

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 [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



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

Email validation ✕

 ✓ The code was sent successfully ✕

Email to validate
globetrottier@yahoo.ca

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.

The screenshot displays the Québec Emploi dashboard interface. At the top, there is a dark blue header with the Québec logo and the text 'Québec emploi'. On the right side of the header, there are links for 'Français' and 'Contact us', and a user profile section for 'Dominique Trottier' with a 'Logout' button. Below the header, a left-hand navigation menu is visible, with an orange arrow pointing to the 'Dashboard' link. The main content area is titled 'Dashboard' and is divided into two sections. The first section, 'My indicators', shows three metrics: 'Number of times your profile was visited in the past 30 days' (0), 'Job applications' (0), and 'Days of activity' (39). The second section, 'My job applications', displays the message 'No job application to display'.

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 Québec emploi

Dashboard
My profile
Personal information
Professional information
Job preferences
Education
Skills
Languages
Job listings

Personal information

Use of personal information
All personal information collected is used in accordance with [sec](#) to make this information available to employers at the end of the

First name *
Dominique

Place of residence *
Resident of Québec

Type of work sought *
Regular

Email address
dominique_trottier@yahoo.ca
[Change my email address](#)

Communication

Language of correspondence *
English

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 ;

I wish to receive job offers. By clicking here, I confirm that I understand that my profile can be accessed by all employer; access to my résumé and cover letter.

Additional information

You can add additional information. Use the buttons to rank your information in order of importance.

[+ Add information](#)

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.

Professional information
Job preferences
Education
Skills
Languages
Job listings

Professional information

Date available *

yyy-mm-dd

Minimum number of hours per week *

Maximum number of hours per week *

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 ne



+ 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.

- Job preferences
- Education
- Skills
- Languages
- Job listings



Job preferences

You can add multiple job preferences. Use the buttons to rank your job preferences in order of importance.



Job title *

information officer

Occupational group

Professional occupations in business and finance



Profession

Professional occupations in advertising, marketing and public relations

[Information sur le marché du travail](#)

Experience *

10 years or more



I have the necessary professional credentials, if they are required.

[+ Add a job preference \(15 at most\)](#)

Education

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

- Job preferences
- Education**
- Skills
- Languages
- Job listings

Education

Level of education *

- Choose -

Field of study *

- Choose -

Specialization *

Telecommunications

Program start



yyyy-mm-dd

Skills

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

Job preferences
Education
Skills
Languages
Job listings

Skills

 **Skill ***
Ability to design and adapt equipment or technologies

Description
 Designing or adapting equipment or technologies to meet the needs of a clientele.

 **Skill ***
Ability to do basic calculations

Description
 Adding, subtracting, multiplying and dividing quickly and correctly.

 **Skill ***
Ability to easily classify

Description
 Establishing or being able to easily use different sets of rules to group elements in different ways.

