

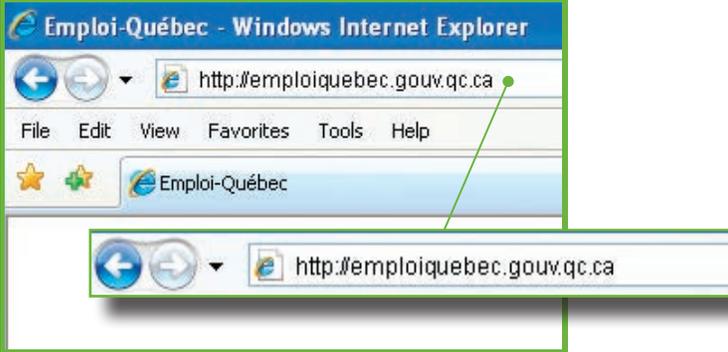
Online Employment Services

www.emploiquebec.gouv.qc.ca

Find a Job: Register and publish your candidacy

User's Guide

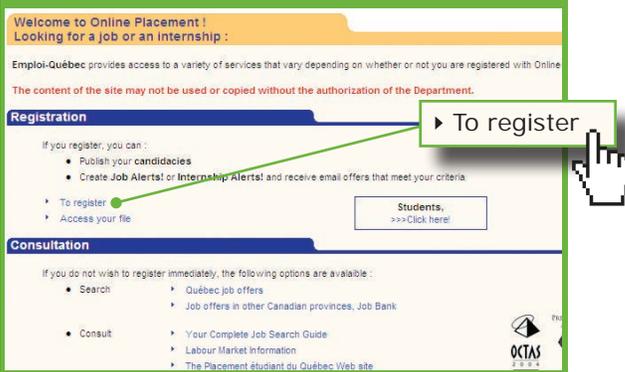
1. Type www.emploiquebec.gouv.qc.ca, press  the key and select *English* in the menu bar.



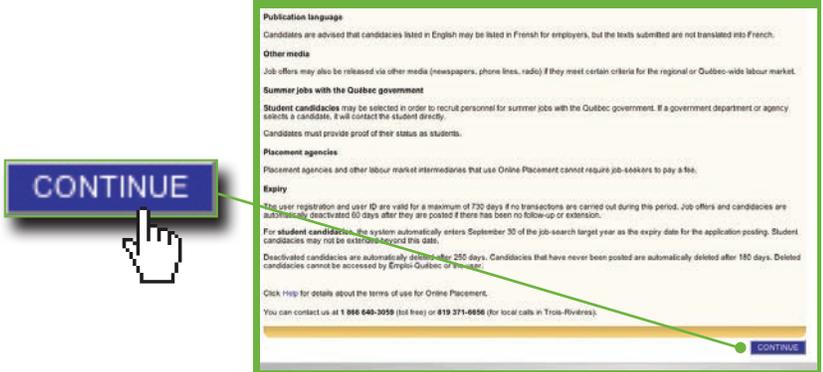
2. In the centre column, click on *Find a job*.



3. Under the Registration heading, click on *To register*.



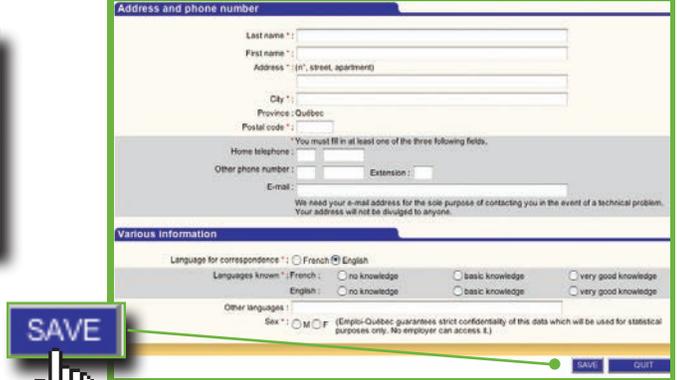
4. Read the terms of use and, if you accept them, click *Continue*.



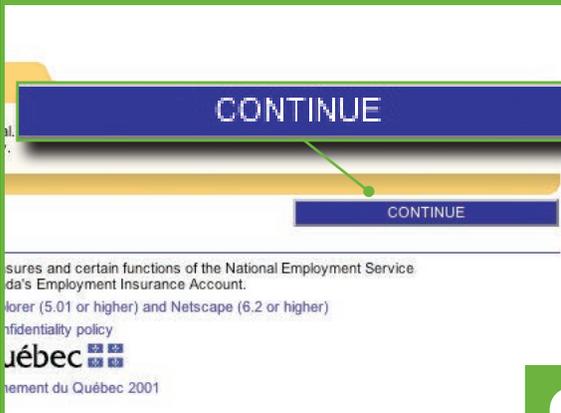
5. Check one of the two boxes, then click *Continue*.



