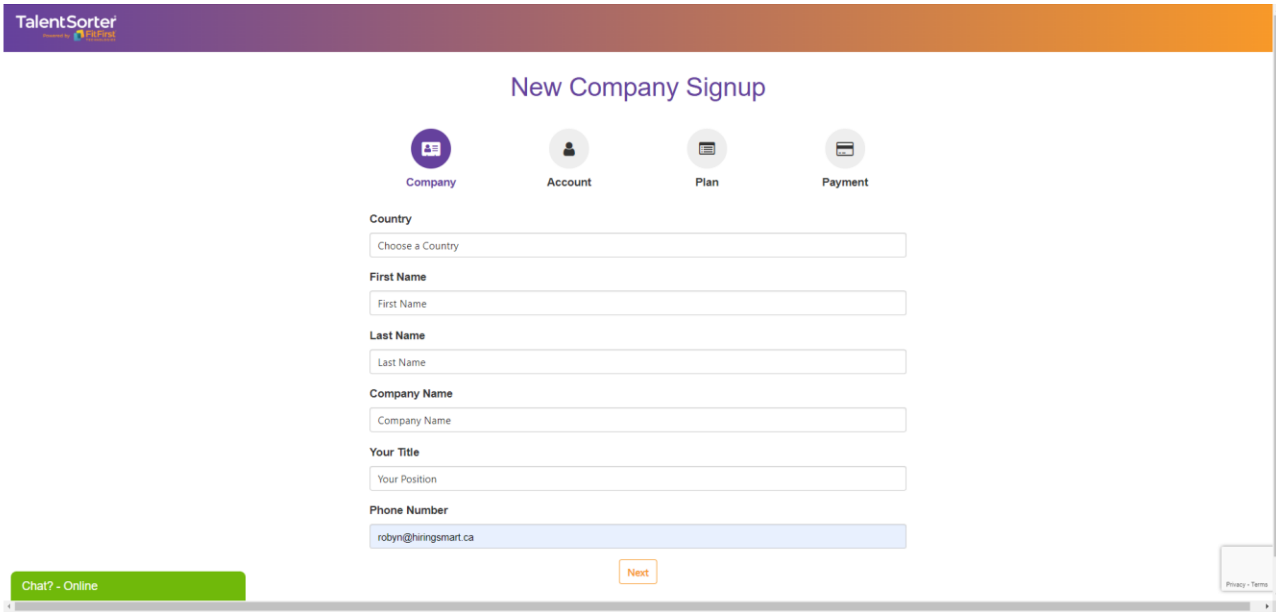
Employer Guide

The LandscapeJobs.ca Job Board gives you, the employer, direct access to a growing database of job seekers and students**, specifically in the landscaping trade**, who are pre-screened and, to some degree, pre-qualified.

- Post a job, specifying your criteria for that job.
- Search a growing database of people who meet your criteria.
- Download profiles for an unlimited number of candidates – complete with their full work history, education, skills and other background.
- Enjoy the option to promote your job on Indeed, Monster, Google Jobs and Glassdoor – FREE!
- Gain insight into candidates' likely fit in your job through built-in predictive analytics. LandscapeJobs.ca uses the state-of-the-art TalentSorter psychometric assessment tool to measure a candidates' preferences and behavioral traits across 25 dimensions that fall into four categories, as shown here.

