

# 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 [How can you create a clicSÉQUR account?](#)

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 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.

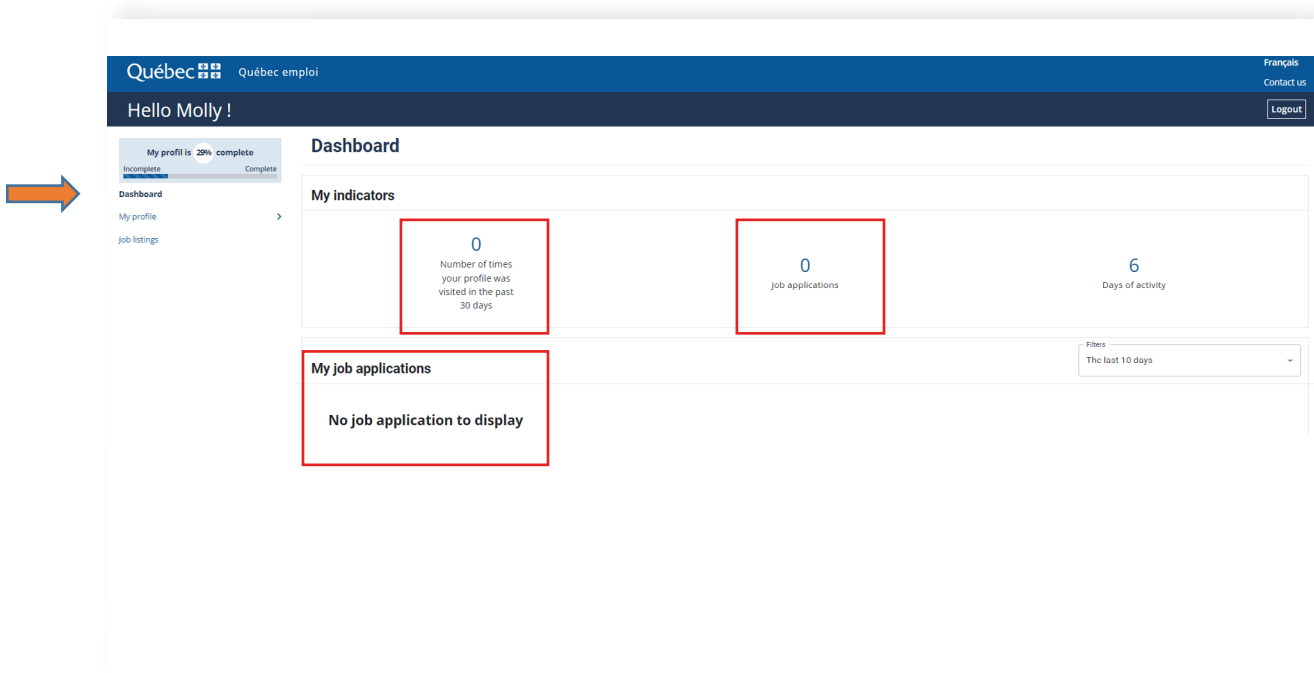
Foreign applicants who live outside Canada must provide data from their Certificat de sélection du Québec (CSQ – Québec selection certificate) issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration.

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.

The screenshot shows the 'Personal information' page on the Québec Emploi website. The user is logged in as 'Molly'. The page contains several sections: 'Use of personal information' with a privacy notice, 'Personal information' fields (First name: Molly, Last name: CR, Place of residence: Resident of Quebec, Type of work sought: Regular, Email address: molly@palmer.com), 'My privacy and communication preferences' (highlighted with a red box and an orange arrow), 'Telephone number' fields, 'Address' fields, and 'Additional information'. At the bottom, there are 'Cancel' and 'Save' buttons.

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

The screenshot shows the same 'Personal information' page as above, but with a 'Profile deletion' dialog box open in the center. The dialog box contains the text: '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?' and has 'Cancel' and 'Continue' buttons.

## 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 Hello Molly! Logout

My profile is 20% complete

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.

Québec Québec emploi Français Contact us  
Hello Molly ! Logout

My profile is 29% complete  
Incomplete Complete

Dashboard

My profile

Personal information

Professional information

**Job preferences**

Workplace location preferences

Education

Skills

Languages

Job listings

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

### Job preferences

Fields marked with an asterisk (\*) are mandatory.

Add a job preference (15 at most)

Job title \*

Occupational group

Profession

Information sur le marché du travail

Experience \*

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.