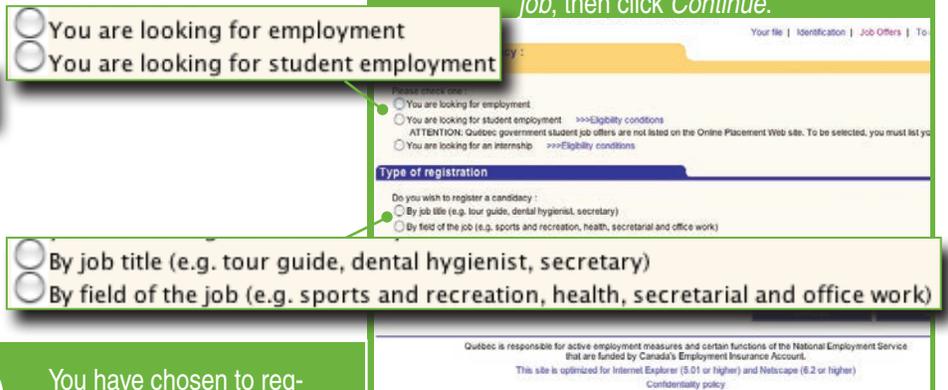
6. When the identification card appears, complete it, then click *Save*.



7. Read the Important message and click *Continue*.



8. 1) Click on: *You are looking for employment* OR *You are looking for student employment*
2) Click on: *By job title* OR *By field of the job*, then click *Continue*.

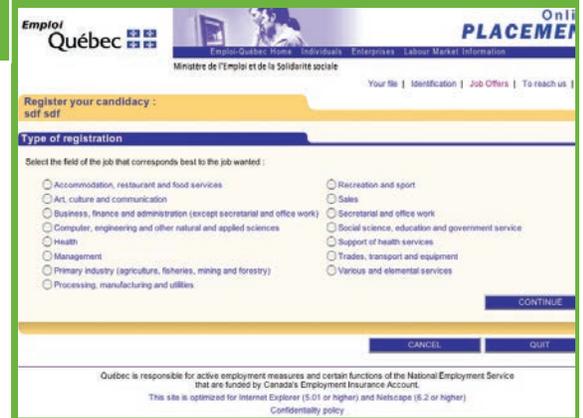
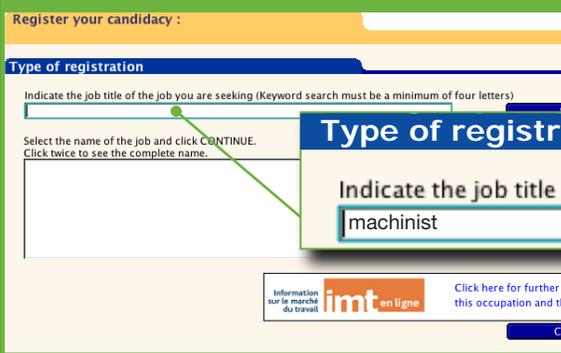


9. You have chosen to register your candidacy

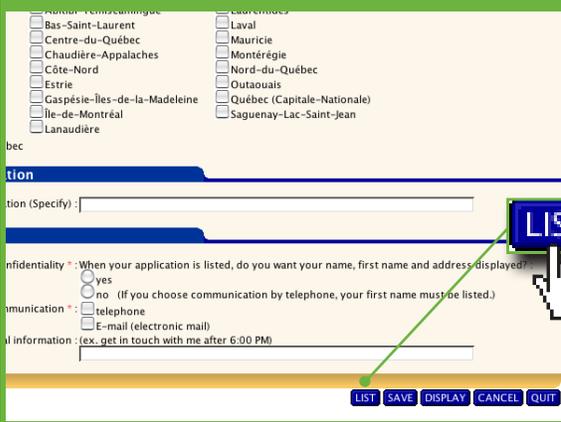
Enter the title of the job you are seeking (e.g. machinist) and click *Search*. A list of job titles appears. Select the one that interests you and click *Continue*.

By job title
By field of the job

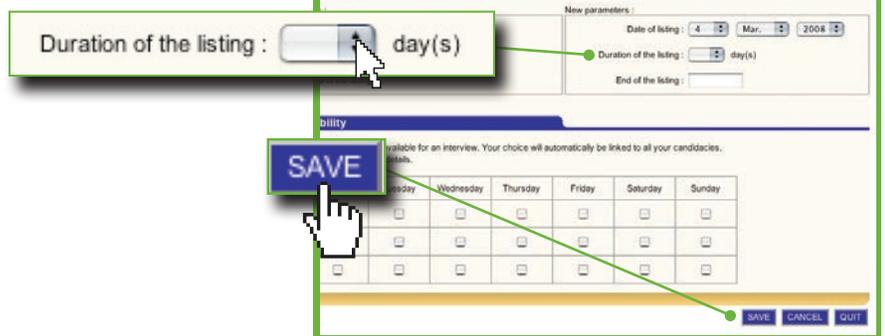
A list of fields appears. Select the one that matches the job you are seeking, then click *Continue*.



