

# Applying to a Position and tracking your Application

## Purpose

Use this task to apply to a position and track your application at the City of Toronto.

## Prerequisites

User must have access to the internet.

## Helpful Hints

None

If you would like to find the steps to track your application [click here](#)

The screenshot shows a job listing interface. At the top, there is a search bar with the text 'Search by Keyword', a 'Search Jobs' button, and a 'Clear' link. Below the search bar, there are 'More Options' and 'Send me alerts every 7 days' with a 'Create Alert' link. To the right, there are social media sharing icons and an 'Apply now »' button, which is highlighted with a red box containing the number '1'. The job title 'HR PROGRAM ASSISTANT' is prominently displayed. Below the title, there is a brief description: 'Non-Union - Build your career and make a difference in your community by working for the City of Toronto. We offer a competitive salary, pension and benefits package, a wide range of challenging career choices, and a respectful, diverse, safe and healthy workplace.' A list of job details follows:
 


- Req ID: 609
- Job Category: Governmental Affairs
- Division:
- Section: Fin & Admin Project Management
- Work Location: BOOTH AVENUE YARD
- Job Type: Manager
- Duration: 15

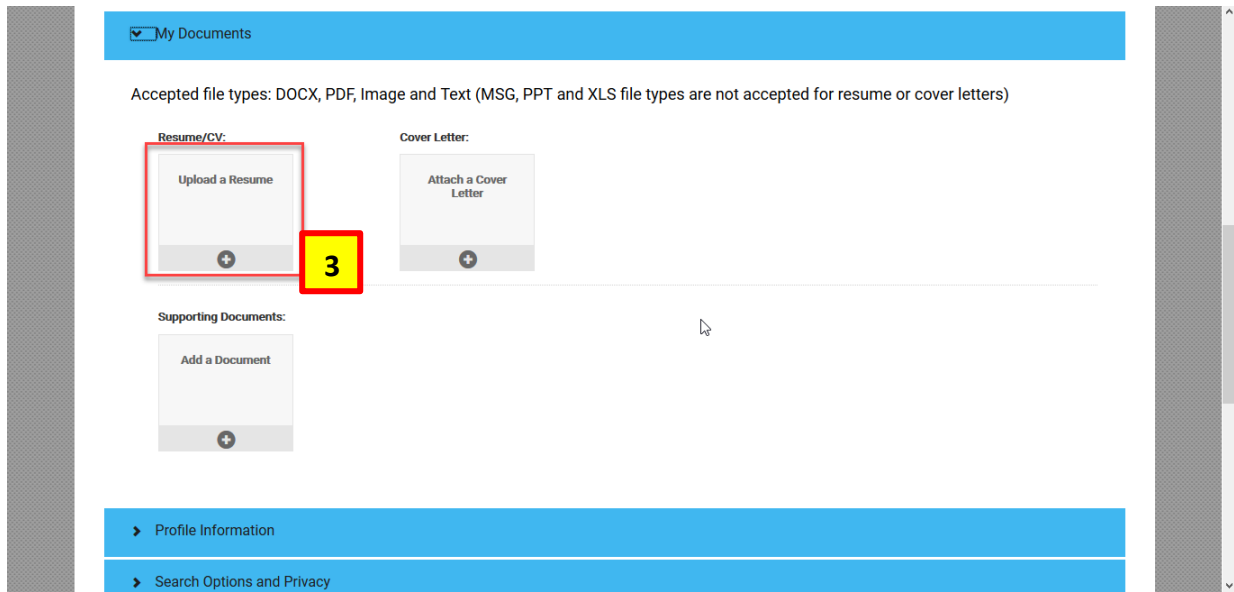
Step	Action
1	<p>After locating a position you would like to apply to, click on the <b>Apply Now</b> button.</p> <p>NOTE: You should be signed into your SuccessFactors account before applying to a position. If you do not have a SuccessFactors account, please review the information for Creating a SuccessFactors account before proceeding</p>

The screenshot shows a user profile menu with several options. The 'My Documents' option is highlighted with a red box containing the number '2'. The menu items are:
 