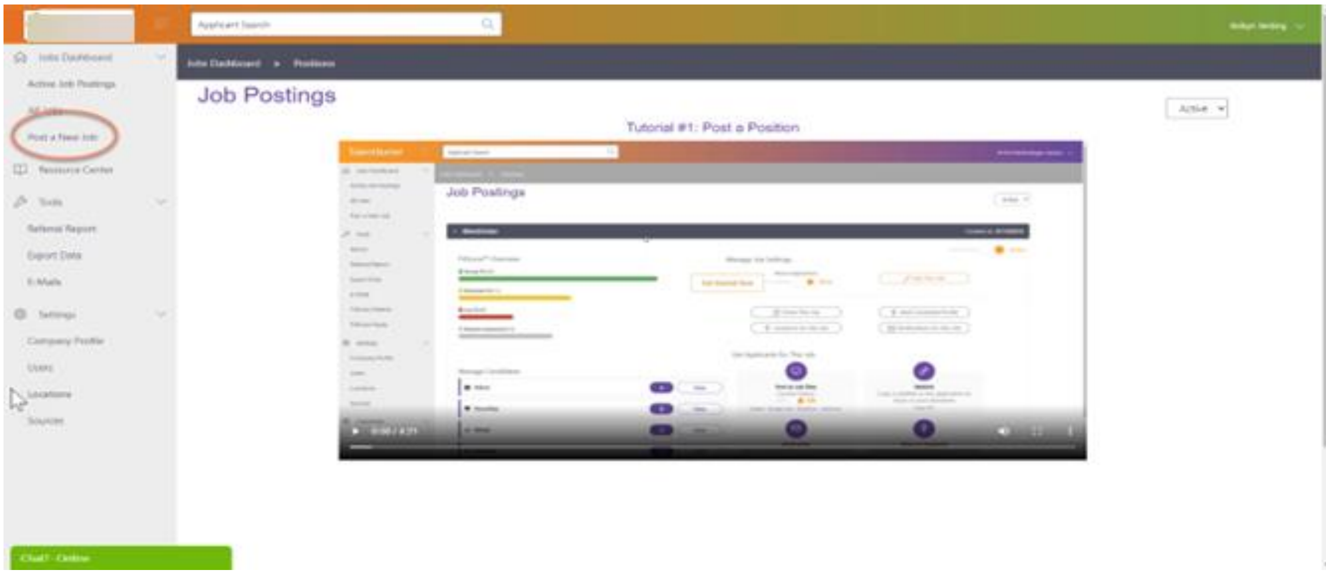
When you select candidates from the database for consideration, they each appear in your private dashboard, with a **FitScore**, a numeric representation, from 0 - 100, of that person's likely fit in the job. The FitScore is one of the valuable Job Board tools to help you streamline your recruiting and hiring process.

Getting Started



1. Go to https://landscapejobs.ca and select **Signup** under the Employer section. Once you have signed up you can click on **Login** upon your next return.
2. Fill out all of your company contact info on the Employer Sign Up page.

Post a Job and Source Candidates



Step 1: Select the Position

The system is pre-loaded with standardized landscaping job description templates, listed below. Find the position you are hiring for and click **Use** on the far right of screen

Step 1 - Job Title

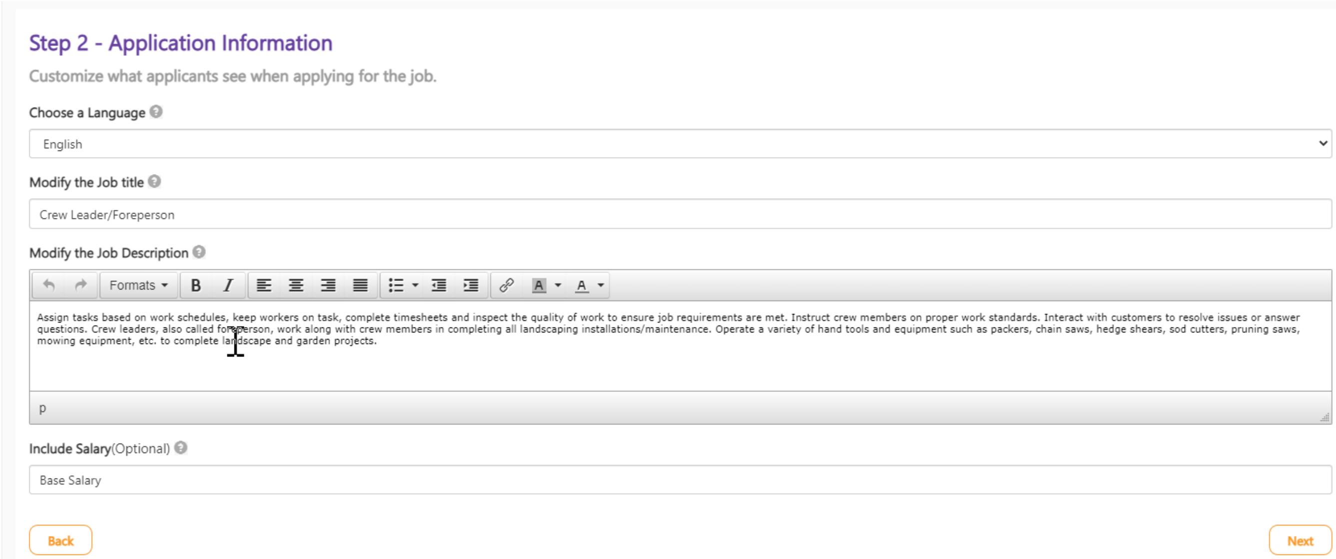
Choose the Job Title & Description template that best matches this new position.