Languages

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

Professional information
Job preferences
Education
Skills
Languages
Job listings

Languages

Language of communication *
English

Written proficiency * **Oral proficiency ***

 **Language of communication ***
French

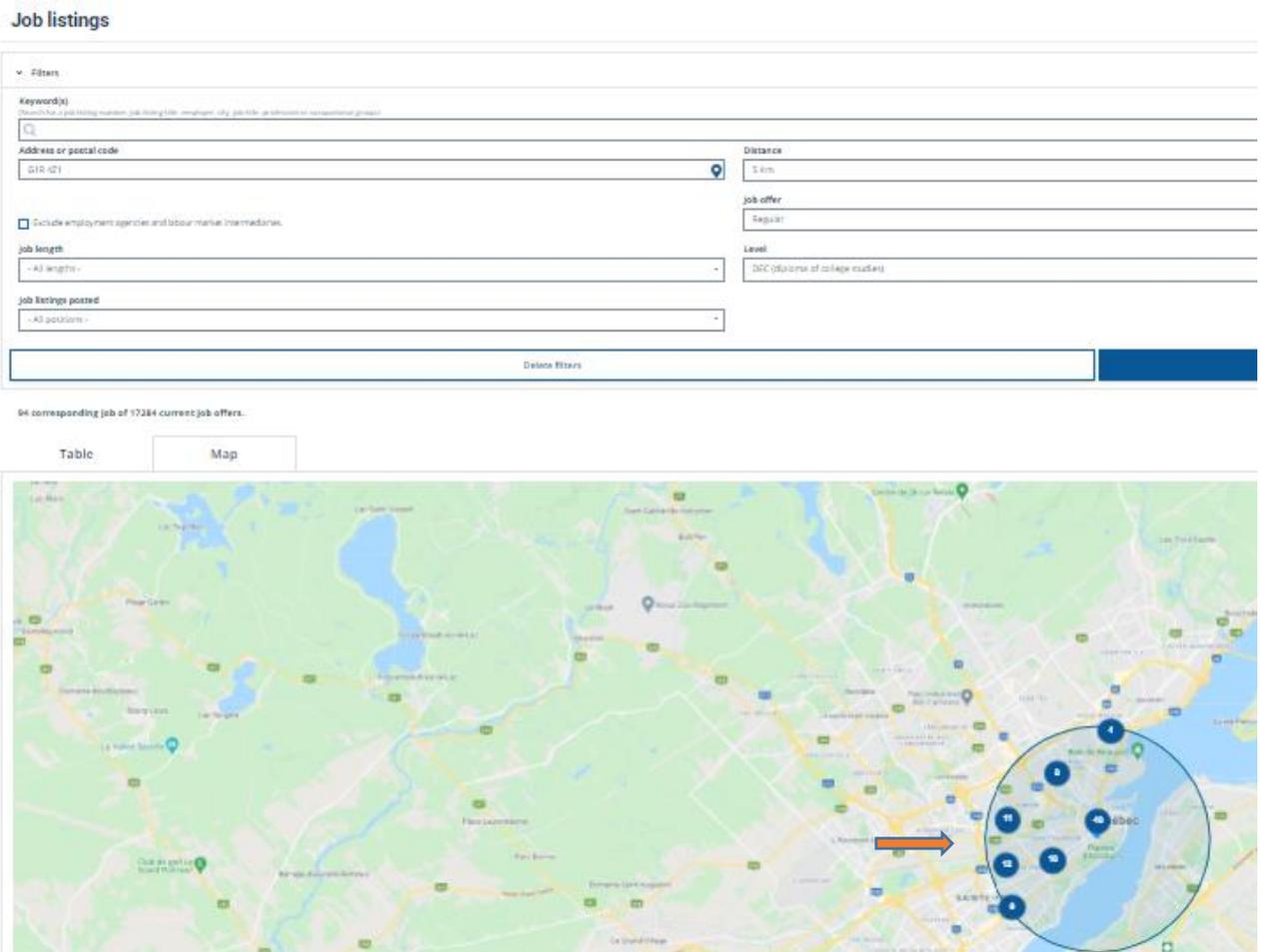
Written proficiency * **Oral proficiency ***

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.



The screenshot displays a search interface for job listings. At the top, there is a 'Job listings' header. Below it, a 'Filters' section is visible, containing several input fields: 'Keyword(s)', 'Address or postal code' (with 'G1R 4Z1' entered), 'Distance' (set to '5 km'), 'job offer' (set to 'Regular'), 'job length' (set to '- All lengths -'), 'job listings posted' (set to '- All postings -'), and 'Level' (set to 'DCC (diploma of college studies)'). A blue arrow points to the 'Address or postal code' field. Below the filters is a 'Delete filters' button. Underneath, it states '94 corresponding job of 17284 current job offers.' Two tabs, 'Table' and 'Map', are present, with 'Map' being the active tab. The map view shows a geographical area with several blue circular markers indicating job locations. A blue circle highlights a cluster of these markers in the lower right quadrant, and a blue arrow points to this cluster.

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



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.

Job offer

Job type

Job length

Level

Field

Job listings posted

55588 - office administration clerk



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.telug.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.