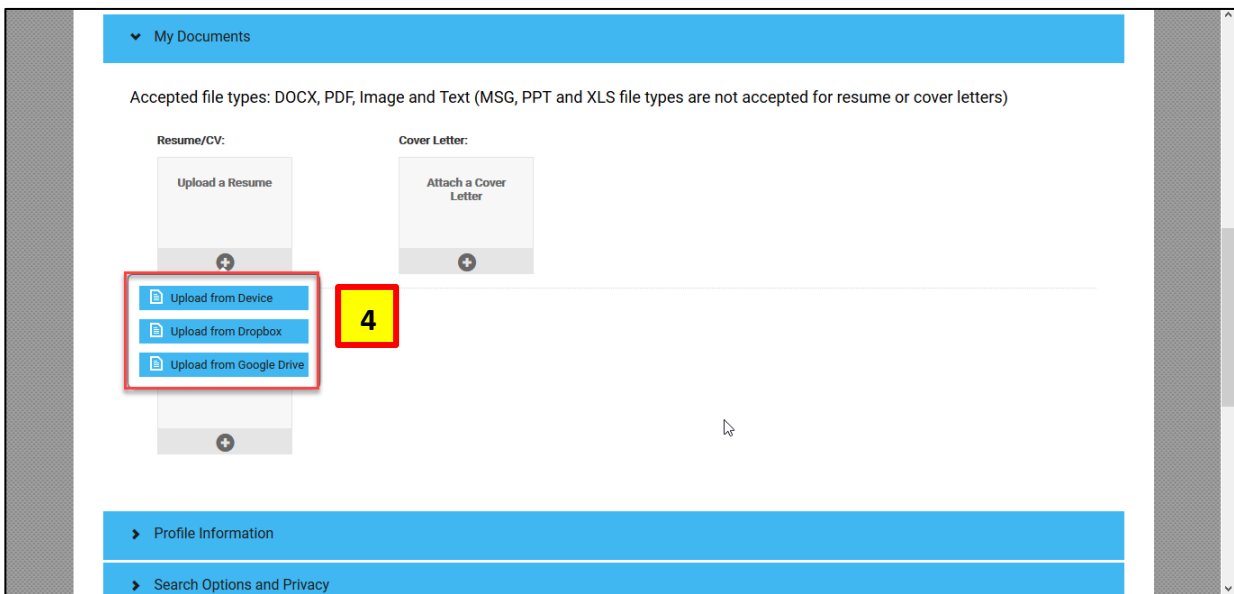
- My Documents
- Profile Information
- Search Options and Privacy
- Jobs Applied
- Saved Applications
- Employment History
- Formal Education
- Designations and Professional Memberships

 At the top right of the menu, there are links for '+ Expand all sections' and '- Collapse all sections'.

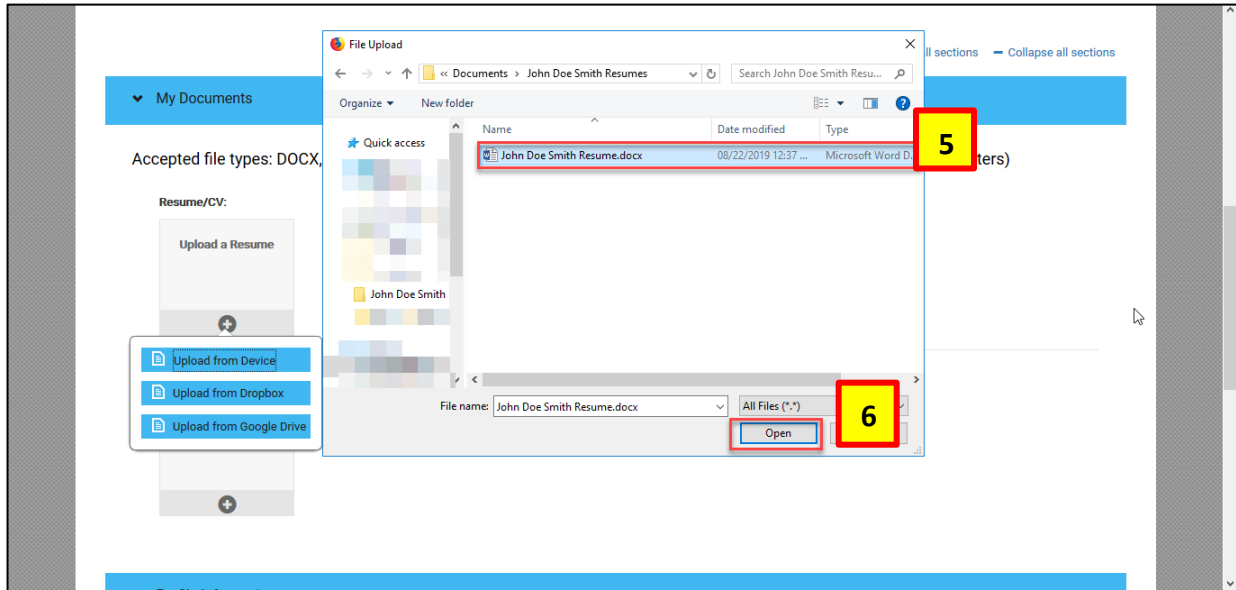
Step	Action
2	<p>Click on the  beside <b>My Documents</b></p>



