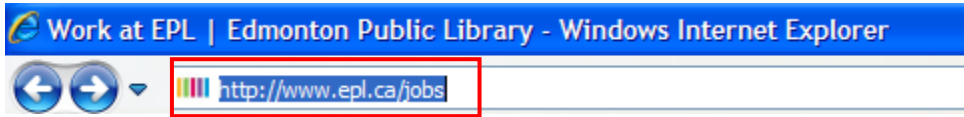


## Applying for a Job



Go to [www.epl.ca/jobs](http://www.epl.ca/jobs).

## Work at EPL

Make your favourite place your workplace.

Imagine a career with EPL (if you're a library member, you probably have a good imagination). It's even better than you could imagine.

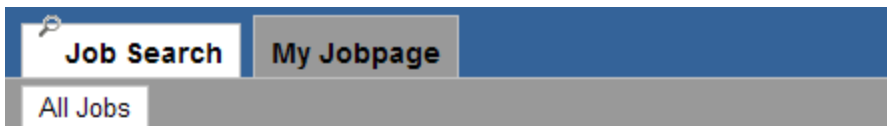
[External job opportunities](#)

Search job opportunities open to the general public.

[Internal job opportunities](#)

Search job opportunities open to current EPL Employees.

Click on **External or Internal Job opportunities**.



## Job Openings (5 jobs found)

This list includes Edmonton Public Library jobs currently available.

### Helpful Hints:

- To make the website page bigger, press the F11 key.
- All postings close at 4:30pm Mountain Time on the date listed.

Jobs per page:

10

Sort by

Posted On (Descending Order)

### [Student Page - Mill Woods Branch](#)

Posted on: Apr 7, 2011  
Job Number: 6875  
Student Page - CSU 52  
[Apply](#) | [Add to My Job Cart](#)

### [Library Assistant - Whitemud Crossing Branch](#)

Posted on: Apr 7, 2011  
Job Number: 6912  
Library 4 - CSU 52  
[Apply](#) | [Add to My Job Cart](#)

Search through all the postings available.

Click on the posting that you are interested in to view the **Description** and **Qualifications** of the position.

## Job Description

### Student Page - Mill Woods Branch

**Job Number: 6875**

Under close supervision, perform a variety of routine tasks related to the maintenance, shelving and shelf-reading of Library materials.

#### Qualifications:

Must be current high school student between 15 and 18 years of age. Some experience in a school library is an asset.

#### Hours of Work:

10 hours per week

#### Pay Band:

\$10.12 - \$11.00 per hour

**Classification Title:** Student Page

**Posting Date:** Apr 7, 2011

**Closing Date:** Apr 14, 2011

**Number of Openings (up to):** 1 - Casual Ongoing Part-time

**Union :** CSU 52

**Department:** Public Services Department (Edmonton Public Library)

#### Work Location(s):

Mill Woods Branch (MLW)

601 Mill Woods Town Centre

2331 - 66 Street

Edmonton, T6K 4B5

Click **Apply Online** to start the application process.

[Apply Online](#)

[Add to My Job Cart](#)

Enter your **username and password**.

Click **Login**.

If this is your first time applying with the Edmonton Public Library or City of Edmonton, you will need to click on **New User** and set up an account.

If you forget your password or get locked out (this occurs after you enter an incorrect password 3 times), contact ESS at [hrshelp@epl.ca](mailto:hrshelp@epl.ca).

## Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account. If you are an Edmonton Public Library employe, please go back to "Job Opportunities" and click on the "Internal Opportunities" link.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)

[Forgot your password?](#)

[Login](#)

[New User](#)

## Uploading a resume

To upload a resume, click **Browse** and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

### Resume Upload

#### Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online application manually.

- I do not want to upload a resume.  
 I want to upload a resume.

Select the resume file to upload

C:\Documents and Settings\kherma

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.



**McAfee**

The attachment will be scanned to ensure it does not contain any viruses.

Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. **You may have to manually correct or fill out some of them.**

### Personal Information

Please enter all relevant personal information in the fields below.

Prefix

\*First Name

\*Last Name

Middle Name

Preferred Name (if different from above)

*First name must be your legal name.*

\*Street Address (line 1)

Address (line 2)

\*Place of Residence

Country

State/Province

Region

\*City

\*Postal Code

*Use this format: XXX XXX*

Home Phone Number <input type="text"/> <i>Include area code</i>	Work Phone Number <input type="text"/> <i>Include area code</i>
Cellular Phone Number <input type="text"/> <i>Include area code</i>	*Primary Number <input type="text" value="Not Specified"/>
*Email Address <input type="text"/>	
*Employee Number <input type="text" value="0836018"/>	

Once you have reviewed your personal information, Click **Save and Continue**.

You will need to answer three screening questions. There may be more screening questions after these three depending on the position.

