

Resume Submission History

APPLICANT TRACKING SYSTEM

Annotated Guide for Job Seekers



One of the benefits of BC Transit's Applicant Tracking System is that it allows you to easily track your job seeking activity and history. This guide shows you how to view your Resume Submission History in your Career Centre, including completed and incomplete applications. You can also see what stage of the competition you are at. If you would like to withdraw from an open competition, this guide also provides instructions for this.

View your Resume Submission History

- 1 Log in to your BC Transit Careers (ATS) account.

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?



- 2 In the **Career Centre** drop-down, select **Resume Submission History**. Here you will see a list of your Completed and/or Incomplete Applications.

Career Centre ▾	Logout	Help ▾
Résumé	Job Search Agents	Onboarding New Hir...
Résumé Attachments	Cover Letters	Change Username/P...
!Résumé Submissio...	My Offers	Search Jobs
Diversity Information	Interview Invitation(...	Delete My Account
		User Account Details

3 Completed Applications

In the **Completed Applications** section, you have the following actions available to you:



- To view your **Resume and/or Cover Letter**, select one of those options from the **Actions** drop-down menu
- If you would like to withdraw from an open competition before it closes, select **Remove Self from Consideration** from the Actions drop-down menu.

Completed Applications						
« < 1 > »		Displaying 1 - 2 of 2				
		10	25	50	100	per page
REQ #	JOB TITLE	LOCATION	APPLIED	CURRENT STATUS	NEXT INTERVIEW	ACTIONS
2016-002	Transit Operator	Victoria CA	3/18/2016	Candidate	None scheduled	
2016-004	Stockroom Clerk	Victoria CA	5/9/2016	Offer Extended	6/4/2016	

4 Incomplete Applications

In the **Incomplete Applications** section, you have the following actions available to you while the competition is still open:

- To continue with your application, click the **Continue** icon under the **Actions** column.
- To cancel your application, click the **Cancel** icon under the **Actions** column.

Incomplete Applications						
« < 1 > »		Displaying 1 - 1 of 1				
		10	25	50	100	per page
REQ #	JOB TITLE	LOCATION	CURRENT STEP IN PROCESS	APPLIED	ACTIONS	
2016-043	Supervisor Stockroom	Victoria CA	Cover Letters (Step 2 of 5)	6/10/2016	 	

Still Have Questions?

Contact BC Transit Careers at <mailto:careers@bctransit.com>