

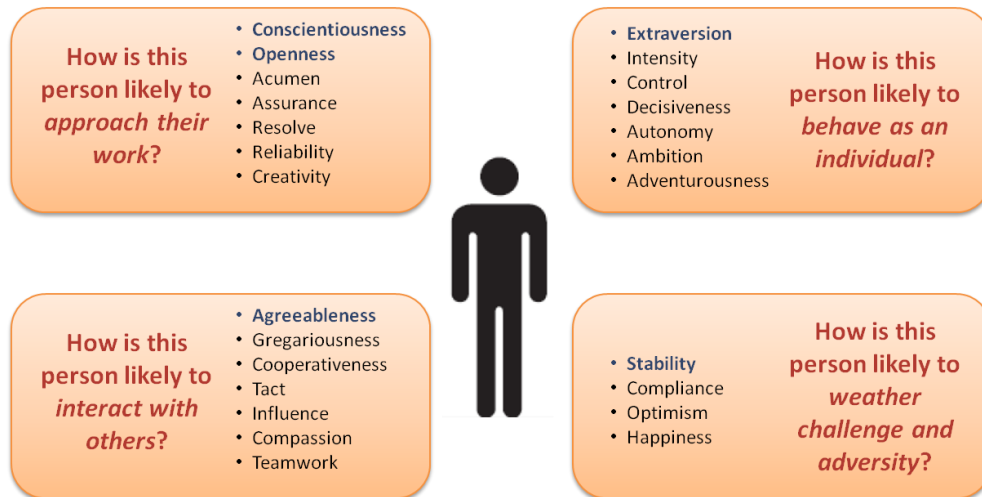
Job Board Job Seeker Instructions

The Ontario Electrical/Mechanical League (OEL/OML) Job Board has been designed to provide an invaluable resource to job seekers in the electrical and plumbing 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

The place where people are matched with opportunity on the basis of how well the job fits them.

Employers
Post your Journeyman and Apprentice jobs and be connected to active job seekers who have been pre-screened for you on the basis of their likely fit in your open positions. [Download Employer's How To Guide](#)
[Member Login](#) [Non-Members Register Here](#)

Job Seekers
Create your account, build your online profile, FREE. Find and get seen by local employers, for the jobs you want. Free Reports and Career Planning tools to point your search in a direction that's just right for you. [Download Job Seeker's How To Guide](#)
[Job Seeker Login](#) [Job Seekers Register Here](#)

Canada This project is funded in part by the Government of Canada's Innovation and Employer Engagement in Apprenticeship Program.
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1. Visit the Job Board at <https://oel.talentsorter.com/>

2. Click on **Job Seekers Register Here**. Enter your information and create a password to set up your account. **NOTE:** You must have an Ontario College of Trades (OCOT) Number to create an account.

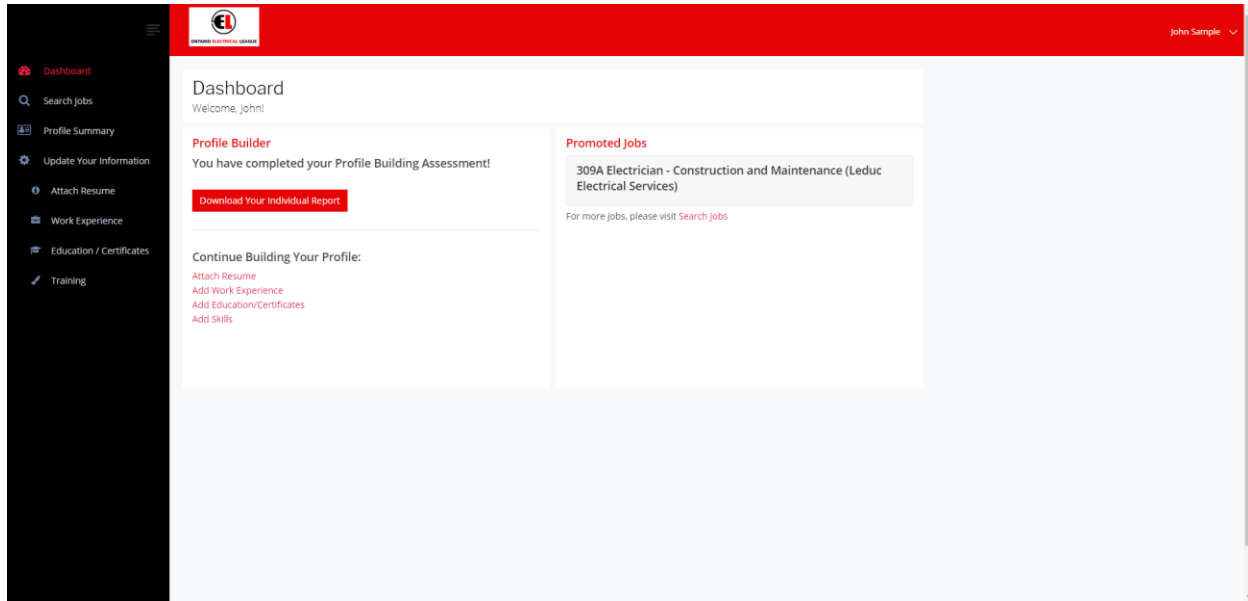
Special Note for Apprentices:

Please register with both the Job Board and Support Ontario Youth at:

<http://www.supportontarioyouth.ca/>



Build Your Profile



You will be directed to your personal dashboard. The next step is to begin building your profile so potential employers can get to know you.

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 choose 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

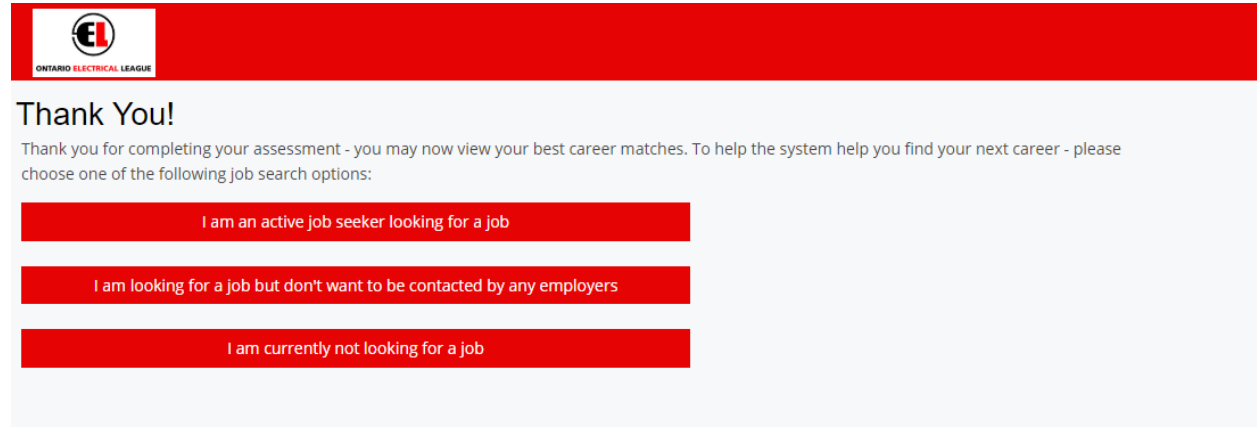


An optional ‘Demographics’ window will pop up. The information you provide here is not shared with employers; the optional data will only be used by the Talentsorter Science Team for purposes of ongoing validation, and to ensure there is no adverse impact on certain groups or populations.



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.

A screenshot of a web interface showing a red header with the Ontario Electrical League logo. Below the header, the text 'Thank You!' is displayed, followed by a message: 'Thank you for completing your assessment - you may now view your best career matches. To help the system help you find your next career - please choose one of the following job search options:'. Three red buttons are listed vertically: 'I am an active job seeker looking for a job', 'I am looking for a job but don't want to be contacted by any employers', and 'I am currently not looking for a job'.

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



Search Jobs

Enter your search criteria below, and our system will show you active job listings throughout our database and across Indeed.

Near:

Use this feature to search for jobs in the electrical and plumbing 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:

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