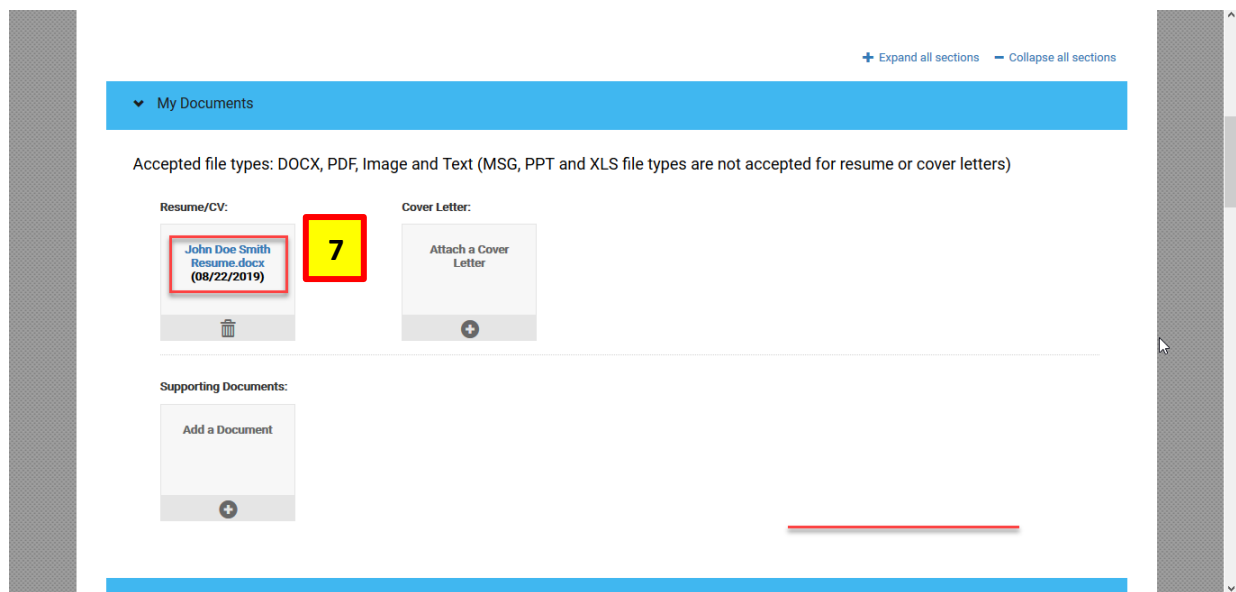
Step	Action
3	<p>Click on <b>Upload a Resume</b></p> <p><b>NOTE:</b> You must upload a Resume, there is no Build a Resume option in your Candidate Profile. If your most up to date resume is uploaded, proceed to subsequent step.</p>



Step	Action
4	<p>Click on your upload option, you can upload a resume from your device (PC or other), your Dropbox account or from your Google Drive account.</p>



Step	Action
5	Select the Resume you would like to upload <b>NOTE:</b> DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)
6	Click on the <b>Open</b> Button



Step	Action
7	If successful, you will see your file attached. You can view your uploaded file by clicking on the file and downloading it to your device. <b>NOTE:</b> If you would like to update your resume, you can upload a new version using the previous steps.

8
> My Documents

> Profile Information

**\* Legal First Name**  
John Doe

Do you identify as having a Single Name? ?  
No Selection

Contact Email  
johndoesmithtoronto@gmail.com

**\* Country**  
Canada

**\* Address Line 1**  
55 John St

**Middle Name**

**Single Name**

**\* Primary Phone**  
4165555555

**\* Province**  
ONTARIO

**Address Line 2**

**\* Legal Last Name**  
Smith

**\* Known As** ?  
John Doe

**Secondary Phone**

**\* City**  
Toronto

**\* Postal Code** ?  
M5V3C6

> Search Options and Privacy

> Employment History

**Company Name**  
No Name Company

**From Date**  
08/01/2014

**Present Employer?**  
Yes

**End Date**  
MM/DD/YYYY

**Job Title**  
Office Administrator

Remove

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**Company Name**  
No Name City

