

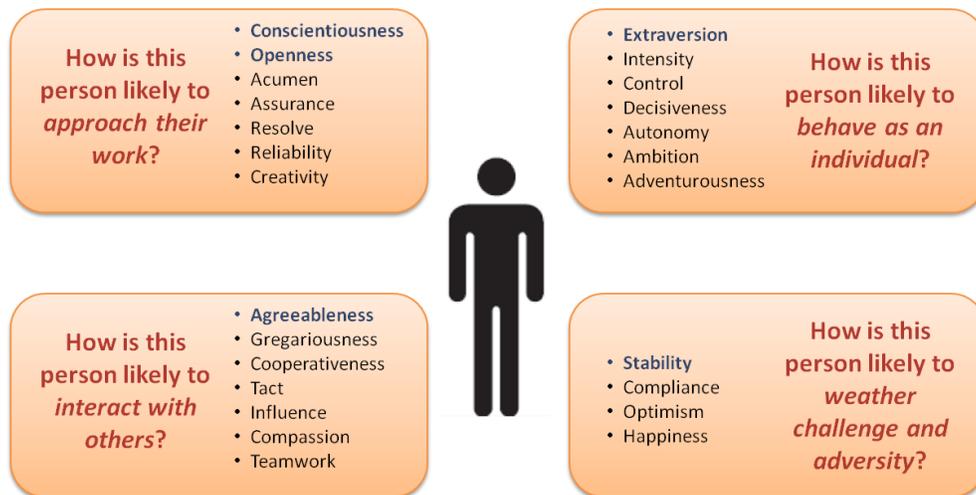
Job Board Job Seeker Instructions

LandscapeJobs.ca has been designed to provide an invaluable resource to job seekers in the Landscaping fields who may be:

- Actively looking for work,
- Simply exploring career options, or
- Investigating educational upgrading or skills development that would be relevant to them and have the potential to open doors.

You will be able to build a personal profile, add to it over time, and set your preferences so that it is only visible to potential employers when you want it to be.

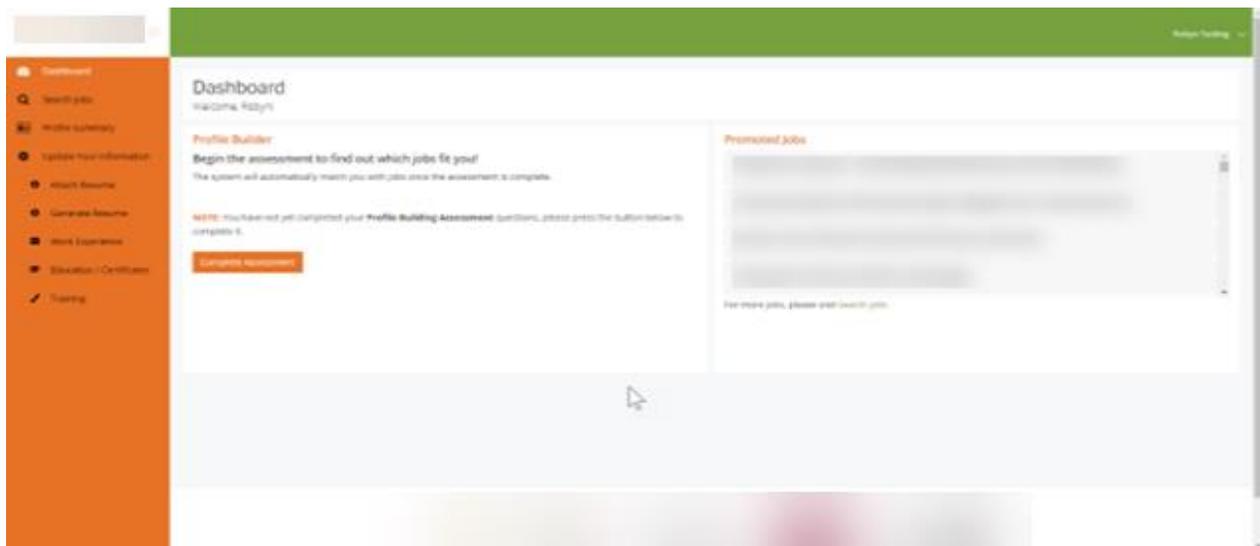
An integral component of the platform is the built-in predictive analytics. TalentSorter is a state-of-the-art psychometric assessment product that measures your preferences and behavioral traits across 25 dimensions in four categories:



Getting Started

1. Visit the Job Board at <https://landscapejobs.ca>
2. Click on **Job Seekers Register Here**. Enter your information and create a password to set up your account. You will be directed to your personal dashboard. The next step is to begin building your profile so protentional employers can get to know you.
3. You can also view all our positions that are currently hiring by using the Open Jobs button.

Build Your Profile



1. Profile Summary – This section contains your basic personal information – address, phone, email address— and your Job Search Status. The **Job Search Status** option at the bottom allows you to manage your privacy settings. There are three options, please chose one.

- **Active Job Seeker** – Yes. Add my Candidate Profile to the Candidate Pool. I understand it will be available to all employers posting on the Job Board.
- **Passive Job Seeker** – No. Do not add my Candidate Profile to the Candidate Pool. I understand it will be available only to the employer who posted the job for which I’m applying on the Job Board.
- **Inactive Job Seeker** – I am not currently looking for a job. This will deactivate your account and you will not be able to search jobs or be found by employers.