Québec Québec emploi Français Contact us  
Hello Molly ! Logout

My profile is 43% complete  
Incomplete Complete

Dashboard

My profile

Personal information

Professional information

Job preferences

**Workplace location preferences**

Education

Skills

Languages

Job listings

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

Fields marked with an asterisk (\*) are mandatory.

In addition to my personal address, I am open to work near the following locations:

Add a preferred job location (3 at most)

Target address if known

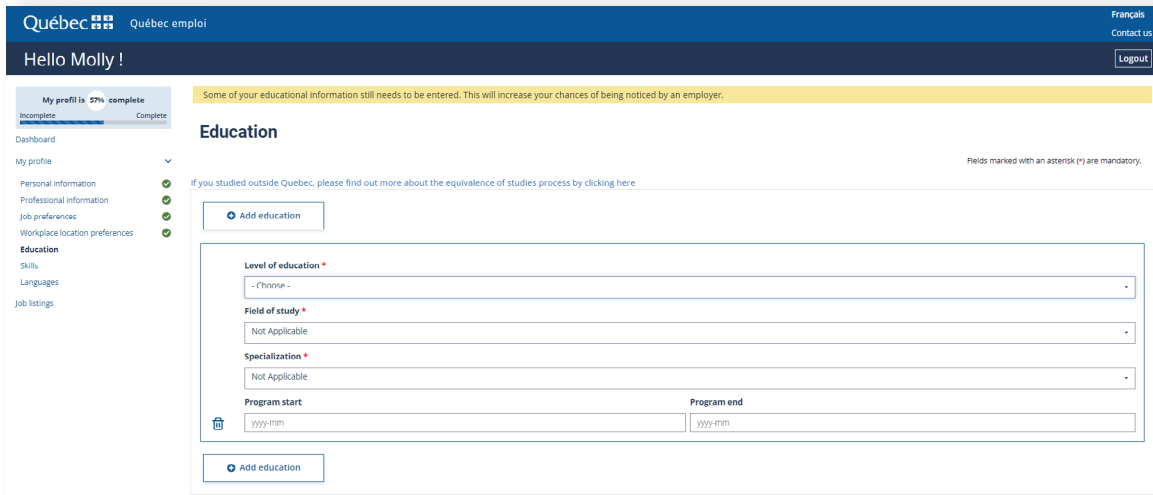
Region \*

Municipality

Add a preferred job location (3 at most)

## Education

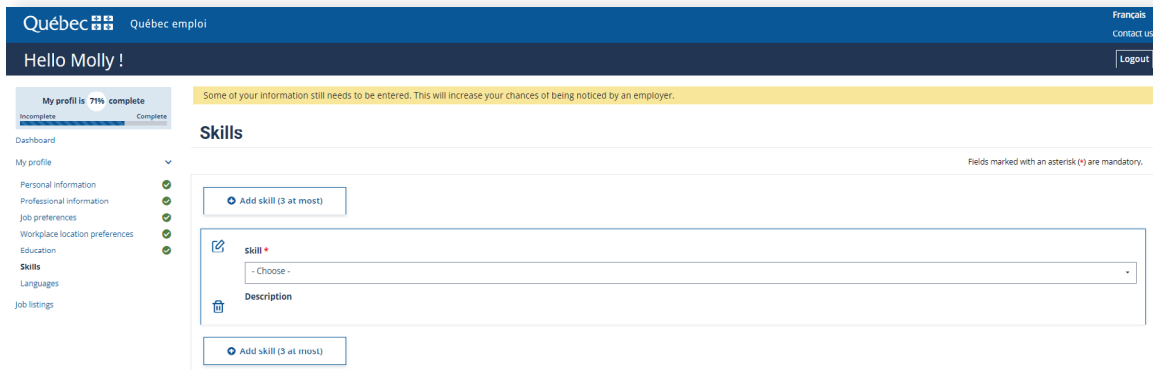
This page allows you to indicate the training programs you have taken.



The screenshot shows the Québec Emploi website interface. At the top, there is a blue header with the Québec logo and 'Québec emploi'. Below the header, a dark blue bar says 'Hello Molly!' and includes a 'Logout' button. A yellow banner below the header states: 'Some of your educational information still needs to be entered. This will increase your chances of being noticed by an employer.' On the left, a navigation menu shows 'My profile is 57% complete' and lists various profile sections: Dashboard, My profile, Personal information, Professional information, Job preferences, Workplace location preferences, Education (highlighted with an orange arrow), Skills, Languages, and Job listings. The main content area is titled 'Education' and contains a form with fields for 'Level of education', 'Field of study', 'Specialization', 'Program start', and 'Program end'. A note above the form says: 'If you studied outside Quebec, please find out more about the equivalence of studies process by clicking here'. A 'Add education' button is at the bottom of the form.