**From Date**  
08/01/2009

**Present Employer?**  
No

**End Date**  
07/31/2014

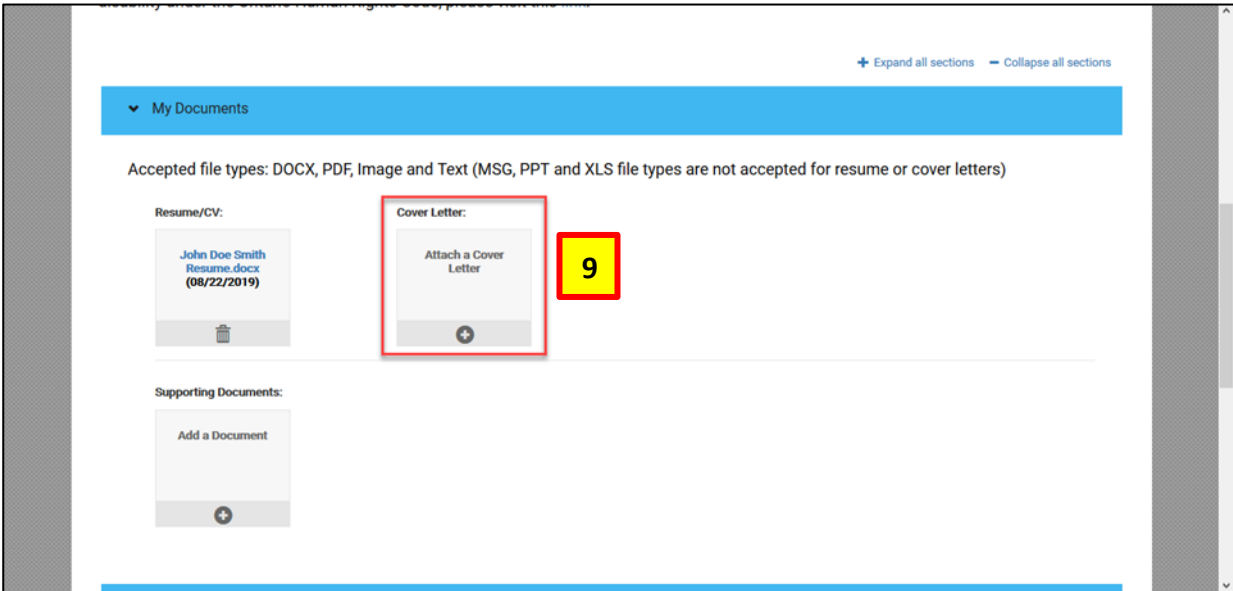
**Job Title**  
Office Administrator

Remove

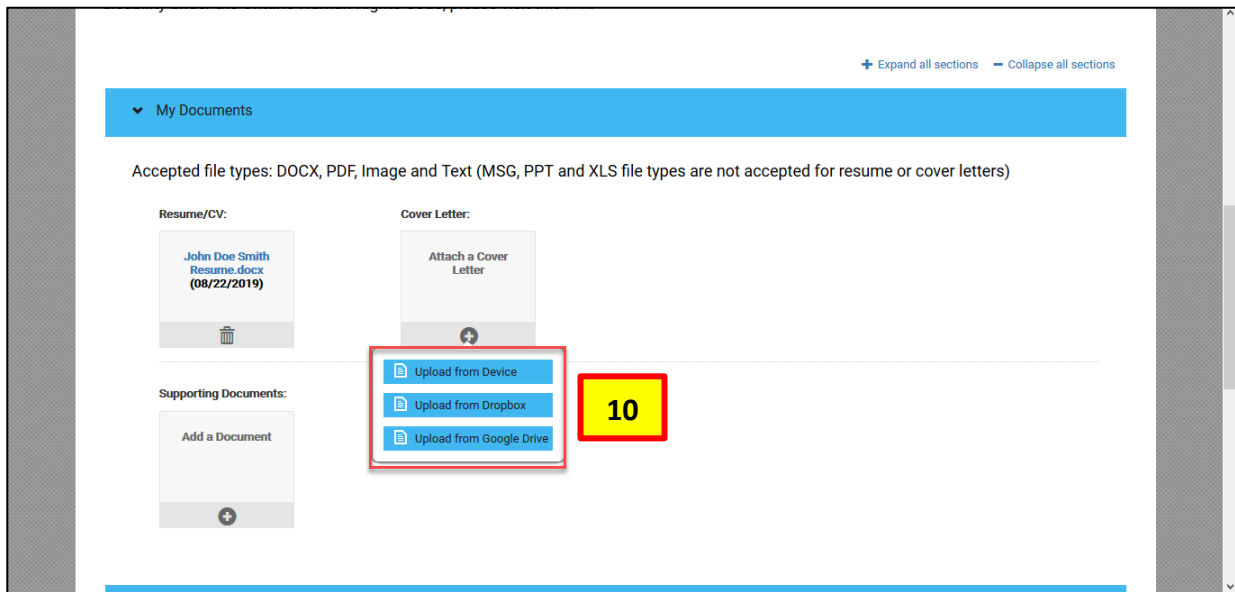
+ Add

Step	Action
8	Your resume will auto populate your Profile Information, Employment History and Formal Education. Verify that the details populated are accurate. If the information that is auto-populated is incorrect, you can edit the text field to the correct information

