job Offers

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 **Search keywords** field. You will then be able to view the locations where jobs are available under the Map tab.



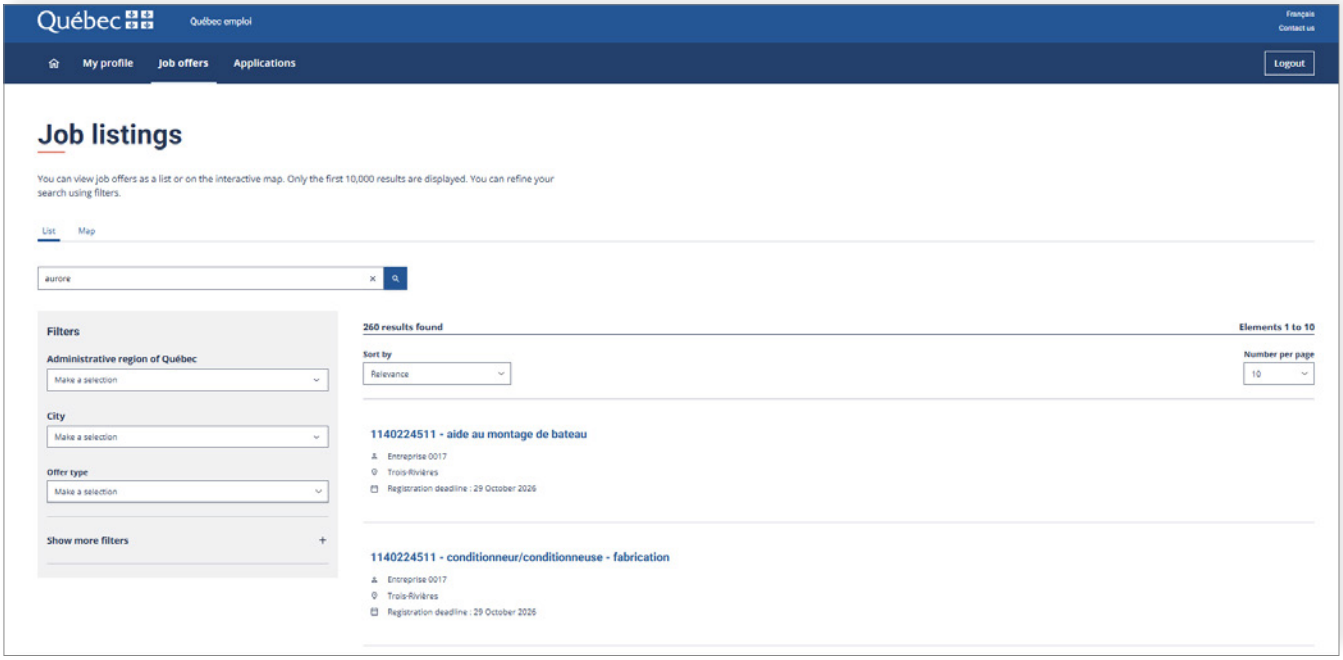
Click on the map results to display a summary of the jobs available. Click on **Detail** for a full description of the job offer, which you can share and print.