## Skills

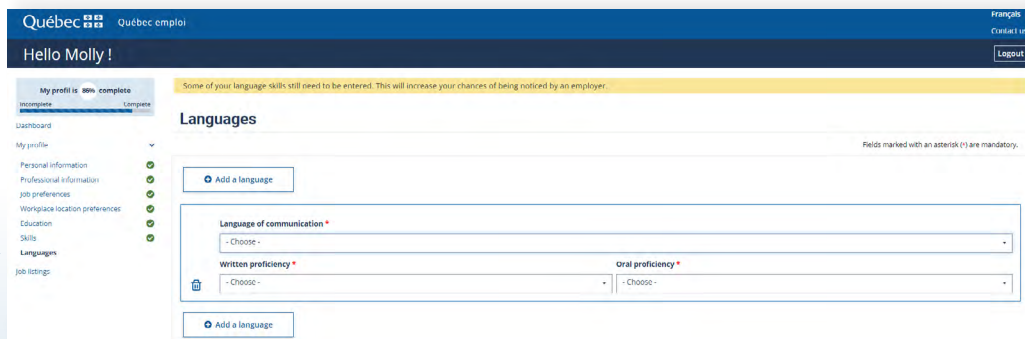
This page lets you indicate 3 skills from a list of 23. A description of each skill is displayed automatically.



The screenshot shows the Québec Emploi website interface. At the top, there is a blue header with the Québec logo and 'Québec emploi'. Below the header, a dark blue bar says 'Hello Molly!' and includes a 'Logout' button. A yellow banner below the header states: 'Some of your information still needs to be entered. This will increase your chances of being noticed by an employer.' On the left, a navigation menu shows 'My profile is 71% complete' and lists various profile sections: Dashboard, My profile, Personal information, Professional information, Job preferences, Workplace location preferences, Education, Skills (highlighted with an orange arrow), Languages, and Job listings. The main content area is titled 'Skills' and contains a form with a dropdown menu for 'skill' and a 'Description' field. A note above the form says: 'Fields marked with an asterisk (\*) are mandatory.' A 'Add skill (3 at most)' button is at the bottom of the form.

## Languages

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



The screenshot shows the Québec Emploi website interface. At the top, there is a blue header with the Québec logo and 'Québec emploi'. Below the header, a dark blue bar says 'Hello Molly!' and includes a 'Logout' button. A yellow banner below the header states: 'Some of your language skills still need to be entered. This will increase your chances of being noticed by an employer.' On the left, a navigation menu shows 'My profile is 86% complete' and lists various profile sections: Dashboard, My profile, Personal information, Professional information, Job preferences, Workplace location preferences, Education, Skills, Languages (highlighted with an orange arrow), and Job listings. The main content area is titled 'Languages' and contains a form with dropdown menus for 'Language of communication', 'Written proficiency', and 'Oral proficiency'. A note above the form says: 'Fields marked with an asterisk (\*) are mandatory.' A 'Add a language' button is at the bottom of the form.

