

View your Communication History

APPLICANT TRACKING SYSTEM

Annotated Guide for Job Seekers



One of the benefits of your online careers account is that it stores all your BC Transit career-related correspondence and notifications in one easy-to-find place. This guide outlines the various types of communication that are stored in your account and explains your options for managing these.

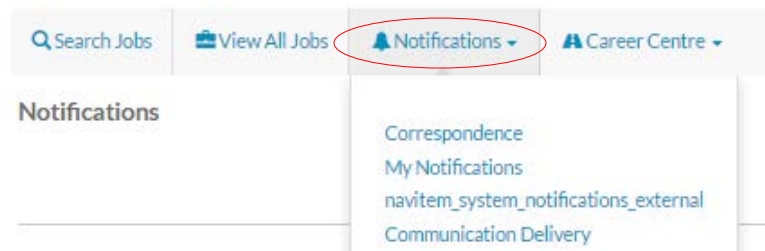
Notifications vs. Correspondence

There are two types of communication that you may receive from BC Transit:

Notifications – These are automated communications that are generated by the system events. Most commonly, these are confirmations of Account Creation, Resume Submissions, or other system changes.

Correspondence – These are usually letters or more formal pieces of communication that relate to the specific recruitments processes. Common examples are Interview Invitations, Offer Letters, and Onboarding emails.

- 1 Log in to your [BC Transit Careers](#) account and go to the **Notifications** drop-down menu



- 2 **Notifications**

Select **My Notifications** from the **Notifications** drop-down menu to **View All Notifications** page.

This page displays the system-generated notifications and are the same notifications that were sent to your email address. You can perform the following options (ensure that you first select the document by checking the box on the far left):

- Clicking the **Mail** icon, or the **Resend Notification** button, will result in the notification being re-sent to your email address.
- Click the **Checkmark** icon, or the **Acknowledge** button, will move the notification to the **Acknowledged Notifications** page.
- Clicking the **X** or **Delete** button will permanently delete the notification.

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Notifications

Acknowledged Notifications Correspondence

View All Notifications

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SENT	SUBJECT	EVENT	ACTIONS
<input type="checkbox"/>	5/9/2016 Résumé Submission Confirmation at BC Transit	Job Seeker Résumé Submission Confirmation	
<input type="checkbox"/>	3/18/2016 Account Information on BC Transit Careers site	Account Creation Confirmation	

RESEND NOTIFICATION ACKNOWLEDGE DELETE

3 Correspondence

Select **Correspondence** from the **Notifications** drop-down menu.

This page displays the letters received from BC Transit Careers. On this page, you can archive your letters but cannot delete them since they are official recruitment documents.

- To archive a letter, select the document by checking the box on the far left, then click the **Archive** button.
- Archived letters will be viewable by clicking the **View Archived Letters** button in the top left of the page.

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Correspondence View Received Letters

Show/Hide Filter View Archived Letters

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DATE	SENDER	CATEGORY	LETTER
<input checked="" type="checkbox"/>	5/4/2016 donotreply@hrsmart.com	Recruiting	BC Transit Competition 2016-002 - Transit Operator
<input type="checkbox"/>	6/3/2016 donotreply@hrsmart.com	Interview	Interview Invitation for BC Transit Competition: Stockroom Clerk (2016-004)
<input type="checkbox"/>	6/3/2016 donotreply@hrsmart.com	Offer	BC Transit - Offer of Employment for Stockroom Clerk
<input type="checkbox"/>	6/3/2016 donotreply@hrsmart.com	Recruiting	Invite to Apply

ARCHIVE