# 4. Submit an Application

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



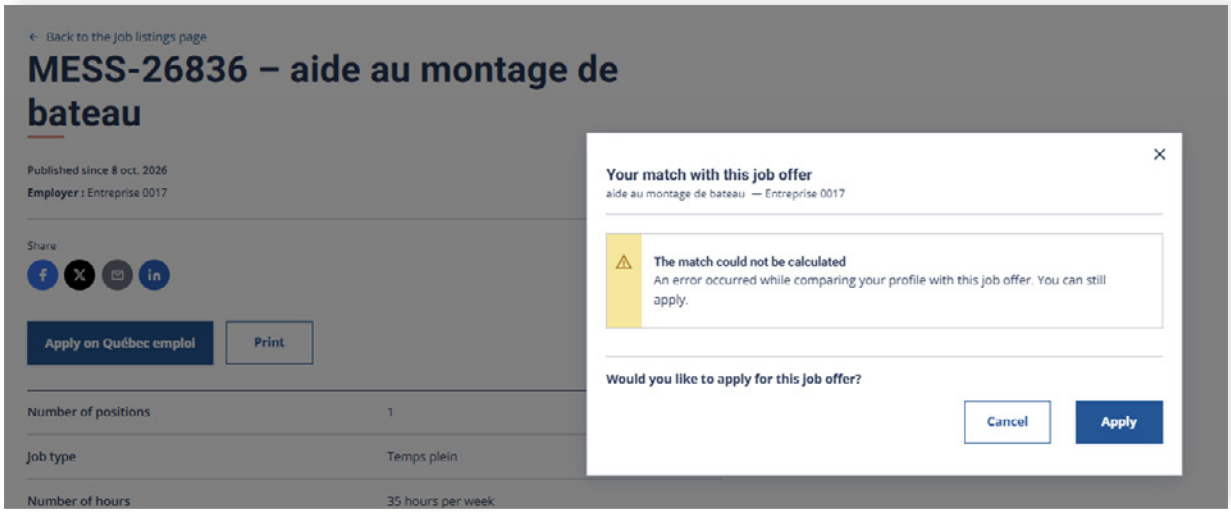

To apply for a job that interests you, simply click on the **Apply** button or directly on the title of the job listing.



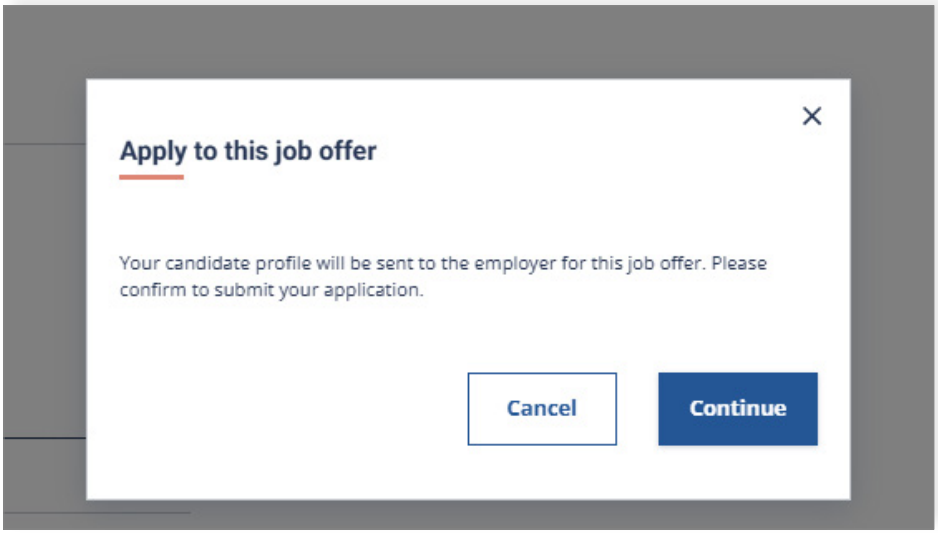
When you apply for a job and your profile matches the requirements of the job you are applying for, the following message is displayed:

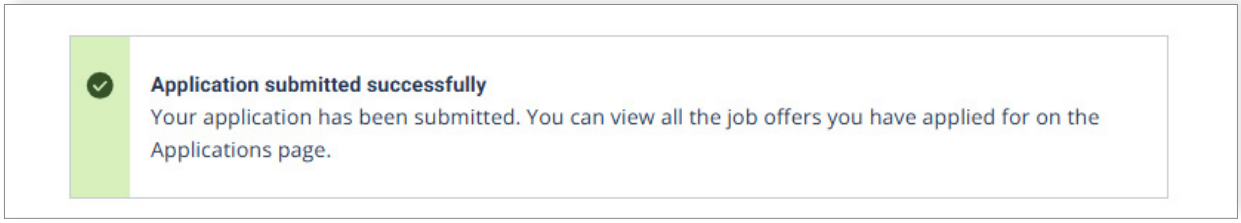



If your profile does not match the requirements of the job you are applying for, the following message is displayed:



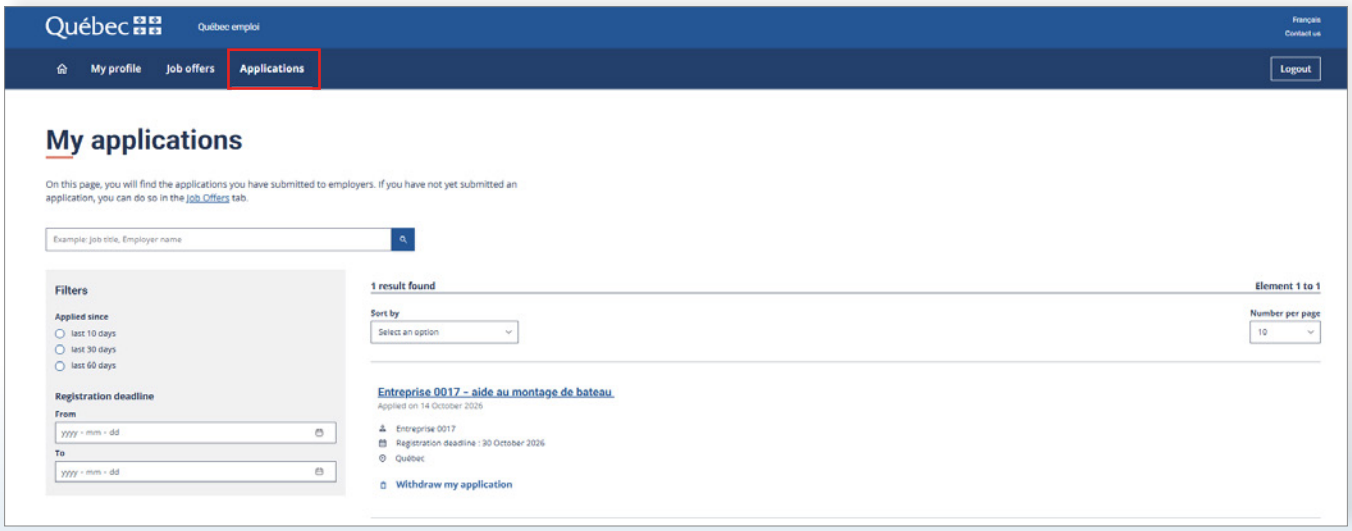
Once you apply for a job, a confirmation message is displayed.