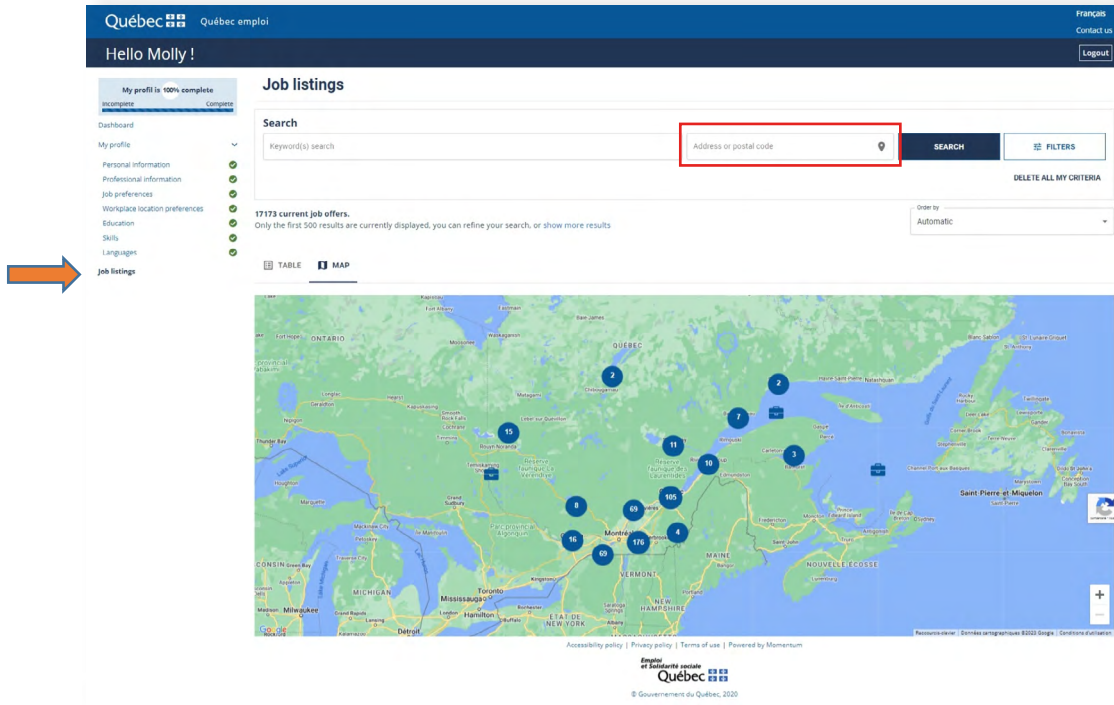
Your Applicant profile is now complete and can be changed according to your status.



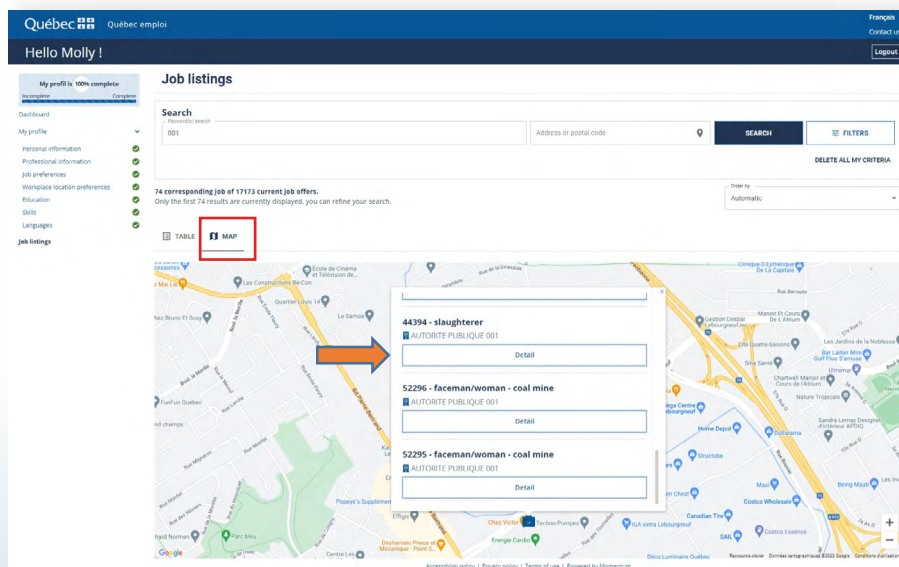
### 3. Search for Job Offers

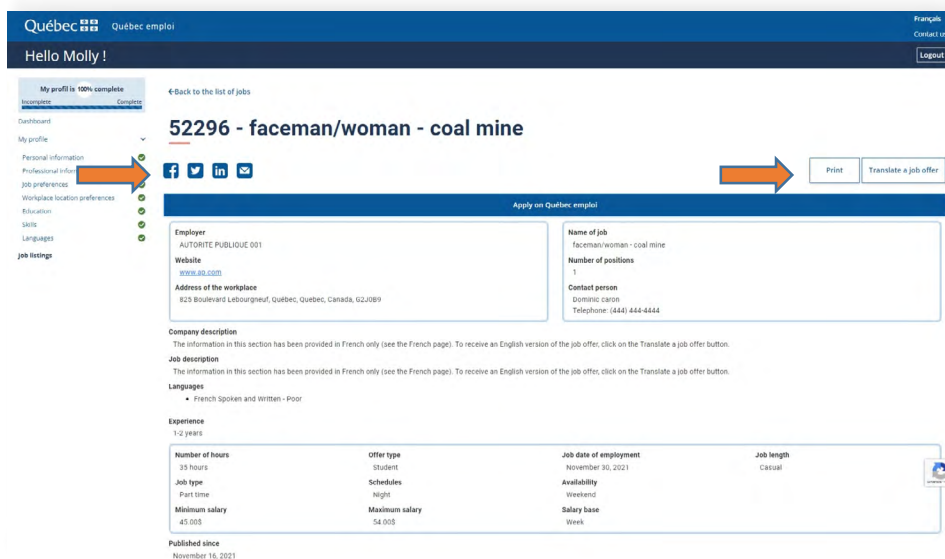
You can search for current job offers using a number of criteria (filters) as well as geolocation.