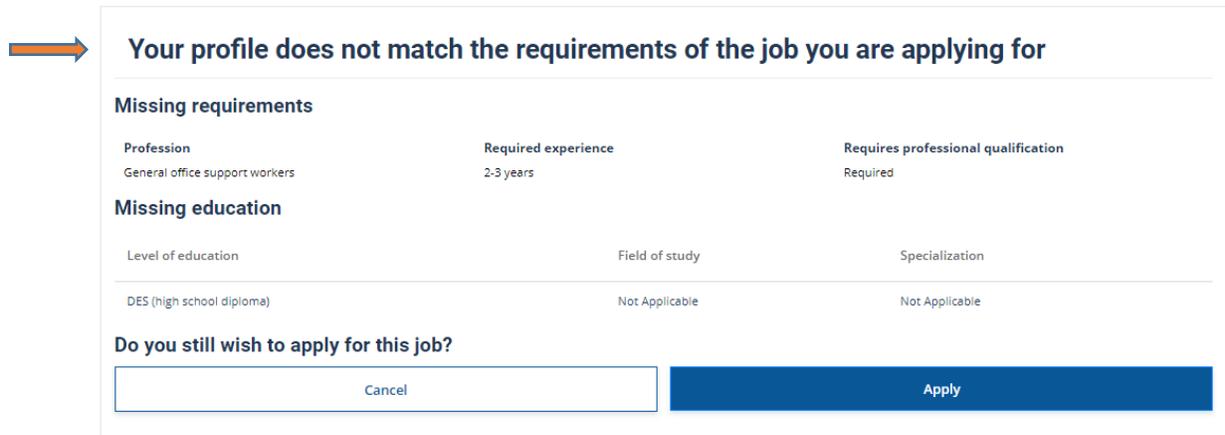
Do you want to apply for this position?

[Accessibility policy](#) | [Privacy policy](#) | [Terms of use](#) | Powered by Manitou

Travail, Emploi
et Solidarité sociale
Québec

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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

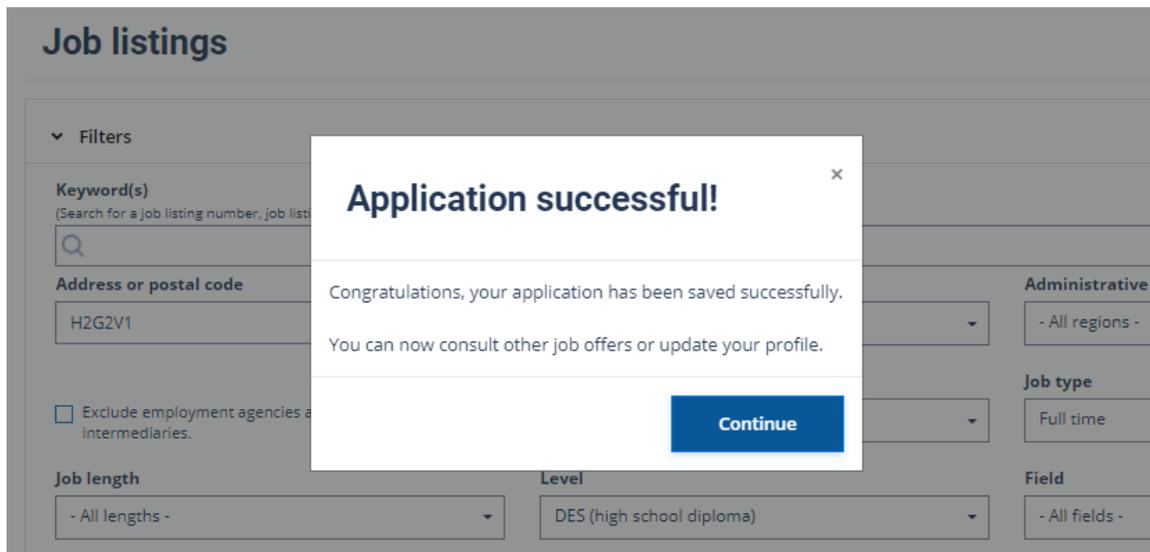
Profession General office support workers	Required experience 2-3 years	Requires professional qualification Required
---	---	--

Missing education

Level of education DES (high school diploma)	Field of study Not Applicable	Specialization Not Applicable
--	---	---

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 list...)