10. A registration card appears. Complete it, then click *List*.



11. Under *New parameters*, select within *Duration of the listing* the number of days you want your candidacy to be registered, then click *Save*.



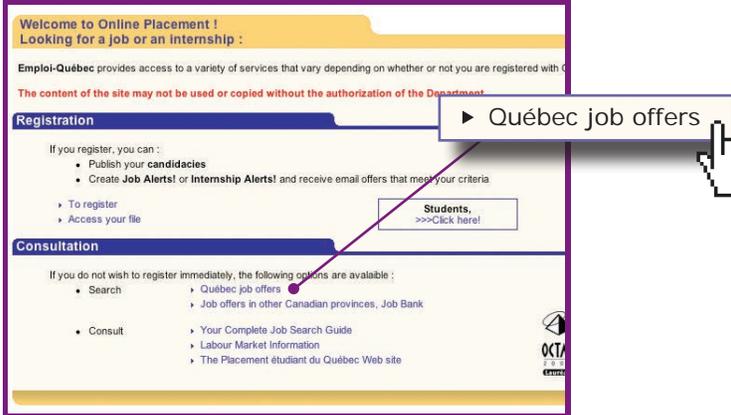
1. Type www.emploi.quebec.gouv.qc.ca, press  the key and select *English* in the menu bar.



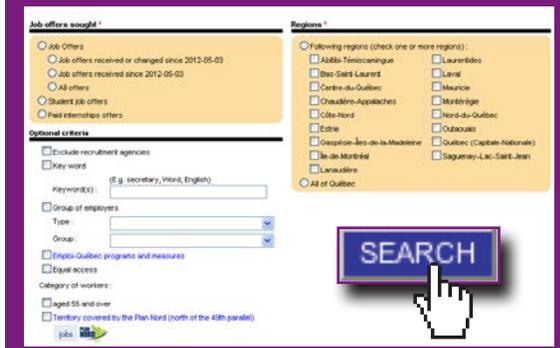
2. In the centre column, click on *Find a job*.



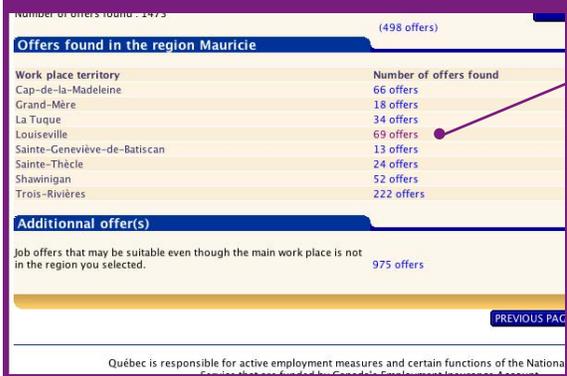
3. Under the Consultation heading, click *Québec job offers*.



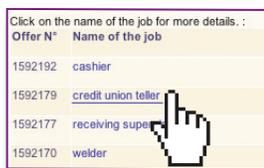
4. Under Job offers sought, click *All offers*. Under Regions, choose the regions where you want to work. To narrow your search, under Optional criteria, enter a keyword, then click *Search*.



5. A list containing the number of offers found in each of the regions appears. To view the job offers, click on the number that appears to the right of the job region that interests you.



6. Click on the job title that interests you for more details.



- 7** ■ Click on *List of Job Offers* to return to the list of job offers.

The screenshot shows a job offer page with several sections: 'Main functions', 'Requirements and working conditions', and 'Communication'. A blue box with the text 'LIST OF JOB OFFERS' is positioned over the bottom right of the page, with a hand cursor pointing to it. A red line connects this box to the 'LIST OF JOB OFFERS' button in the footer. The footer also contains a 'SEARCH' button.

- 8** ■ Click on *Search Again* to return to the Job offers search page.

The screenshot shows a job offer page similar to the one in step 7. A blue box with the text 'SEARCH AGAIN' is positioned over the bottom right of the page, with a hand cursor pointing to it. A red line connects this box to the 'SEARCH AGAIN' button in the footer. The footer also contains 'LIST OF JOB OFFERS', 'APPLY', 'PRINT', and 'QUIT' buttons.

To apply for a job online, you first have to register with Online Placement and then list your candidacy.

You can nevertheless consult job offers without registering with Online Placement.

Find a Job: Register a New Candidacy

1. Type www.emploi.quebec.gouv.qc.ca, then press the  key.
2. In the centre column, click on *Find a job*.
3. Under the *Registration* heading, click on *Access your File*.
4. Enter your user ID code and your password, then click *Continue*.
5. Click on *Enter a new Application Candidacy*.
6. Simply redo steps 8 to 11 under the *Register your Candidacy* heading.