You'll have the option to modify the wording of the Job Title and Description in the next step.

Search Key Words

Title	Description	
Crew Leader/Foreperson	Assign tasks based on work schedules, keep workers on task, complete timesheets and inspect the quality of work More...	Use
Crew Member/Labourer	Responsible for ensuring projects are completed on time and on budget whilst maintaining a safe work environment. More...	Use
Equipment Operator	Operate equipment and tools for landscape construction projects (ie. quickcut, plate compactor, jack hammer, More...	Use
Garden Centre Sales Supervisor	Plan, organize and direct More...	Use
Garden Centre Salesperson	Generate sales by advising More...	Use
Garden Centre Worker	Organize the display of More...	Use
General Centre Manager	Manage and control the More...	Use
Greenhouse Worker	Plant, cultivate and harvest More...	Use
Heavy Equipment Operator	Operate heavy equipment for landscape construction projects and maintenance contracts i.e. skid steers, backhoes, More...	Use

Step 2: Complete the Set up



1. Job Title and **Job Description:** Change or add to this text as needed for your job title. You can also delete all the text and copy in your own job description. When you're finished, click **Next** in lower right.

2. Job Requirement Questions

This is an optional question section that you can add to your application process. This section would include some pre-screening questions to help you find candidates who have the requirements that you need (certifications, availability, etc). If you do not want to include this section, select **Don't Include Any** in the top right-hand corner of your screen. To use existing questions, select the desired response to the right of each question. To delete questions, click the garbage can icons to the left. To add different questions, use **Add Question** at the bottom of the screen and select the question type to the left of this field.

3. Job Fit Questionnaire (FitScore)

Candidates can complete a short or long version of the assessment. The questionnaire is used to generate a FitScore for each candidate. The higher the FitScore, the higher the likelihood they will be a fit for the job.

4. Thinking & Reasoning

This is an optional test that measures a candidate's critical thinking and reasoning skills. You can choose to include this as part of the application process or turn it off.

5. Learn More About the Applicant

Follow the same steps for **Job Requirement Questions, #**2 above. These are longer interview type questions that can help you learn more about the candidates before you decide to invest the time to bring them in for an interview.

6. Let Us Advertise This Job for You

To post only on Motive Power Career Portal, select **Not Now** at top right. Otherwise, your job will also appear on Indeed, Google Jobs, Monster and Glassdoor.

Notifications: Enter the email(s) where you want to be notified when job hunters apply for your job.

Step 3: Find More Candidates - Optional

Click on the **Find More Candidates** button on your dashboard. By default, the system will then serve up the candidates in the LandscapeJobs.ca database who have the highest FitScore for your specific position.

- Select candidates individually by clicking the box beside each name, or 'select all' by checking the box at the top of the candidate list.
- Click **Continue** and the candidates will be moved into your inbox for review.

If you have pushed your jobs out to the job boards, candidates will also appear in your inbox from that application process.

Working with Candidates

On your dashboard, click on the inbox for the job. You will now see your imported candidates and candidates who have applied for the job from outside sources. Beside each candidate you will see:

- **Candidate** – Click on a candidate's name to pull up the candidate's contact information. You can make notes about the candidate in the **Add Notes** field. The notes include an audit trail for every candidate, documenting every action and note made on the file, complete with a time stamp and identifying the user.
- **FitScore** – Every candidate is given a FitScore from 0-100, representing their likely fit with the position based on the traits of the 'Ideal Candidate.' The higher the score, the better the likely fit. This number is based on the answers from their TalentSorter Job Seeker assessment. *(**Note:** The FitScore may not be available for candidates who apply directly from external job boards. These applicants receive an automated email asking them to complete the assessment.)*
- **Reasoning** – This is a representation of the candidate's problem-solving skills based on their answers to the Critical Thinking and Reasoning questions on the assessment. It is a percentage of correct responses. This score may be an indication of the individual's comprehension and ability to work through complexity on the job.
- **Attach** – This is made up of the documents the candidate has attached to their profile and may include a resume, cover letter and certificates. Select **View** to view and download these documents.
- **Candidate Package** – To send the application and reports to another member of your hiring team, put a checkmark in the box at the far left of the candidate name, click on the navigation box (see above) and select **Email Candidate Package**. Enter the team member's email and the system will automatically send the documents to that email address.
- **Reports** - TalentSorter generates a full suite of reports, unique to each candidate. Their contents will vary considerably from candidate to candidate because each person – and their resemblance to the Ideal Candidate – is going to be different.

  Application – This is the information the individual entered in their Profile when they registered on the site, including contact information. It may include educational background and employment history.

Job Fit Report/Interview Guide – This report projects the candidate into the position and explains in detail where the person is and is not in the 'ideal range.' It gives you direct insight into areas that you – and the individual – might need to focus on if they are hired. The report will also give you specific questions you can ask in the interview, to get a better sense of whether the individual is the right candidate for the job.
Individual Report – You can share this report with the candidate as it does not project them into a role.

- **Options** (Access on navigation box.)
  - **Move To** - Allows you to move your candidates through the hiring process. You can place your candidate in three boxes, Favorites, Hired and Rejected. The candidate will not be informed of what step they are in.
  - **Tools** - **See Other Jobs**- Allows you to compare the candidate against all active positions on your dashboard.

Dashboard Guide

On the dashboard, you will see each of your active positions displayed. In each active position there are four boxes

- **Inbox** holds the candidates who have applied and who haven't yet had a preliminary screen by you. All new candidates arrive in the Inbox, including, if you opt to post your job on the external job boards, applications from your posting on the external job boards.
- **In Review** is a holding area for candidates who have passed your preliminary inspection and are in the hiring process.
- **Hired** is a placeholder for those that have been hired.
- **Rejected** holds those candidates no longer under consideration for this position.

Clicking on any of the boxes brings you to the list of candidates who are at that step in the process.

Top Bar

Applicant Search: Search for a candidate by name in your dashboard. This will only search for candidates you have added to your Inbox.

Company Name Dropdown

Home: Select Home or the logo (top left) to return to your dashboard from any screen.

Logout: Signs you off.

All Jobs – Gives you access to all of the positions in your library.

- **Active** – Positions that are open and accepting candidates. When you want to close a position to applications, use the **Deactivate** button to move it to **Inactive**. This keeps the position in the system so you can post it again in future without having re-enter it.
- **Inactive** - Positions that are in your library but are not open and you are not accepting candidates.

Once a position has been created, it can be moved from Inactive to Active and back an unlimited number of times.

You can also delete inactive positions, but all candidate data (if any) will also be lost.

Tools & Settings

These features include the following.

Export Data – This allows you to run custom reports and either view your results on-screen or export data into Excel.

Emails – You can set up templates for emails that you frequently send to candidates, such as communications to acknowledge applications, set up interviews and make offers. Your emails can be added to, deleted or edited.

Company Profile – Your company info can be edited at any time. From the Company Profile page, you can chose what reports/attachments you would like sent in the **Candidate Package**. The Candidate Package is an email that you send to another member of your hiring team with information about your candidate.

Users – If you require more than one person to have access to your dashboard, you can set up additional Users in this section. You are prompted to enter the new user's name and email address and assign them **Admin access** (giving the new user full control over all the site features, including creating and activating new positions and designating new users) – or **Recruiter access**, limiting them to being able to see and work with candidates. New Users will receive a confirmation email asking them to create a password.

Help

Use the **Chat-Online** pop-up at the bottom of the screen if you are having technical issues such as difficulty downloading a report, and check out the **Resource Center** link to view our "how to" videos.

Contact

Robyn Lanthier
FitFirstTechnologies
robyn@fitfirsttech.com