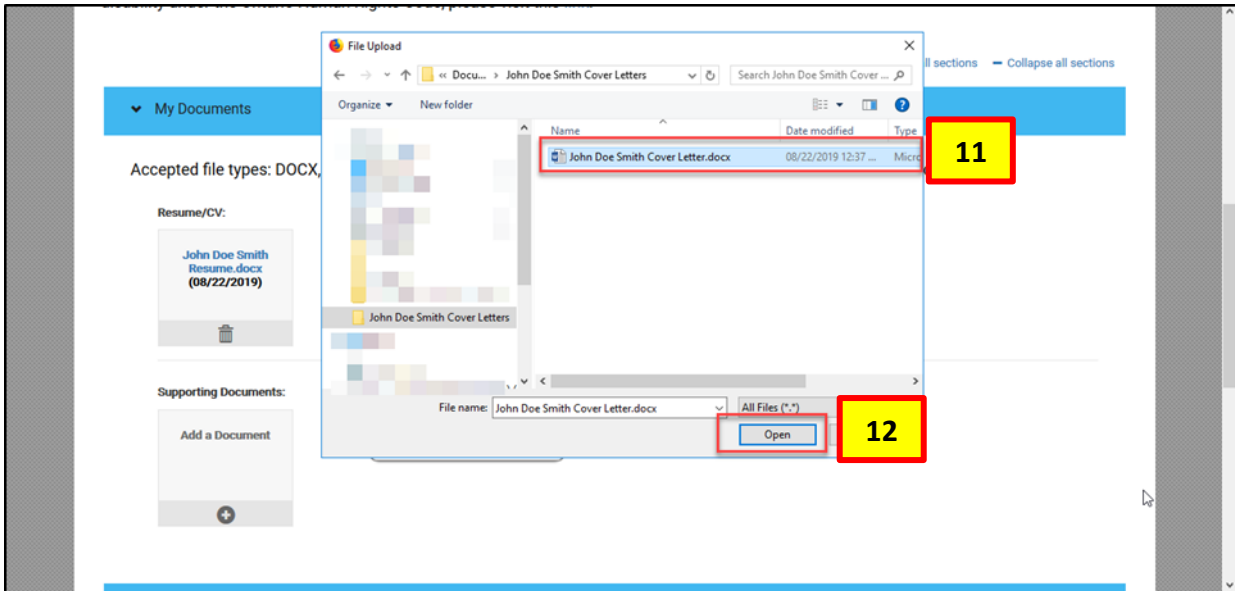
For Internal Use Only



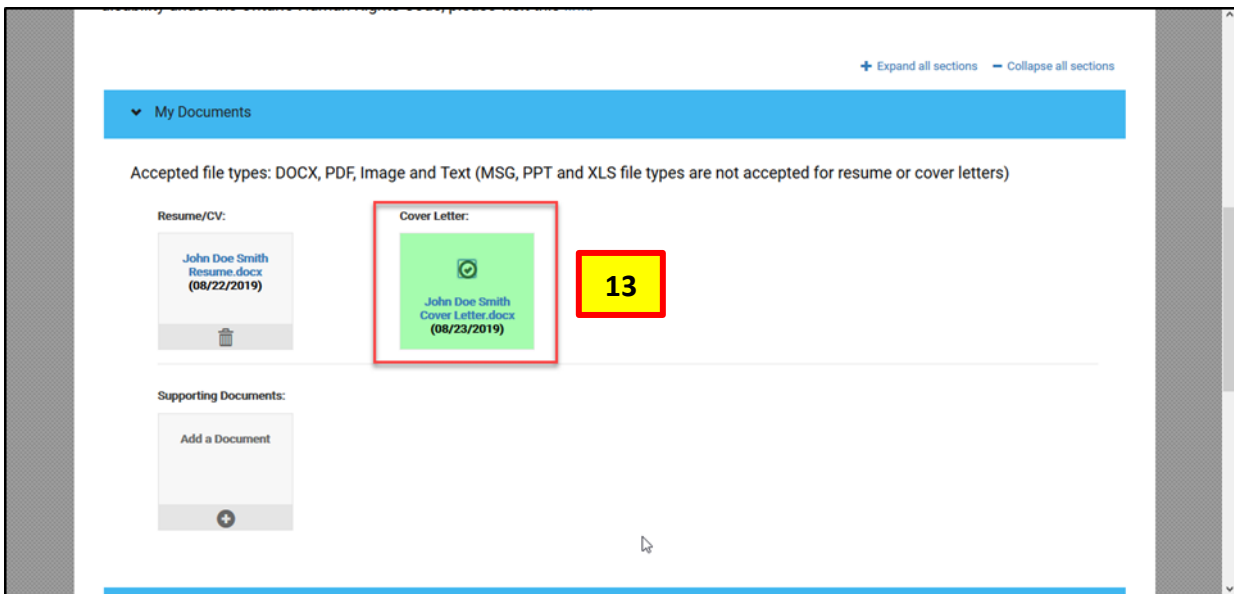
Step	Action
9	<p>If you would like to include a Cover Letter, click on <b>Attach a Cover Letter</b></p> <p><b>NOTE:</b> If your most up to date Cover Letter is already attached to the My Document section please skip to step 14</p>



