

Creating Your Account

APPLICANT TRACKING SYSTEM

Annotated Guide for Job Seekers



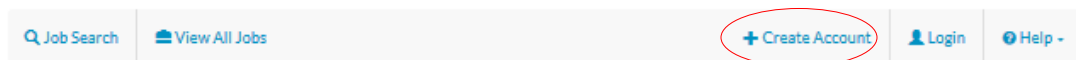
The first step in your BC Transit career is to create an account in our Applicant Tracking System (ATS). Once you have an account, you will be able to create your Resume Profile and set up Job Search Agents to be automatically notified of postings that match your search criteria. For information on how to edit your account profile or delete your account, please refer to our *'Managing Your Account'* quick guide.

IMPORTANT: If you are a current BC Transit employee, please use your BC Transit email when creating an account. This will identify you as an Internal applicant more easily in the system.

If you in a *supervisor or management* role, please contact the ATS Administrator (careers@bctransit.com) before creating an account to ensure you don't have an existing account.

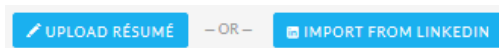
Create your Account

Step 1 Go to the [Victoria Opportunities](#) page on the BC Transit Careers site and click the **Create Account** button.



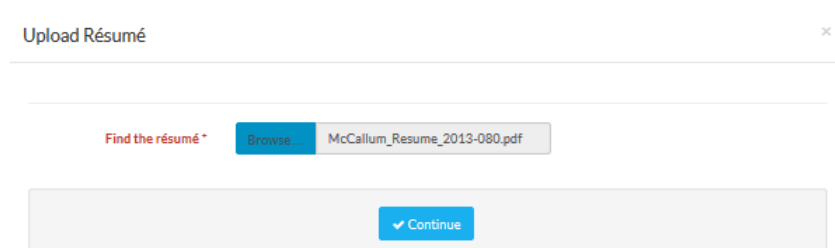
Step 2 **Add a Resume**

If you wish to add your resume at this time, click the **Upload a Resume** or **Import from LinkedIn** button. (To bypass this, you can go directly to Step 3.)






If you are uploading a resume from your computer, note the following:

- Valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF.
- There will be a short delay while your resume uploads — this is normal, so do not click **Continue** more than once.



If you are importing your resume from **LinkedIn**, you will be prompted with an access request (sample below). We recommend that you read this statement carefully so that you understand the level of access you are agreeing to before proceeding.

Social Media Integration would like to access some of your LinkedIn info:

-  **YOUR FULL PROFILE**
Full profile including experience, education, skills, and recommendations
-  **YOUR EMAIL ADDRESS**
The primary email address you use for your LinkedIn account
-  **NETWORK UPDATES**
Retrieve and post updates to LinkedIn as you

Step 3 Complete your Account Creation

If you have added your resume, you will notice that some of your information may have auto-populated into some of the fields on the **Create Account** page.

1. Review/edit the information and update the remaining fields, noting that fields in **red font*** are required.
 - **TIP:** Check that your name or other information has imported as you expect. Make any desired corrections to the case or punctuation, as information such as names and addresses could be used in future communications to you from BC Transit.
2. Review the **Terms of Use** (you may have to scroll down to read entire statement) and select the checkbox to acknowledge your agreement.
3. Click **Continue** to complete your account creation.

Terms of Use 2016

- I understand that any offer of employment is conditional on a criminal record check and in certain job positions may also be conditioned on satisfactory completion of a medical examination.
- I agree to sign a consent to a criminal record check and if applicable a release of medical information authorization form and to submit to a medical examination should BC Transit condition my offer of employment upon successful completion of such an examination.
- I certify that statements made by me in my resume are true, complete and correct to the best of my knowledge and belief. I understand that any false statements, misrepresentations or omissions made by me during the application process shall be grounds for refusal to hire or if hired, termination.
- I hereby authorize BC Transit to investigate, through whatever means deemed appropriate by BC Transit, any information included in my application and facts resulting from the investigation unless otherwise noted. BC Transit is also authorized to use any information obtained from its investigations to determine my suitability for employment. I release BC Transit from any liability in connection with the investigation.
- I hereby authorize each former employer to open my personnel file to a representative of BC Transit.
- I hereby authorize any former employers or any other persons given as references (unless otherwise noted) to answer any questions that may be asked.
- If employed, I agree to abide by the policies, procedures, rules and regulations of BC Transit.
- Unless otherwise specified in writing, I understand that nothing contained in my employment application or in the granting of an interview is intended to create an employment contract between BC Transit and myself for either employment or for the providing of any benefit.

By checking this box I hereby agree to the Terms of Use.*

Cancel

NOTE: If you created an account while applying for a posting, you will move into the application phase next. See our *'Applying for Jobs'* quick guide for how to proceed from here.

- ### Step 4
- A few minutes after creating your Account, you will receive an **Email Notification** confirming your account creation and account details. We recommend saving this email for future reference.