## Questions (Part 1)

Mandatory fields are marked with an asterisk.\*

### Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

- \*1. Please indicate what type of eligibility you have to work in Canada (please note you may be required to provide documentation of your eligibility prior to commencing employment with the City of Edmonton):
- Canadian Citizen
  - Permanent Resident
  - International Student/Graduate
  - Work Permit (occupation and employer are indicated on the work permit)
  - Work Permit (no restrictions are indicated on the work permit)
  - Not eligible to work in Canada at this time
- \*2. Please indicate your City of Edmonton employment history:
- I have never worked for the City of Edmonton
  - I have previously been employed by the City of Edmonton
  - I am currently employed by the City of Edmonton (Please ensure you are applying through the internal website with your internal username and password. If you apply through the external website you will not show in our system as internal. For more information please see the frequently asked questions web page.)
- \*3. Please indicate your Edmonton Public Library employment history:
- I have never worked for the Edmonton Public Library
  - I have previously been employed by the Edmonton Public Library
  - I am currently employed by the Edmonton Public Library (Please ensure that you are applying through the internal website with your internal username and password.)

## Education

### Education

List the educational experiences below, starting with the most relevant education.

Institution

Program

Education Level

If Other please Specify

[Remove Education](#)

[Add Education](#)

[Save and Continue](#)

[Save as Draft](#)

### Adding education entries

To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

### Removing education entries

To remove an education from the list, identify it, and then click "Remove Education".

### Reordering education entries

To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

## Certification

### Certifications and/or Designations

Start by entering the most relevant certification and/or designation. Continue adding certifications and/or designations until you have entered all that you feel are important to disclose for this job. Do not list expired certifications and/or designations.

Certification and/or Designation

Number/ID

Issuing Organization

Expiration Date

\*Location

Country

[Remove Certification and/or Designation](#)

[Add Certification and Designation](#)

[Save and Continue](#)

[Save as Draft](#)

### Adding certifications and/or designations

To add a certification and/or designation, click "Add Certification and/or Designations". A new section including blank fields appears. Enter any relevant information.

### Removing certifications and/or designations

To remove a certification and/or designation from the list, identify it, then click "Remove Certification and/or Designation".

### Reordering certifications and/or designations

To reorder certification and/or designation entries, click "Move Up" or "Move Down" next to each entry until the relevant certification and/or designation reaches the desired position.

## Work Experience

### Work Experience

List the work experiences below, starting with the most relevant one.

Current Job

Employer

Job Title

Start Date

Month  Year

End Date

Month  Year

Duties and Achievements

Remove Work Experience

Add Work Experience

Save and Continue

Save as Draft

### Adding work experience entries

To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

### Removing work experience entries

To remove a work experience from the list, identify it, then click "Remove Work Experience".

### Reordering work experience entries

To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

## Attachments

### Attachments

This page allows you to attach resumes and/ or cover letters. It is important to attach a resume to your application as the resume provides the hiring team with additional information that can be used in the selection process. Clicking the relevant button beside the attachment will ensure that your attachment is specific to the job you are applying for. NOTE: We can only accept word, excel, pdf documents or any document with .wpd in the extension.

Select the file to attach

Attach



Comments about the file

The attachment will be scanned to ensure it does not contain any viruses.

This section displays basic information regarding the files attached to the candidate record. The "Relevant Files" column allows you to select the files relevant to this job submission.

Relevant Files	File Name	Date	Comments
No files are attached.			

### Attaching files

To attach a file, click **Browse** and select the file you want to attach. Then, click **Attach**. Please do not delete any attachments that pertain to open competitions that you are applying on. Also, note, that if your document has the same name as another document you have already attached, the system will overwrite the old version and replace it with the new version. **Note:** We cannot accept .wps formatting.

Fill out your full name, click **save and continue**.

## eSignature

### eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

I certify the information I provided in this application (personal information, questions and attachments) is correct and true to the best of my knowledge and that I have listed all previously and currently held positions where the experience gained relates to the position that I am applying for. I understand that a confirmed misrepresentation may disqualify me from employment and/or result in dismissal at any point during my employment.

**DO NOT E-SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

Save and Continue

Save as Draft

Note: After you save and continue the next page will be a summary of all the information you just provided. This is where you can edit each section, if necessary.

Then click **Submit**.

## Summary

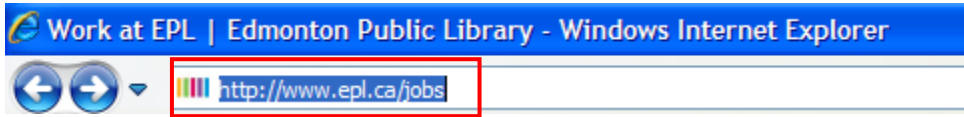
### Thank you for applying

Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, we will contact you.

[View My Submissions](#) | [View the General Profile](#) | [View All Jobs](#)

You are now finished the application process.

## Maintaining Your Account



Go to [www.epl.ca/jobs](http://www.epl.ca/jobs).

### Work at EPL

Make your favourite place your workplace.

Imagine a career with EPL (if you're a library member, you probably have a good imagination). It's even better than you could imagine.

[External job opportunities](#)

Search job opportunities open to the general public.

[Internal job opportunities](#)

Search job opportunities open to current EPL Employees.

Click on **External or Internal Job opportunities**.



Go to **My Account Options** or **Sign In**.

Enter your **username and password**.