Step	Action
10	<p>Click on your upload option, you can upload a cover letter from your device (PC or other), your Dropbox account or from your Google Drive account.</p>



Step	Action
11	Select the cover letter you would like to upload <b>NOTE:</b> DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)
12	Click on the <b>Open</b> Button



Step	Action
13	If successful, you will see your file attached. You can view your uploaded file by clicking on the file and downloading it to your device.

▼ Formal Education

**School**

**Major**

**Type**

**Status**

**Date Completed**

🗑 Remove

⊕ Add

▶ Designations and Professional Memberships

▶ Licenses and Mandatory Certifications

▶ **Job-Specific Information**
14

View Profile

Save

Apply

Step	Action
14	Click on  beside Job Specific Information

▼ Job-Specific Information

Diversity Demographic Questions

**Preamble**

The City of Toronto's goals are to create a public service that reflects the population we serve and to ensure an engaged, diverse and productive workforce that meets our current and future needs. The City is strongly committed to equity and diversity within its community and encourages applications from Indigenous peoples, racialized persons/persons of colour, persons with disabilities, women, LGBTQ2S persons, and others who may contribute to fostering innovative ideas and solutions. To better understand the diversity of candidates and to assist us in ensuring our recruitment systems and programs are equitable and accessible, we ask that you take a moment to complete this questionnaire.

Your responses are voluntary and the information that you provide is strictly confidential.

A summary of the responses to this diversity questionnaire will be used to help assess application trends and inform the development of enhanced and future recruitment programs.

The City is committed to providing Code-protected accommodation throughout its hiring process. If you require an accommodation due to disability under the Ontario Human Rights Code, please visit this [link](#).

Thank you for assisting the City in achieving its diversity goals.\*

[Link to Equity Diversity Site](#)

**Indigenous Peoples** - Indigenous people from Canada are those who self-identify as First Nations (status, non-status, treaty or non-treaty), Inuit, Métis, Aboriginal, Native or Indian.

Do you identify as Indigenous to Canada?

If not listed, please describe:

15

Step	Action
15	<p>Within the Job Specific Information tab, you will find questions related to diversity, the job you are applying to and City of Toronto specific questions about previous employment. You will need to answer the mandatory questions to continue. All responses are kept strictly confidential.</p> <p><b>NOTE:</b> Questions about diversity are voluntary questions. You do not have to respond to them if you wish not to.</p>



The personal information collected below is collected under the authority of the City of Toronto Act, 2006, s. 136(c), Article IV, of Chapter 169, of the Municipal Code, Employment Standards Act, Labour Relations Act, Collective Agreements, and MFIPPA. The information is used to verify eligibility to work for the City of Toronto. Questions about this collection can be directed to: Senior Human Resources Consultant, Corporate Services Department, Human Resources Division, Metro Hall, 55 John Street, 5th floor, Toronto, ON, M5V 3C6, telephone # 415-392-4738.

Eligibility to Work Information

Q1: Are you legally entitled to work in Canada and in the job for which you are applying at the City of Toronto?

\* Answer to Q1:

Yes

\* Q2: Are you at least 16 years of age as of today?

Yes

City of Toronto Employment History

\* Q3: Are you currently, or have you previously been, employed by the City of Toronto?

No

STATEMENT OF AGREEMENT

The preceding statements below are correct to the best of my knowledge. I understand that a misrepresentation of information provided below, excluding the diversity responses above, may disqualify me from employment and/or be cause for dismissal.

\* Typed Signature

\* Today's Date

MM/DD/YYYY

16

Step	Action
16	<p>After uploading your resume, cover letter and filling out all job specific questions, you will need to type your name into the <b>Statement of Agreement</b> and date it. This will act as a Typed Signature.</p> <p>The Statement of Agreement validates that all the information you have provided in your application is truthful. The City of Toronto can disqualify you from employment or be a cause of dismissal if any information is untrue.</p>

