

Applying for Jobs

APPLICANT TRACKING SYSTEM

Annotated Guide for Job Seekers



After browsing our job postings on our [Careers site](#), you've found the perfect opportunity and now you want to throw your hat in the ring! This guide explains the various steps in the online application process and gives you quick tips for making the process as seamless as possible. Depending on the specific opportunity you are applying for, you may be asked to complete some or all of these steps.

- ★ If you are applying for a **Transit Operator** position, please pay special attention to the 'Screening Questionnaire' and 'Attachments' sections, as completing these properly are key to a successful application.

At any time during the application process, you can save your work by clicking the **Finish Later** button at the bottom of each page. To return to your in-progress application, you can either:

- Click the **Apply to this Job** button again (the system will recognize that you are returning), or
- Access your incomplete application in the **Resume Submission History** section of your Career Centre.

How to Apply for a Job

- 1 Go to the [BC Transit Careers site](#) to browse jobs.
 - Click on the **Job Title** links to learn more about each opportunity.
- 2 If a position interests you, click on the **Apply to this Job** button to start the application process.
 - **Log in** to the ATS with your username (email address) and password.
 - If you are a first time user, you will need to create an account first before proceeding

Login

First Time User ?

To apply for a job posting you must create an account first. You can also create a **Résumé Profile** without applying for a posting – along with maintaining an up-to-date **Résumé**, this will allow you to create Job Search Agents that will do the searching for you and much more.

Create new account

Returning User

Have you already created an account? If so, please login to access your information to submit your **Résumé** to a job.

User E-mail

Password

E-mail and password are case sensitive.

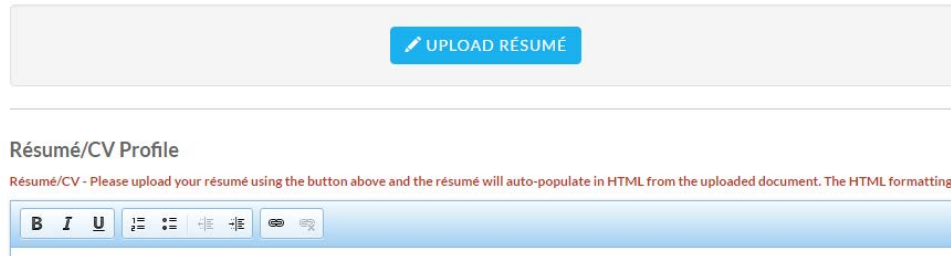
✓ LOGIN

[Forgot your password?](#)

3

Create your Resume Profile

- Click on **Upload Resume** to upload your resume from a formatted file (e.g., Microsoft Word document or text-based PDF). There are two benefits to doing this:
 1. Your resume will be auto-populated into the HTML editor box where you can re-format the text as necessary (e.g., add bold, paragraph breaks, indents, etc.).
 2. Your uploaded resume will be available to us in its *original formatting*, allowing us to read your resume as you intended to present it to us (with your own personal touches that are lost in the HTML version).



The screenshot shows a grey button labeled 'UPLOAD RÉSUMÉ' with a pencil icon. Below it is a section titled 'Résumé/CV Profile' with a red warning message: 'Résumé/CV - Please upload your résumé using the button above and the résumé will auto-populate in HTML from the uploaded document. The HTML formatting'. Below the message is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, outdent, link, and unlink.

- Complete the remaining fields on the page, noting the required fields are identified by **red text***. (You may notice that some fields have already been populated directly from your resume.)



If you are a current or former BC Transit employee, ensure you answer Yes to the following questions:

Are you a current employee of BC Transit?* Yes No

Are you a previous employee?* Yes No

- Click **Next** to continue to next step.

4

Screening Questionnaire

Depending on the specific opportunity, you may be asked to complete a **Screening Questionnaire**. Such questionnaires relate directly to the qualifications outlined in the job posting details and are used to evaluate an applicant's suitability and eligibility in relation to the job description and other applicants.

If you are asked to complete a questionnaire, ensure you consider each question carefully and answer as fully and honestly as possible.

If you need to refer back to the Job Posting, you can click the **Finish Later** button to save your work.

5 Cover Letters

For most postings a Cover Letter is optional, though we recommend that you submit one as it allows you to introduce yourself to our recruitment team.

- **Required:** If a Cover Letter is required, complete the required fields and click **Next**.
- **Optional:** In this case, you have the choice to add a Cover Letter or to bypass this step by clicking the **Skip Step** button.



If desired, you can create and save multiple Cover Letter versions in your **Career Centre** in advance. These will appear in the lower 'Cover Letters' section, where you can select them to include during this step.

If you want to also include a formatted version of your Cover Letter, you may do this in the upcoming **Attachments** step.

Cover Letters (This step is OPTIONAL)

Cover Letter Name * Analyst Cover Letter

Cover Letter Contents *

B I U [List icons] [Link icon] [Image icon]

Dear Recruiter,
Please accept my application for this posting.
Sincerely,
XXX|

Cover Letters

There is no data to display.

◀ PREVIOUS ▶ NEXT 📄 FINISH LATER ✓ SKIP STEP Cancel

6 Attachments

Refer to the 'Application Checklist' section (if there is one) in the job posting to see if you are required to submit any supporting documentation along with your application. This is most commonly requested for positions that require special certifications or licensing as a condition of employment (e.g., **Transit Operator** or **Maintenance** positions). You may also choose to attach a formatted file version of your **Cover Letter** here.

- Click **Skip Step** to bypass this step if you are not attaching any documents.
- If you need to refer back to the **Job Posting** for the required attachments, you can click the **Finish Later** button to save your work and continue later, or you can open a new browser window to view the Job Posting in a new page while completing the application.

7 Diversity Information

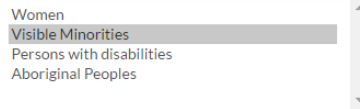
This step is optional.

- To select more than one option (or to de-select), use the 'Ctrl' key.
- After selecting one of more groups, feel free to add any additional information you would like us to know in the text box provided.

Diversity Information (This step is OPTIONAL)

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

If you identify as a member of one of the following groups, please select it.



- Women
- Visible Minorities
- Persons with disabilities
- Aboriginal Peoples

Additional Information

Sample text...

8 Preview

This screen allows you to review your application details before submitting.

- To submit your application, click **Finish**. You will receive an email notification confirming that your application has been received by the system.
- If you need to make changes, you can either click the **Edit** icon in the relevant section(s), or use the **Previous** button to move backwards through your application.
- If you want to save your work before submitting, use the **Previous** button to return to a page where you can click **Finish Later**.

10 View your Resume Submission History

After you've submitted your application, you can view its status in the Resume Submission History section of your **Career Centre**.

See our '*Resume Submission History*' user guide for more information.

Still have questions?

Contact BC Transit Careers at careers@bctransit.com and we will be happy to assist.