### Login.

If you forget your password or get locked out (this occurs after you enter an incorrect password 3 times), contact HRShelp at [hrrshelp@epl.ca](mailto:hrrshelp@epl.ca).

### Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are an Edmonton Public Library employee and were hired prior to February 2011 your username is the first 3 letters of your first name and the first 3 letters of your last name and your password is your payroll number. If you were hired in February 2011 or later your username and password are what you created when you originally applied to the Edmonton Public Library. If you have any questions about our recruitment process or are having technical difficulties, please go to our [Job Seekers FAQ](#) page or email [hrrshelp@epl.ca](mailto:hrrshelp@epl.ca). Note: Resumes emailed to this address will not be accepted.

*Mandatory fields are marked with an asterisk.*

[Forgot your user name?](#)

[Forgot your password?](#)

This page displays your account options. To set or modify preferences, click "**Edit**" next to the relevant section.

## My Account | [Deactivate](#)

This page displays your account options. To set or modify preferences, click "Edit" next to the relevant section.

Properties	
Account Creation Date	3/11/11
Last Access to the Submissions List	4/8/11
Last Access to the Referrals List	

Personal Information <a href="#">Edit</a>	
ESS HRShelp@EPL.CA 7 Sir Winston Churchill Square Edmonton, T5J 2V4 Canada—Alberta—Edmonton hrshelp@epl.ca	
Home Phone Number	780-496-7069
Work Phone Number	780-496-7068
Cellular Phone Number	
Primary Number	Home Phone

Login Information <a href="#">Edit</a>	
<b>Sign In and Password</b>	
User Name	HRShelp@EPL.CA
New Password	*****
<b>Security Question</b>	
Security Question	TEMP ESS
Answer	*****

Correspondence <a href="#">Edit</a>	
Send me an email notification whenever a new position matching my profile is posted (job posting notification).	Yes
Send me an email acknowledgment when you receive my job submission.	Yes
Send me a rejection letter when my job submission is not selected.	Yes

## Work at EPL

Make your favourite place your workplace.

Imagine a career with EPL (if you're a library member, you probably have a good imagination). It's even better than you could imagine.

### External job opportunities

Search job opportunities open to the general public.

### Internal job opportunities

Search job opportunities open to current EPL Employees.

### [Job Seekers FAQs](#)

Find the answers to many frequently asked questions about the application process.

### Deleting file attachments

Send your request by filling out this **[Taleo Inquiry Form](#)** and refer to the specific file document name(s) that you would like removed from your profile account.

The Taleo Inquiry Form can be found under **Job Seeker FAQ's** at [www.epl.ca/jobs](http://www.epl.ca/jobs).

## Maintaining Your Profile



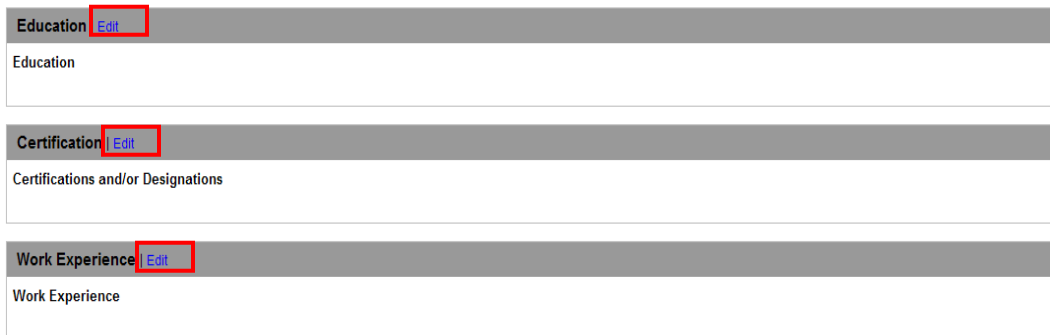
Click on **My Jobpage**.

### Candidate Profile

Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.

[Access my profile](#)

On the right hand side of **My Jobpage** is where you can click to **access your profile**.



If you are not applying on a posting but want to update your **Education, Certification, Work Experience, Access my profile** is where you would do this.

## Checking Your Status



If you want to check on the status of your applications, **Click on My Jobpage, My Submissions**, and under the **Job Posting** the status will be stated under **Submission Status**.



## Job Posting Notifications

### Profile Information

#### Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.  
Employment Preferences

Make sure you check off the **Send an email notification whenever a new position matching this profile is posted.**

### Profile Information [Edit](#)

#### Job Posting Notification

Send an email notification whenever a new position matching this profile is posted. Yes

#### Job Category Preferences

- Librarians, Library Assistants, and Pages — Librarian
- Librarians, Library Assistants, and Pages — Library Assistant
- Librarians, Library Assistants, and Pages — Circulation Assistant
- Librarians, Library Assistants, and Pages — Student Page

#### Location Preferences

Edmonton

#### Department Preferences

- Lois Hole Branch (Edmonton Public Library)
- Mill Woods Branch (Edmonton Public Library)

If you want to be notified every time a specific type of Job is posted you can set up your Job Posting Notification. Click **Edit**. Choose **Job Family, Function and Location**.

This is found when you Access your profile (**see Maintain your profile on how to get there**).