

TALENTFLOW[®]

For Recreation: HOW TO REGISTER

Table of Contents

<i>Accessing TalentFlow</i>	1
<i>How to Register</i>	1
<i>Creating a Profile</i>	3
<i>Adding Additional Profiles</i>	3
<i>Managing Profiles</i>	4
<i>Technical Support</i>	4

The following are instructions for **External Applicants** on how to register an account on TalentFlow. Before you can **apply** to available recreation job opportunities, you must have a confidential Candidate Profile registered on TalentFlow.

Accessing TalentFlow

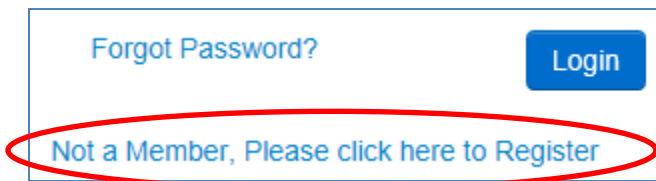
1. Start by navigating to the City of Toronto Parks, Forestry and Recreation employment website and click on '**To view and apply to Job Opportunities click here**'.

To view and apply to Job Opportunities [click here](#)

How to Register

Once you have completed the registration process, you will not have to do it again. You will be able to log in and apply to job opportunities.

1. From the Job Opportunities site, click the '**Not a member, please click here to Register**' link.



2. Complete all mandatory fields marked with a **Required** notation.

Record the user name and password that you input during the registration process. DO NOT share your user name and password with anyone.

Please Note: Job Stream is a mandatory field, but it in no way affects screening or the ability to apply for any opportunities on the system.

Job Stream **Required**

- Upload a resume by clicking the **'Browse'** button and locating the resume you wish to upload to your profile. Use Word format; do not upload in PDF format.

Resume

- If you wish to be notified when a job appears on the Recreation Job Board that matches a Job Title or contains a keyword, complete the **Job Title** or **Keywords** field and indicate how often you would like to be notified of available positions via email.

Job Title or Keywords ?

Keep me informed: Weekly Monthly Opt Out

- When complete, click the **'Save & View Profile'** button to complete your TalentFlow profile.

- You will be asked to verify the personal details entered, and to complete additional information like your mailing address and your telephone number.

View/Edit Profile

Please verify your profile, at this step you can also edit your profile:

- Indicate your educational and employment history.

Total Experience Years

Highest Education

- Employment Eligibility: Highlight which option applies to you. If you are authorized to work for any employer in Canada, highlight the top option. If you do not have authorization to work in Canada, highlight the bottom option.

Employment Eligibility

Creating a Profile

Once you have verified and completed your personal information, you will be required to complete a profile associated with the resume you added on the previous page. **Name** the resume and review the resume attached to the profile. You will have to option to change the resume attached to the profile, and select a Job Stream for the profile. Again, the Job Stream you select will not affect your consideration or screening for a position. Simply select the Job Stream that most closely matches your skills and experience.

Profiles

Profile Title Required

Resume [resumerecreation.docx](#)

Change Your Resume Please check this check-box if you would like to auto-fill the information below from your new resume.

Job Stream Required

Core Skills	Number Of Years Using	Remove	
Select	Academic Only	<input type="checkbox"/>	Required

Job Positions	Number Of Years Using	Remove	
Select	Academic Only	<input type="checkbox"/>	Required

Getting to Know You

Adding Additional Profiles



Add Additional Profile
+


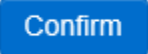
You can save up to 3 resumes at any one time on your TalentFlow account. You can click the + button to the right of the Profiles section to upload additional resumes without deleting the current resumes already saved to your account. You will be required to create a Profile Title, select an appropriate Job Stream and select a Core Skills and a Position from the drop down lists provided. These are mandatory fields, but will in no way affect screening or the ability to apply for an opportunity on the Job Board.

Profiles

Resume #2	↑ ⌵
Resume #3	↑ ⌵
Hollie Hobbie Application	↑ ⌵

Managing Profiles

Once you have added additional profiles, they will show in the Profiles section of your account. You can view each one in details by clicking  to expand the Profile details, and you can collapse the Profiles by clicking .

You can delete profiles by clicking  and clicking .

Technical Support

If you experience any **technical difficulties** during the registration process, please contact TalentFlow Technical Support (provided by Brainhunter Systems Ltd.):

8:30 a.m. - 8 p.m., EST, Monday – Friday

1-877-223-1833

support@talentflow.com

For all other inquiries, please email City of Toronto Recreation staff at:

recjobs@toronto.ca

In accordance with the Accessibility for Ontarians with Disabilities Act (2005), the provision of accessible formats and communication supports for persons with disabilities is available upon request.

If you encounter a problem registering or applying on line, email: recjobs@toronto.ca for assistance.