# Québec Emploi Website User Guide

**Job Seekers** 





Québec Emploi Website User Guide – Job Seekers

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## 1. Access Québec Emploi with clicSÉQUR

The government authentication service clicSÉQUR – Citoyens keeps your personal information secure whenever you access the **Québec Emploi** website.

To log in to **Québec Emploi**, you must enter your user code and password on the clicSÉQUR – Citoyens login page.

If you do not have a clicSÉQUR – Citoyens account, you can easily create one by consulting the page <u>How can</u> <u>you create a clicSÉQUR account?</u>.

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.

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Finali	ze 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 *
	onfirm 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.

mail validation	
Email to validate globetrottier@yahoo.ca	
Cancel	Send me a confirmation code

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

The code was sent successfully	×
Email to validate globarottierSyshoo.cs 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.

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#### **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.

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		ion 65 of the Act respecting Access to documents held by put	blic bodies and the Protection of personal information. If you wish, you ca	in authorize us to make
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	Type of work sought *			
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	Email address			
	melcosta@palmiers.com			
	Change my email address			
N				
	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 em	ploi and that these employers can send me job offers that match my profile. Employ	ers 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 allo			
		wime to view job istings that match my pronie, somed by relevance. I	nese listings will be presented in the indictions cased section of the prome.	
	Language of correspondence *			
	French			
	Phone type * Home Phone number *			
	000 000 0000			
	Address			
	Adress *			
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	Number Street		Apartment	
	225 Rue R-Rollin			
	Postal rode	City		
	JER 106	Gatheau		
	Country *	Province *		
	Canada	Quebec		
	Additional information			
	You can add additional information. Use the buttons to rank your information in o	relate of Importance.		
	the second second method of the second s			
	O Add information			
	O Add Information			1
	0		Cancel Save	
		Accessibility policy   Privacy policy   Terms of use   Powe	ered by Momentum.	
		Québec		

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

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denegs		Type of work sought *	Emploi profile and the dua associated with it. Do you really want to delive your profile permanently?
		Email address melcostalipalmiers.com	Cancel Continue
		Change my email address	

#### **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 em	bloi		Français
			Contact us
Hello Molly !			Logout
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Dashboard			Fields marked with an asterisk (*) are mandatory.
My profile 🗸 🗸	Date available *		
Personal information	2023-04-28		
Job preferences	Minimum number of hours per week *		
Workplace location preferences	20		
Education	Maximum number of hours per week *		
Languages	70		
Job listings	Schedules *	Availability *	
	Day     Evening	Weekdays Weekend	
	Night Night		
	Documents		
	Protect your personal information. Make sure you do not disclose to employers any personal inform	nation 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.

otect ike su	your personal information. re 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. bx, pdf, doc or. dock file extension no larger than 10 MB)*
	about_blank.pdf
甸	Download attachment

#### **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.

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Job listings	Đ	Profession  If information sur le marché du travail  Soperience *  - Choose  -  Those the nervessay professional redentaic, if they are required.  O Add a jub 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.

I	Québec 🔡 Québec	c emploi		Français Contact us
	Hello Molly !			Logout
	My profil is 43% complete Incomplete Complete Dashboard	-	e of your workplace location preferences still need to be set. This will increase your chances of being noticed by an employer.           rkplace location preferences	
	My profile	<b>~</b>	Fields ma	rked with an asterisk (*) are mandatory.
	Professional information C Job preferences C Workplace location preferences	•	tion to my personal address Lan open to work near the following locations:  Add a preferred job location (3 at most)	
	Education Skills Languages	Ø	Target address if known	
	Job listings		Region * - Cloose -	
		6	Municipality	
			Add a preferred job location (3 at most)	

#### Education

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

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Proposit information     Proposit information     Production     Production     Constraint     Constraint	ing noticed by an employer.		Incomplete Complete
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Field of study *       Not Applicable       Specialization *			Skills
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#### Skills

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

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Hello Molly !		Logout
My profil is 7% complete https://www.ise.complete btomplete Dashboard My profile Professional information Professional information Subjecterences Subj	Some of your information still needs to be entered. This will increase your chances of being noticed by an employer.  Skills  Add skill (2 at most)  Skill *  Choose -  Description	Fields marked with an asterisk (*) are mandatory.
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#### Languages

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

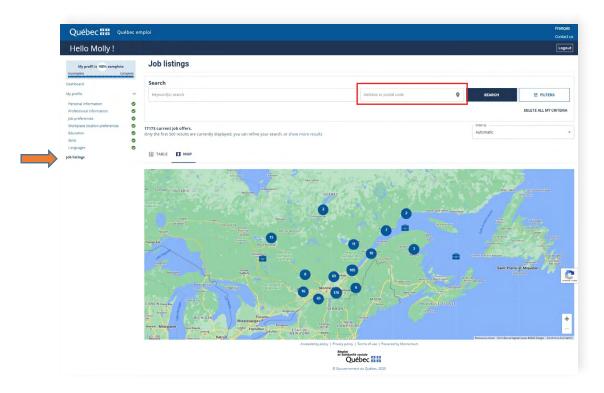
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	Job listings		Written proficiency *		Oral proficiency *	
	Joo manga	<b></b>	- Choose -	•	- Choose -	
			Add a language			

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.

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elite de la constante de la co	Employer     Autorist E-Valuable     Website     Wyskalae     Wys	n provided in French only (see the French page). To receive a n provided in French only (see the French page). To receive a	Name of path facemanism coal mime Manual of positions 1 Domine cann Telephone (44:1) 44-6464 an English version of the job offer, click on the Translate a job of an English version of the job offer, click on the Translate a job of an English version of the job offer, click on the Translate a job of		
	Number of hours 35 hours Job type Part time Minimum salary	Offer type Student Schedules Night Maximum salary	Job date of employment November 30, 2021 Availability Weekend Salary base	Job length Casual	-

## 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, em	ployer, city, job title, profession or occupational group.)	
Q		
Address or postal code	Administrative region	
	- All regions -	<ul> <li>Exclude employment agencies and labour market intermediaries.</li> </ul>
Job offer	Job type	Job length
- All job offer -	- All job types -	- All lengths -
Level	Field	Job listings posted
- All levels -	- All fields -	All positions -
Dele	te 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 🏭 🕬	bec em	ploi		Français Contact us
Hello Molly !				Logout
My profil is 100% complete incomplete Cor	spieze	€-Back to the list of jobs		
Dashboard My profile	v	52296 - faceman/woman - co	oal mine	
Personal information Professional information Job preferences	000	f y in a		Print Translate a job offer
Workplace location preferences Education	000		Apply on Québec emploi	
Skills Languages	0	Employer AUTORITE PUBLIQUE 001	Name of job faceman/woman - coal mine	
Job listings			n - 1	

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 th	is position.
Do you want to apply for this position?	
Cancel	Арріу

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	e requirements of the job you are	applying for
Missing requirements		
Job offer type Student		
Profession	Required experience	Requires professional qualification
Underground production and development miners	1-2 years	Non required
Do you still wish to apply for this job?		

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

cation successful!		Administrati
ions, your application has been saved successfully.		Administrat
v consult other job offers or update your profile.	•	- All region
Continue	•	Job type Full time
Level		- All fields
		Level

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						
O 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