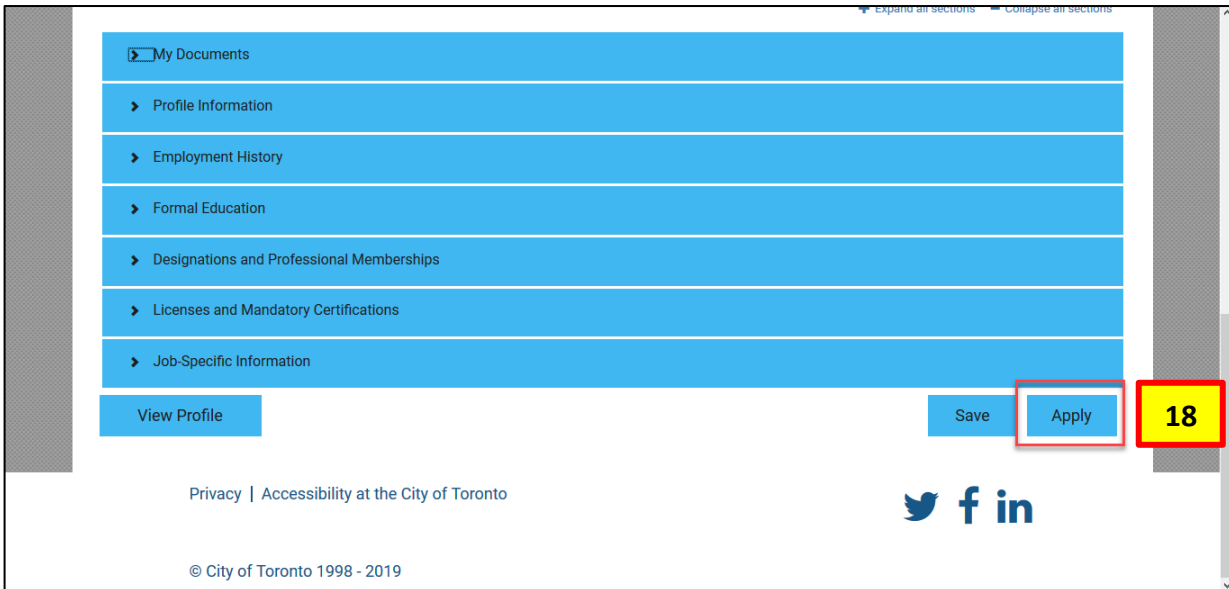
Expand all sections Collapse all sections

- My Documents
- ▶ Profile Information
- ▶ Employment History
- ▶ Formal Education
- ▶ Designations and Professional Memberships
- ▶ Licenses and Mandatory Certifications
- ▶ Job-Specific Information

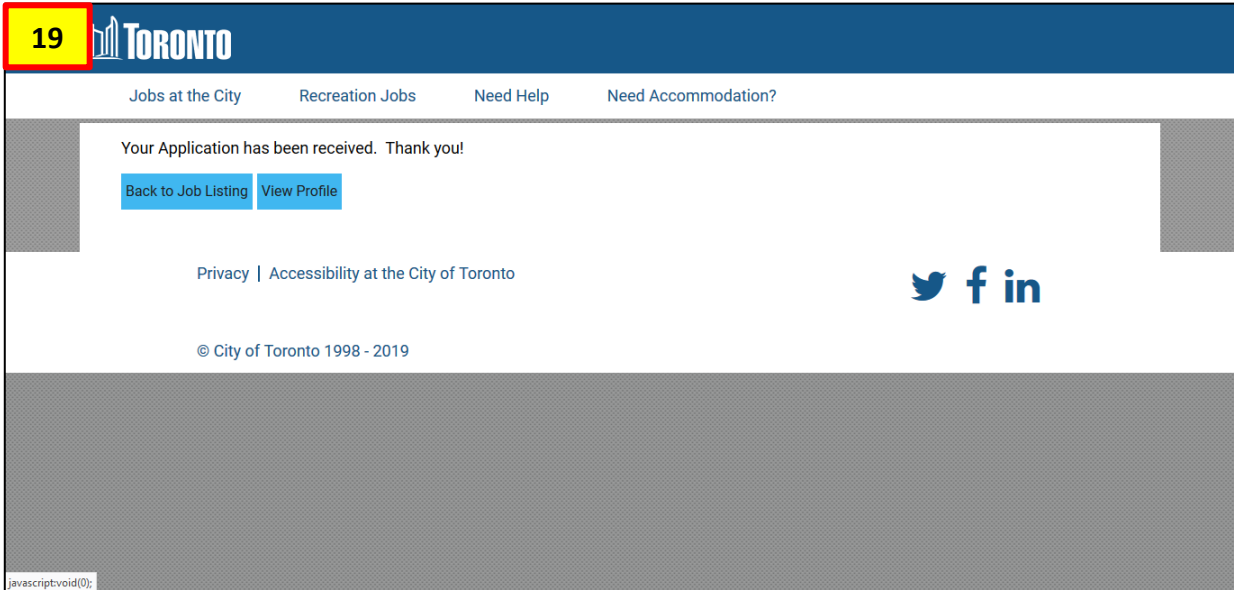
View Profile 17 Save Apply

Privacy | Accessibility at the City of Toronto

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Step	Action
17	<p>If you would like to save your application as a draft before sending it, you can click on the save button at any time during your application process.</p> <p><b>NOTE:</b> Copies of saved applications cannot be seen by hiring managers. You must click on the Apply button for it to be visible by a hiring manager</p>
18	<p>After validating all information, you would like to send your application to be reviewed by a hiring manager, click on the <b>Apply</b> button</p> <p><b>NOTE:</b> Once you have applied to a position you cannot edit your application.</p>



Step	Action
19	If your application has been sent successfully, you will receive a confirmation.

