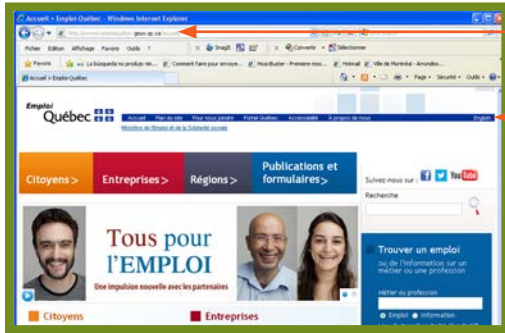


ONLINE EMPLOYMENT SERVICES

www.emploiquebec.gouv.qc.ca

USER'S GUIDE

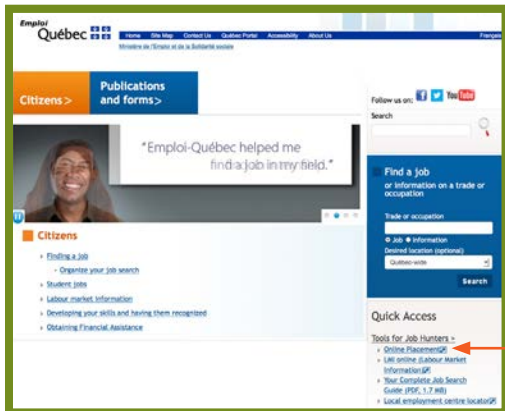
Find a job: How to create a Job Alert! or an Internship Alert!



1. Type **www.emploiquebec.gouv.qc.ca**, press the key and select **English** in the menu bar.

emploiquebec.gouv.qc.ca

English



2. Go to the **Quick Access** section at the bottom right of the Home page. Click on **Online Placement**.

Quick Access

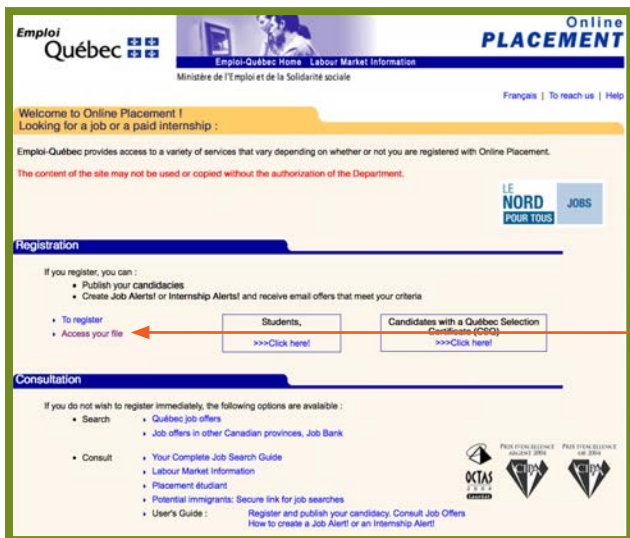
Tools for Job Hunters >

> Online Placement

> LMJ online (Labour Market Information)

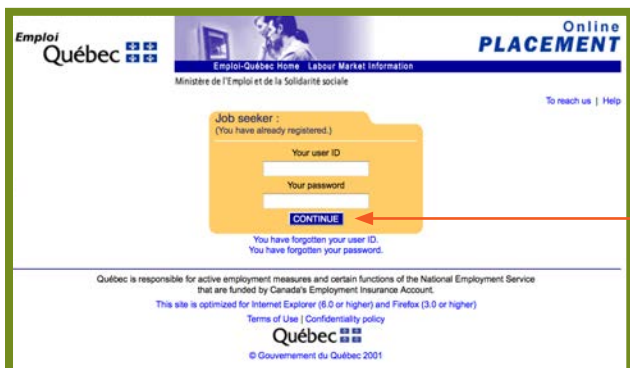
> Your Complete Job Search Guide (PDF, 1.7 MB)

> Local employment centre locator



3. In the **Registration** section, click on **Access your file**.

Access your file



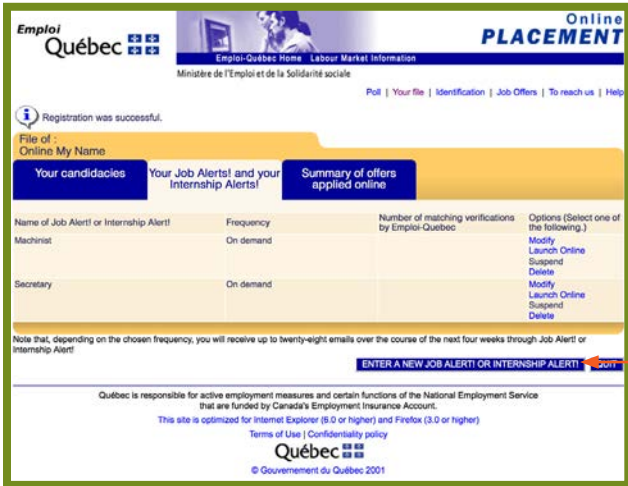
4. Enter your User ID and the password you chose when you registered. Click on **Continue**.

CONTINUE



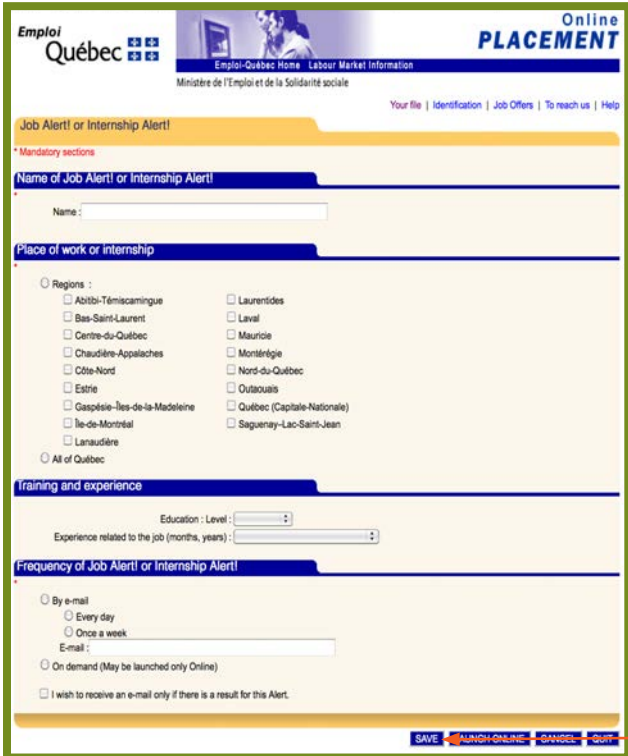
5. Click on **Your Job Alerts!** and your **Internship Alerts!**

Your Job Alerts! and your Internship Alerts!



6. Click on *Enter a New Job Alert! Or Internship Alert!*

ENTER A NEW JOB ALERT! OR INTERNSHIP ALERT!



7. Complete the mandatory sections marked with a red asterisk (*), and click on *Save*.

SAVE

PLEASE NOTE

You have to be registered as a job seeker with *Online Placement* in order to create *Job Alerts! or Internship Alerts!*

You can create a *Job Alert! or an Internship Alert!* for a candidacy that you have listed.

If you create a *Job Alert! or an Internship Alert!* you will receive e-mail offers for jobs that correspond to the criteria chosen in Step 7.