



jobsintrucking.ca

Your one-stop recruiting centre for
Canada's trucking industry

Employer Guide

A Step-by-Step Process for Posting and Managing Your Job Opportunities

1. REGISTER YOUR COMPANY

To register as an employer, log on the OTA website at www.ontruck.org and click on the jobsintrucking icon. Or, you can log onto www.jobsintrucking.ca directly. Click on *Employers Register Here*. You will then be taken to the employer registration screen where you will be asked to enter your name, title, company name, number of employees and contact information.

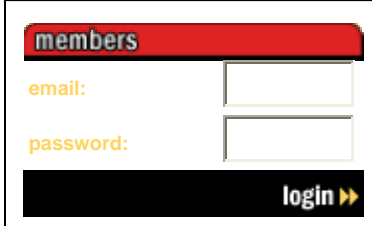
You will also be asked to provide the e-mail address that you would like applicants to respond to. You will also be asked to provide a password. Once registered, you can now access the services available through the network of canjobs.com employment sites.

2. CONFIRMATION OF REGISTRATION

Once you are registered, you will receive an e-mail message confirming your registration and your confidential password.

3. LOGIN TO ACCESS SERVICES

As a registered member, an e-mail address and password have already been set up as the login access for you. To post a job, you must first login. To do this, go to the jobsintrucking.ca homepage and click on *Employers and Recruiters* on the right side of the screen. You will be taken to the Employer Registration page. On the left side, you will see a login box like the one shown. Simply type your e-mail address, and your password, and then click on *login*. Once you have logged in, a *welcome back* homepage opens up. From this page, you can access all the available services such as *post jobs*, *view existing jobs*, *update jobs*, and *access the resume databank*.



The screenshot shows a login interface with a red header bar containing the word "members". Below the header, there are two input fields: one labeled "email:" and another labeled "password:". At the bottom right of the form, there is a black button with the text "login" and a right-pointing arrow.

4. POST YOUR JOB

On the *welcome back* page, you will see a menu on the left side which gives you options on managing your job postings.

- Click on *post a new job*;
- Type in *position title*;
- Select the province and then city you would like your job to be posted to;
- Highlight the career categories – you can select up to five categories by holding the "Ctrl" key while clicking. In so doing, applicants that select any of these categories will be able to view your job;
- Select the type of position (full-time, part-time, permanent, temporary, etc.);
- You can then cut and paste the job ad form a stored document or simply type in as much of the description as you would like;
- Add this link to all job postings to bring applicants to your own website:
<ahref=**HTTP://www.your site address.ca**>http://www.your site adderss.ca;
- Select either volunteer or paid position;
- Select if experience is required;
- Enter the salary or if the salary is not being disclosed, enter TBN or TBA;
- If you are using an OTA sponsored discount coupon, type the coupon number in the coupon box;
- Select the posting period you would like (note: you can modify or completely change your posting to another job over the full 60-day posting period);
- Click on *preview job*;



At this point, you can review the job as it would appear on the site, and you can make changes by hitting the *back* button and completing the required changes. Once you are satisfied, click *SUBMIT*.

If payment will be by credit card, the credit card submission form will be presented. Enter your card name, number, and select the posting package you would like. If your job has been successfully posted, you will receive a *successful posting* message and then be invited to go back to the homepage.

If you have setup an invoice option, you will be prompted with a message that says that you have posted your job successfully.

5. VIEWING POSTED JOBS

Once logged in, you have the ability to review posted jobs and make changes. You may do so by clicking on *Manage Jobs*, and then selecting *view*.

6. UPDATING OR CHANGING POSTED JOBS

Once you are on the *Update a Job Posting* page, simply click *update*. The posted job will come up and you can select the area to make the changes just as you did when you posted the job. Once you have made the changes, click on *update*.

7. DELETING POSTED JOBS

Once you are on the *Update a Job Posting* page, simply click *delete*. Select the option that you would like, then click *delete*.

8. RESUME SEARCH

You can search job-seekers' resumes by doing a resume search. To do so, click on *search resumes* on the welcome back page.

- Select up to 5 career categories (click on categories while holding the "Ctrl" key);
- Select a province, following which, the city selection will come up;
- Select all cities or select a few, again by holding the "Ctrl" key;
- Enter your Keyword(s);
- Select the *Keyword Scope*;
- Select *Minimum Years Experience*;
- Select the *Degree Required*;
- Select *Applicant willing to relocate*;
- Select *Resumes Updated Since*;
- Select *Sort Order By* (most select when last updated);
- Select *Sort Order*;
- Hit *Search*.
- Once the page opens up and you can see the results, simply click on the name to look at that applicants resume page.
- If you would like to send a message to this applicant, scroll down to the bottom and type in a message. Then hit *SEND*.
- A number of resumes come up on the search page before you even put in the search criteria, and these can be viewed by simply clicking on them.



9. NEED MORE HELP?

For additional help in posting or searching the databank, you can contact Canjobs.com at 1-866-562-7321 or e-mail your questions to info@canjobs.com.

10. YOUR JOBSINTRUCKING.CA SUPPORT TEAM

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