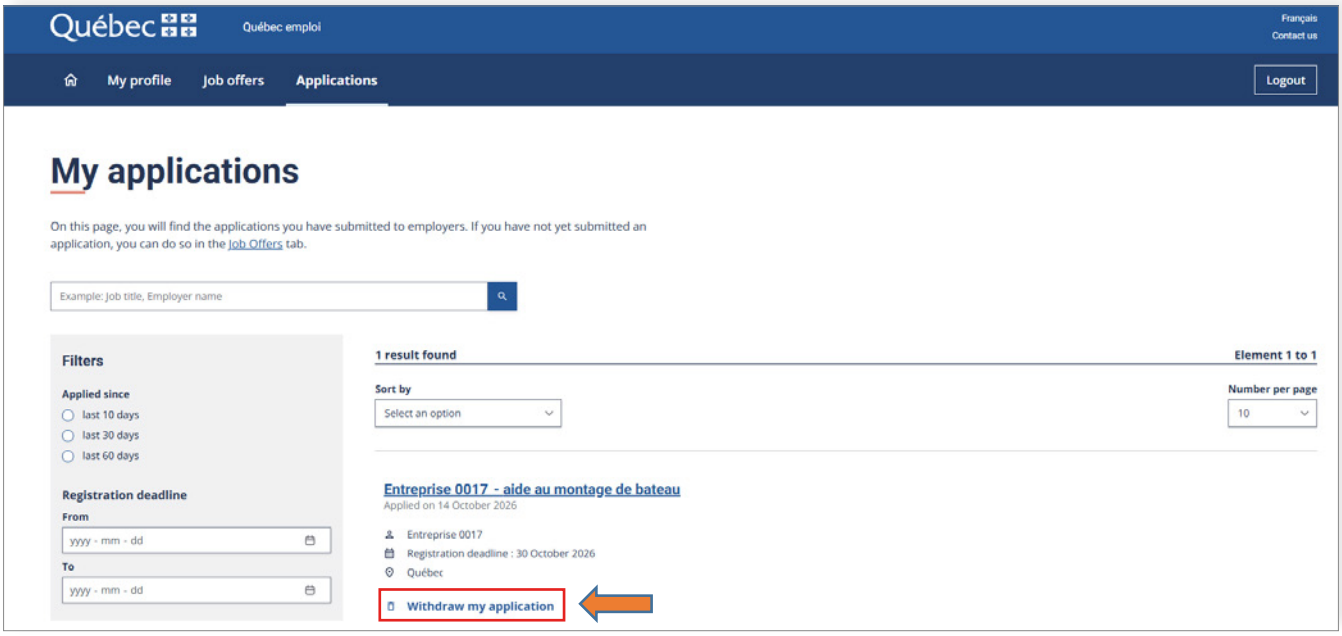

An email is sent to the employer to inform them that your application has been received. If your application is chosen by the employer, they will contact you by email.

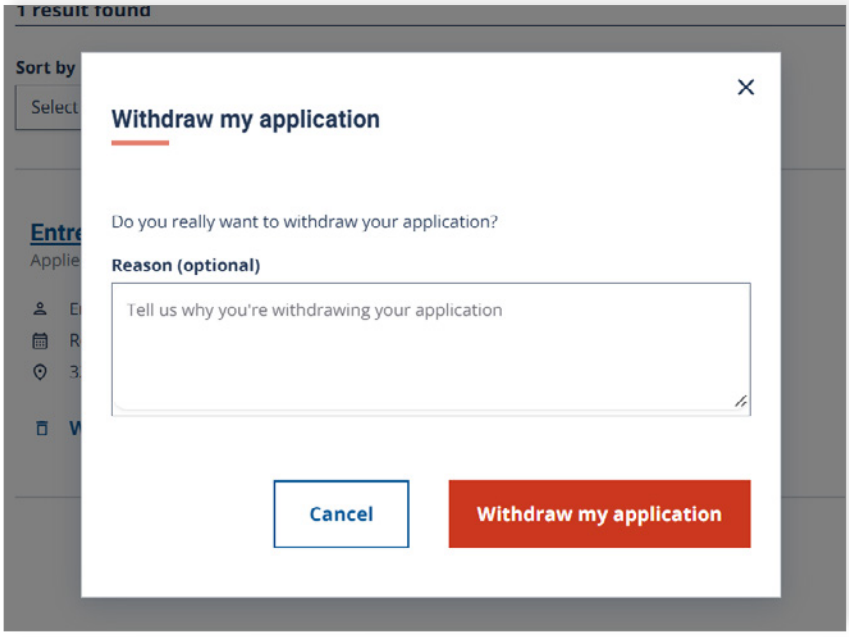
To follow up on your applications, click the **Applications** tab in the menu at the top of your account.

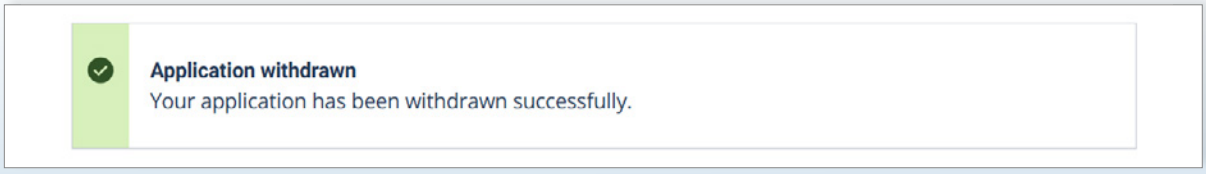


# 5. Withdraw an Application

To delete an application, go to **Applications** tab. 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.



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*et Solidarité sociale*
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