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.





## 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

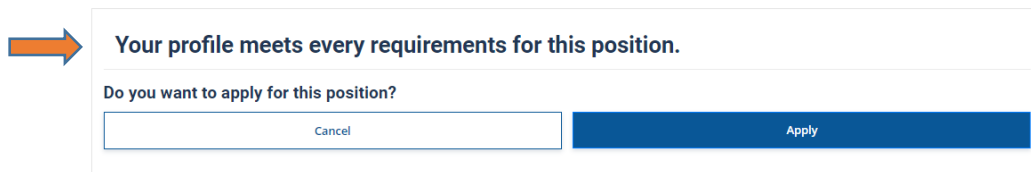
Delete filters

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.



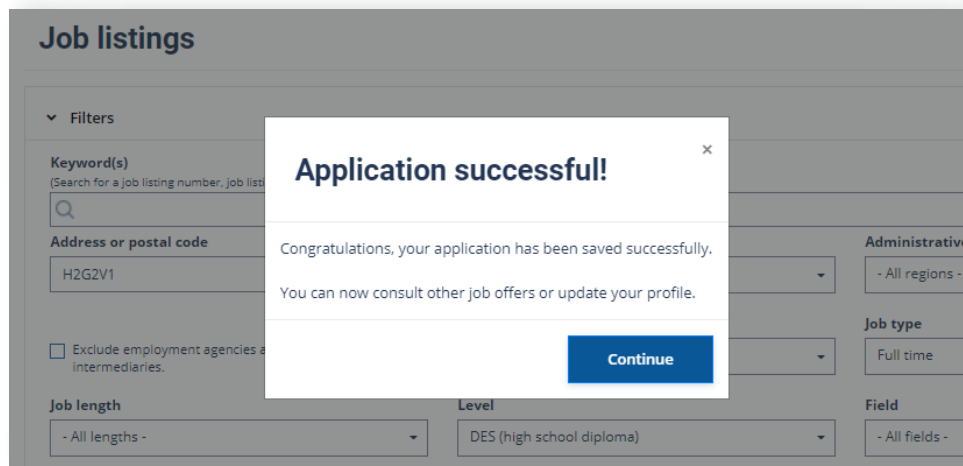
When you apply for a job and your profile matches the requirements of the job you are applying for, the following message is displayed:



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.

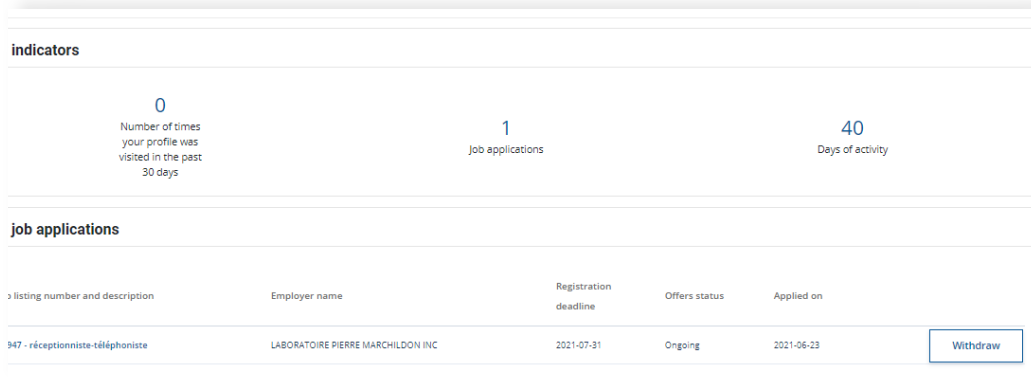


An email is sent to the employer to inform them that your application has been received. If your application is chosen by the employer, they will contact you by email.

To follow up on your applications, click 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 displays a user dashboard with two main sections: 'indicators' and 'job applications'.

**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	<a href="#">Withdraw</a>

An orange arrow points to the 'Withdraw' button in the table.