You can change your status at any time. For example, if you are hired for a new job, you may want to move from Active to Passive.



2. **Attach Resume** – Upload, your resume, cover letter, certificates and other important documents.
3. **Work Experience** – Enter information about your previous employment if you do not have a resume. Clicking 'Add an Employer' will expand the page so you can add to the list of previous employers.
4. **Education/Certificates** - Enter information about your education and related accomplishments.
5. **Training** – Identify the **Training Certificates** that you have obtained with the date issued.

While it is not mandatory that you complete this (or any) component of the Profile, it is important to note that this information may be used as criterion in the matching process with employers.

Take the Assessment

The next step is for you to complete the TalentSorter Assessment. To do so click on **Begin Assessment** on your dashboard.

Profile Builder

Begin the assessment to find out which jobs fit you!

The system will automatically match you with jobs once the assessment is complete.

NOTE: You have not yet completed your **Profile Building Assessment** questions, please press the button below to complete it.

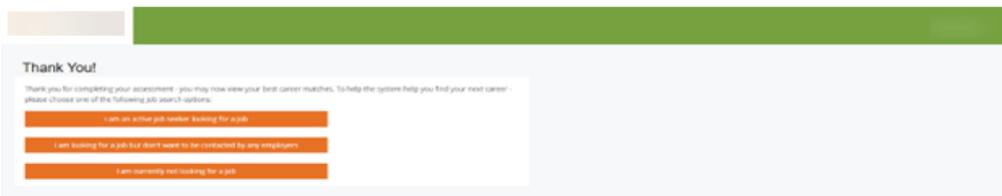
Complete Assessment



An optional 'Demographics' window will pop up. The information you provide here is not shared with employers; the optional data will only be used by the TalentSorter Science Team for purposes of ongoing validation, and to ensure there is no adverse impact on certain groups or populations.

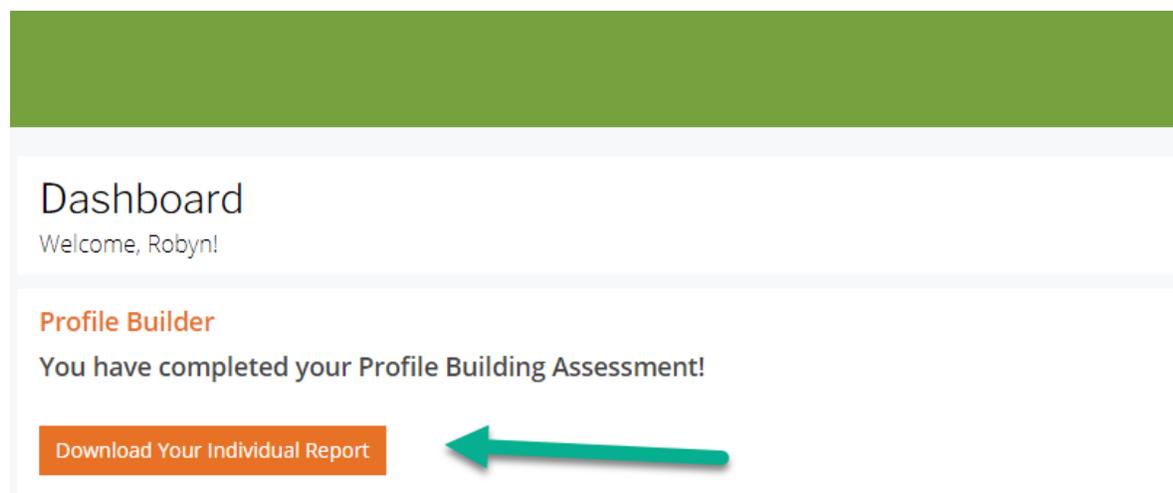
Complete the Assessment

The assessment takes 10 to 15 minutes to complete. The last page of the assessment will ask you to select your **Job Search Status** to manage your privacy settings, as explained above. There are three options, please choose one. These settings can be changed at any time by going to Profile Summary on your dashboard.



Once the assessment is complete, a new button will appear on your dashboard and you can now:

Download your Individual Report – This report contains detailed information about your traits and preferences, including your **Signature Traits** – those areas that make you unique (and therefore have the biggest bearing on your likely ‘fit’ in different roles).





Search Jobs

A screenshot of the "Search Jobs" interface. At the top, there is a green horizontal bar. Below it, the text "Search Jobs" is displayed in orange. Underneath, a grey box contains the instruction: "Enter your search criteria below, and our system will show you active job listings throughout our database and across Indeed." Below this instruction, there are two search sections. The first section is labeled "Near:" and contains a text input field with "Ontario" entered and an orange "Search" button. The second section is labeled "INDEED KEYWORD SEARCH" and contains a text input field with "Enter Key Word" and an orange "Search Indeed" button.

Use this feature to search for jobs in the Landscaping trades in your selected geographic area. Jobs posted by employers using the platform appear at the top of the list, followed by jobs from the Indeed job board.

Apply for Jobs - You can apply directly to any posting that meets your interest, free of charge. For Job Board jobs, the application process requires only a couple of clicks. For Indeed job postings, the page will open in a separate tab and you will be able to apply from that platform.

Promoted Jobs: You can also see Job Board jobs on your dashboard.

Questions:

Contact:

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