Address or postal code

Exclude employment agencies and intermediaries.

Job length
- All lengths -

Level
DES (high school diploma)

Administrative
- All regions -

Job type
Full time

Field
- All fields -

Application successful!

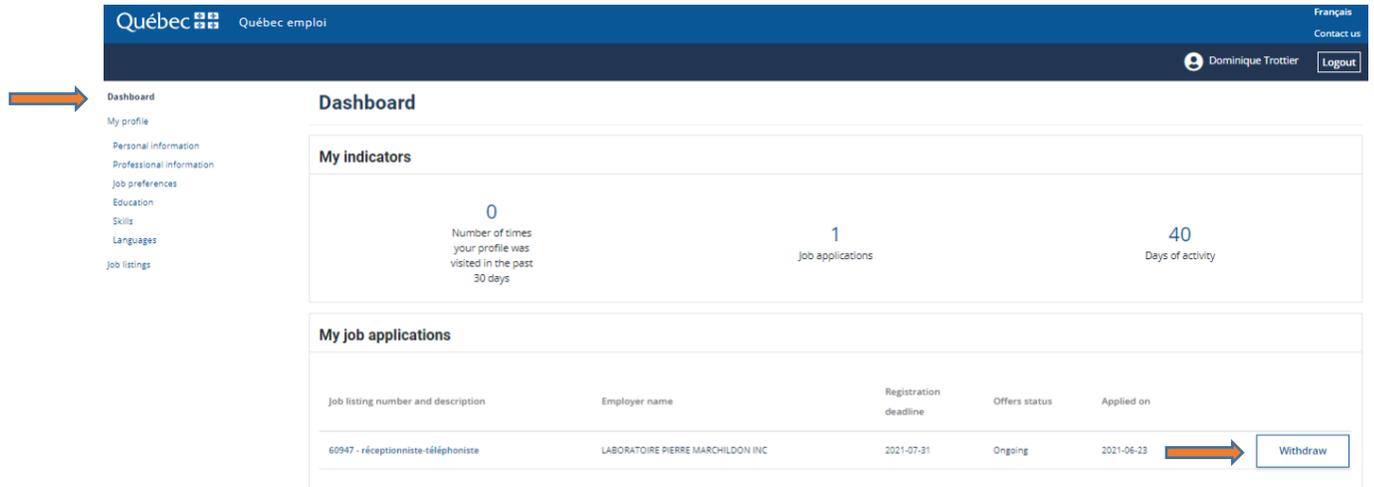
Congratulations, your application has been saved successfully.
You can now consult other job offers or update your profile.

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 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.



The screenshot shows the Québec emploi dashboard. The header includes the Québec logo and 'Québec emploi' on the left, and 'Français', 'Contact us', and a user profile for 'Dominique Trottier' with a 'Logout' button on the right. A navigation menu on the left lists: Dashboard, My profile, Personal information, Professional information, Job preferences, Education, Skills, Languages, and Job listings. The main content area is titled 'Dashboard' and contains two sections: 'My indicators' and 'My job applications'. The 'My indicators' section shows three metrics: 0 (Number of times your profile was visited in the past 30 days), 1 (Job applications), and 40 (Days of activity). The 'My job applications' section is a table with columns for Job listing number and description, Employer name, Registration deadline, Offers status, and Applied on. A single row is visible for job listing 60947 - réceptionniste-téléphoniste at LABORATOIRE PIERRE MARCHILDON INC, with a registration deadline of 2021-07-31, an ongoing status, and an application date of 2021-06-23. An orange arrow points to the 'Withdraw' button at the end of this row.

Québec Québec emploi

Français
Contact us
Dominique Trottier Logout

Dashboard

My profile
Personal information
Professional information
Job preferences
Education
Skills
Languages
Job listings

Dashboard

My indicators

0
Number of times
your profile was
visited in the past
30 days

1
Job applications

40
Days of activity

My job applications

Job listing number and description	Employer name	Registration deadline	Offers status	Applied on	
60947 - réceptionniste-téléphoniste	LABORATOIRE PIERRE MARCHILDON INC	2021-07-31	Ongoing	2021-06-23	Withdraw