# Tracking Your Application

**1**

## Candidate Profile

Thank you for your interest in working for the City of Toronto!

We'd like to get to know more about you!

Please add more details about yourself to your candidate profile. By completing the fields you provide more information to the City of Toronto Recruiting Team.

Please note the City of Toronto Recruiting Team communicates with applicants through email. It is the applicant's responsibility to include an updated email address that is checked regularly, including junk/spam mail folder, as we send time sensitive emails (i.e. testing and interview bookings). If we do not hear back from applicants, we will assume that you are no longer interested in the job. You may also log in any time to check the status of your application.

The City is committed to providing Code-protected accommodation throughout its hiring process. If you require an accommodation due to disability under the Ontario Human Rights Code, please visit this [link](#).

+ Expand all sections - Collapse all sections

- ▶ My Documents
- ▶ Profile Information
- ▶ Search Options and Privacy

Step	Action
1	From the Candidate Home Screen scroll down to Jobs Applied

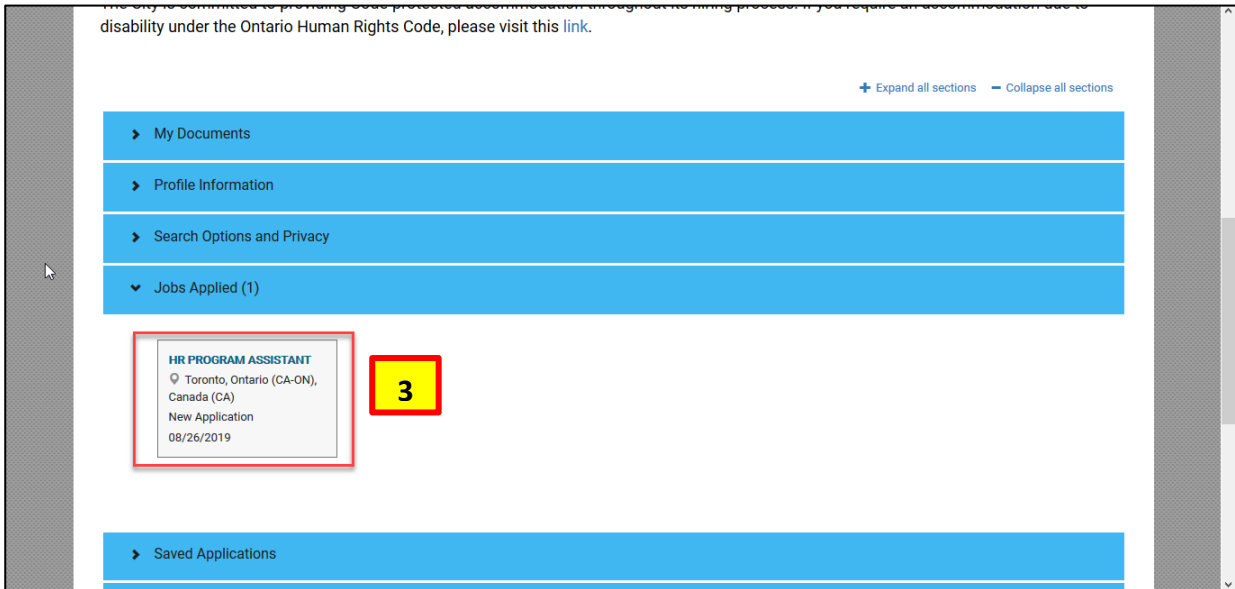
**2**

disability under the Ontario Human Rights Code, please visit this [link](#).

+ Expand all sections - Collapse all sections

- ▶ My Documents
- ▶ Profile Information
- ▶ Search Options and Privacy
- ▶ Jobs Applied (1)
- ▶ Saved Applications
- ▶ Employment History
- ▶ Formal Education
- ▶ Designations and Professional Memberships
- ▶ Licenses and Mandatory Certifications

Step	Action
2	Click on  beside Jobs Applied



Step	Action
3	The details of your status will be listed after the title of the position

## Outcome

You have successfully applied to a position and track it's progress at the City of Toronto.