# Québec Emploi Website User Guide

**Job Seekers**

Votre
gouvernement

Québec

# Québec Emploi Website User Guide – Job Seekers

1. **Access Québec Emploi with clicSÉQUR**
2. **Create an Applicant Profile**
3. **Search for Job Offers**
4. **Submit an Application**
5. **Withdraw an Application**

## 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.

**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.



**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.

**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 23. A description of each skill is displayed automatically.



**Languages**

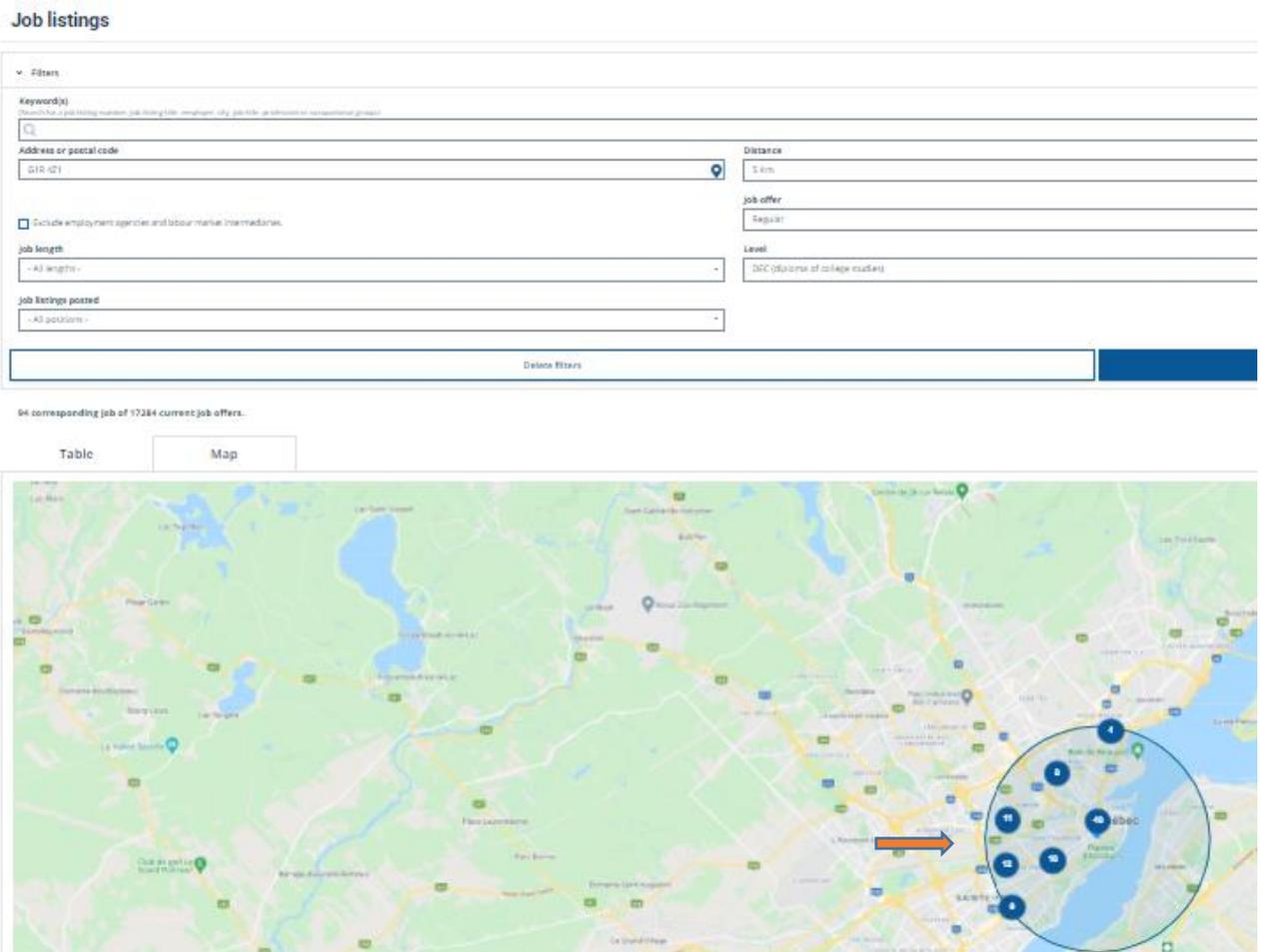Add the languages that you know and specify your level of written and oral proficiency for each one.



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.

**94 corresponding job of 17284 current job offers.**

| Table | Map |
|---|---|



**1 KM**

→ Detail

**58973 - administrative technician**

🏢 Institut national de la recherche scientifique

🚗 1 KM

Detail

# 59926 - administrative technician

→ 🔵 🐦 in ✉️

Apply

**Name of job**
administrative technician

**Number of positions**
1

**Address of the workplace**
490 Rue de la Couronne, Québec, Quebec, Canada, G1K9A9

**Employer**
Institut national de la recherche scientifique

## 4. Submit an Application

The results of your search will also be listed under the **Table** tab. To apply for a job that interests you, simply click on the **Apply** button or directly on the title of the job listing.

**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. |
|---|---|---|
| 📍 | - All regions - ▾ | |

| **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 - ▾ |

| **Delete filters** | **Apply filters** |
|---|---|

### 55588 - office administration clerk

🟦 🟦 🟦 ✉

| Print | Translate a job offer |
|---|---|

➡ | **Apply** |

Name of job
office administration clerk
Number of positions
1
Address of the workplace
5800 Rue Saint-Denis, Montréal, Quebec, Canada, H2S3L5
Employer
TELE-UNIVERSITE
Website
www.teluq.ca

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

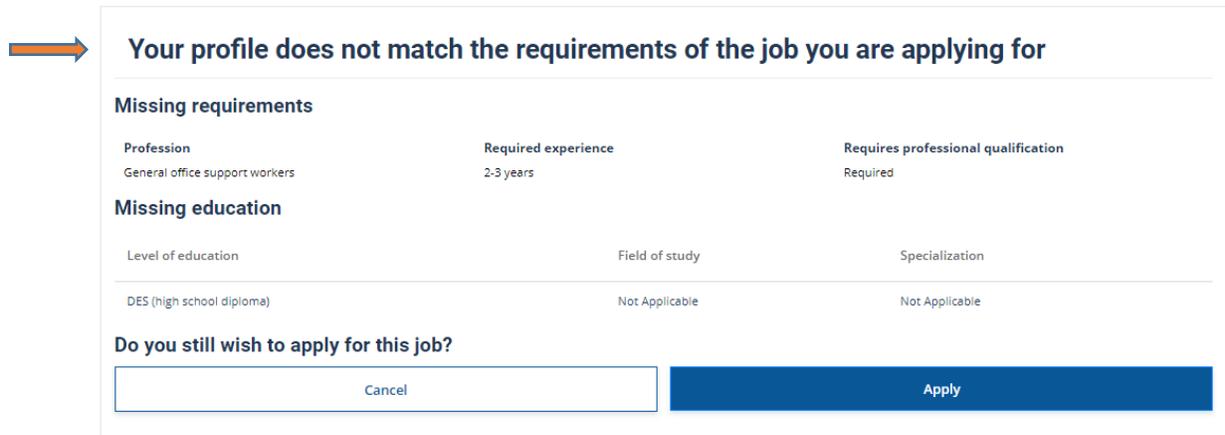➡ **Your profile meets every requirements for this position.**

**Do you want to apply for this position?**

| Cancel | Apply |
|---|---|

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 or telephone.

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.