

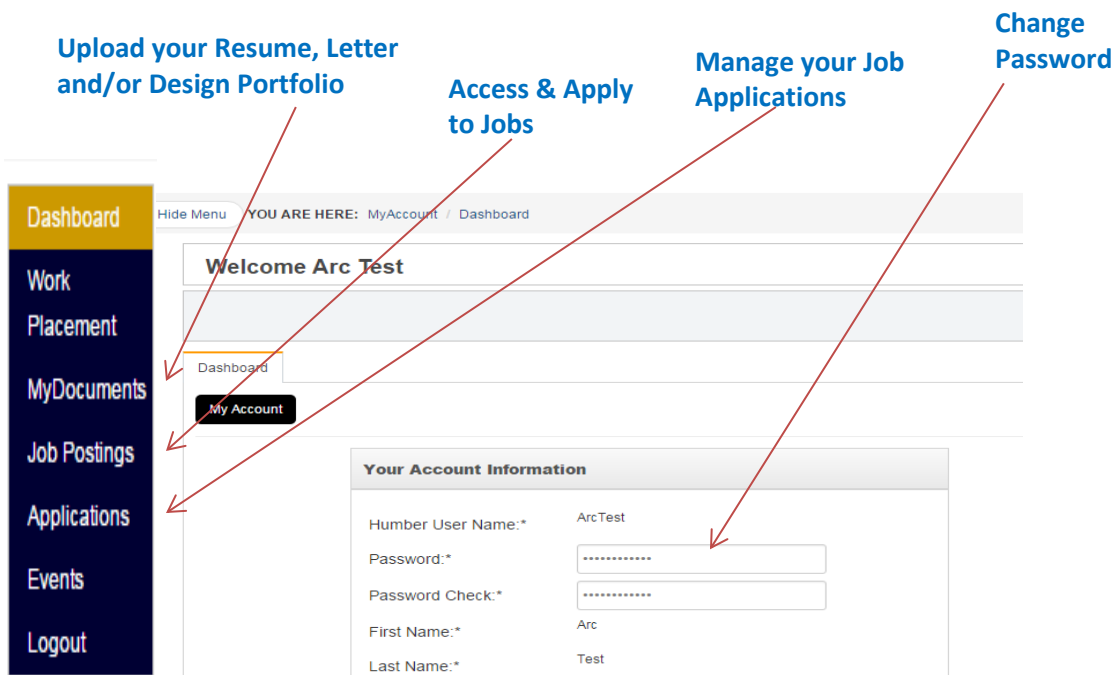
Tip Sheet – Navigating the Job Portal Modules

Once you have logged into the Portal, you will first see your DASHBOARD.

Dashboard:

From your **Dashboard** you can see the other modules.

Click on “My Account” to change your password, update your phone number or work permit status, or to confirm training you have completed.



The screenshot shows the Humber Job Portal Dashboard for a user named Arc Test. The dashboard includes a navigation menu on the left with options: Dashboard, Work Placement, MyDocuments, Job Postings, Applications, Events, and Logout. The main content area displays a welcome message, a breadcrumb trail (YOU ARE HERE: MyAccount / Dashboard), and a 'My Account' button. Below this is a 'Your Account Information' form with fields for Humber User Name, Password, Password Check, First Name, and Last Name. Red arrows point from text annotations to specific elements: 'Upload your Resume, Letter and/or Design Portfolio' points to the 'My Documents' menu item; 'Access & Apply to Jobs' points to the 'Job Postings' menu item; 'Manage your Job Applications' points to the 'Applications' menu item; and 'Change Password' points to the password field in the 'Your Account Information' form.

Upload your Resume, Letter and/or Design Portfolio

Access & Apply to Jobs

Manage your Job Applications

Change Password

Dashboard | Hide Menu | YOU ARE HERE: MyAccount / Dashboard

Welcome Arc Test

Dashboard

My Account

Your Account Information

Humber User Name:*	ArcTest
Password:*	<input type="password"/>
Password Check:*	<input type="password"/>
First Name:*	Arc
Last Name:*	Test

Navigation to Key Features:

(1) Upload Documents: Resumes, Cover Letters, Transcript, Drawings/Design Portfolios.

You can upload as many documents as you would like, in PDF, DOC or DOCX format. All documents will be converted to PDF files. The maximum file size you can upload is 10MB.

If your files exceed 10MB or you have difficulty uploading a design portfolio done in tabloid, you will have to reduce your file size and dimensions.

Give different versions different names so you can identify them. For example, you will want to “name” your cover letter to ABC Company something like “Cover Letter – ABC”.

Click on UPLOAD DOCUMENT.

The screenshot shows the Humber Job Portal interface. At the top left is the Humber School of Applied Technology logo. To the right is the text 'JOB PORTAL'. Below the logo is a navigation menu with 'Dashboard', 'Work Placement', 'MyDocuments' (highlighted), and 'Job Postings'. The main content area is titled 'My Work Placement Documents' and contains two buttons: 'Upload Document' and 'Refresh Documents'. At the bottom, there is a footer with '© 2016 Humber College - Orbis Career / Co-op Portal Professional v3' and 'MyAccount | Log Out'.

The screenshot shows the 'Upload a Document' form. It has a title 'Upload a Document' and a 'Back to Home' link. The form includes fields for 'Name', 'Type', and 'Document'. The 'Type' dropdown menu is open, showing options: '-- Select --', 'Resume - .pdf, .doc or .docx', 'Cover Letter - .pdf, .doc or .docx', 'Transcript - .pdf', and 'Portfolio - .pdf, .doc or .docx'. There is an 'Upload Document' button and a 'Cancel' button.

(2) Access & Apply to Jobs:

In the Job Postings Module, you can see “View All Available Postings” and even set up filters under “Search Job Postings”.

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Job Postings

Dashboard
Work Placement
MyDocuments
Job Postings
Applications
Events
Logout

Job Postings

[View all available postings](#) [Search Job Postings](#)

Hello Students. A few notes about "Application Procedures":

When a posting indicates to apply "Through Job Portal", and you click on "Apply for this Position", the Work Placement Services Office will forward your application to the employer on your behalf.

When a posting indicates you must apply via "Employer Email" or "Employer Website", you must apply directly to the employer, outside of the job portal. Email and website information will be provided in the posting.

4 For My Program 1 Applied To 1 Viewed 2 New Posting Since Last Login

4 Postings added in the last 30 days 1 Application Deadlines Today 4 Application Deadlines in the next 10 Days

You can see in the above screen shot, that you can look at all job postings, those you have already applied to/viewed, new postings since you last logged in, etc.

You can apply to as many jobs as you would like.

[See the Tip Sheet – Apply to Jobs](#) for details on applying to jobs through the portal.

(3) Manage Your Applications:

In the Applications Module you will see the list of all the jobs you have applied to. This allows you to access postings you applied to, to prepare for an interview.

What if you change your mind after you apply to a job? Go to the Applications Module - As long as your resume has not already been submitted, you can “delete” your application.

SCREEN OPTIONS: Hide Menu YOU ARE HERE: MyAccount / Applications

Dashboard
Work Placement
MyDocuments
Job Postings
Applications
Events
Logout

Work Placement Applications

TOTAL RESULTS: 3 DISPLAYING: 1 - 3 25

Term	Job Id	Job Title	Organization	Application Deadline	# of Times View
2016 - Summer	3082	Summer Opportunities-Variou	Ontario Public Service	March 01, 2016 @ 11:59 PM	13