

How to use your Employer dashboard

workinquinte.ca



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SLEP Click the top Employer Login

OR

Hover over <u>Employers</u> and click Employer login

Step 2 – log in to your account



workinquinte.ca/employer-login

Step 3 – username & password

Use your email as your username and enter your password then click Log in



This will bring you to your Employer dashboard

click

What you can do in the dashboard:

- Post a job
- Edit your job postings
- Check views + activity
- View and rate applicants
- View bookmarked applicants
- Communicate
 with applicants



workinquinte.ca/job-dashboard

Bookmark this page

How to edit a job (from your dashboard)

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Step 2 - adjust the form fields as necessary and click Save changes



How to check job post activity

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A pop-up window will appear with activity statistics including views, interest and application info



How to see the applications

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u can also download	To whom I om very Quinte its make rea Thank yo	It may concern, interested in the Manager of Content & Creative position at Boy o glonal Marketing Board. I believe my skills and work experience an ideal candidate for this rele. I look forward to speaking with you u for your consideration.	t Lection belowing us seen about this position.	
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How to use the applicant tracking system

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Employer dashboard	r Dashboard is where all your posted jobs I policialis statistic Post something new? It al htre for hiring made easy.
The job applications for "Content & Creative Manager" are listed below.	Newest first
🛃 Anna Fraiberg	*****
To whom it may concern, I am very interested in the Monoger of Content & Creative position at Bay of Quinte Regional Materialing Borol. Libeline mry stills and work experience make me an ideal candidate for this role. Hosk forward to speaking with you soon Thank you for your consideration.	Location Betweening objour this position.
New: April 16, 2025	
Bookmark: You surrently have no bookmarks	Notes
nail, Add notes or Edit status	s and rating
Click mail icon to Email applicant	✓ Click the pencil or the stars to update Status and/or give a star Rating
oncern. Lecation ed in the Manager of Content & Creative position at Bay of Beleville Anatriang Boodt. I believe my skills and work experience E condidation for this role. I look forward to specking with you soon about this position. e condisettors.	To whom it may concern, town vary interested in the Manager of Contents & Creative prediction of Bay of Outras Regional Manatory Board Tablework my stills and work spectrum modes are and sade candidated for the Inste (I. Issee) forward to spectrating with you soon about this position. Thank you for your consideration.
arriing this application	Application status: New Offer extended Hired Rejected Archived
a • 2	Save changes
ck Add note when done.	Click Save changes when done. NOTE: Major bonus points when you click the Hired option!

How to add a job from the Dashboard

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Content & Creative Manager	Apr 14, 2025 Closes in Lweek	507 views	7 applications	
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Bookmark			_/	Add Job
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Click on the blue button that says Add Job

<text>

How to use the Resume Database

Hover over Employers and click Resume database

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Job seekers	<u>Employers</u>	Career fairs	Resources	Events	Newsletter
	Post a job				
	Resume da	tabase			
	Employer d	ashboard			
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This will take you to the Resume database page and all the resumes that have been uploaded to the system. From here you can Search Resumes by keyword i.e. skill, qualification, job title or by Location and Job Category.



How to use bookmarks

	Job seekers Employers	
s, pick your favourites, and start the conversation	Your next great hire is probably right here. Browse resumes, pick your	me database
	Location Any Location	Search Resumes All Resumes Category Choose a category
	Belevite 2 weeks ago Creative & Media	Anna Traiberg
		berg

Click on the job seekers name in blue



workinquinte.ca/resumes

How to use bookmarks cont'd

Remove Bookmark



The profile will expand

Click Add Bookmark (you can also View Resume and Contact the job seeker via email)

The flag will go solid and say This Resume is bookmarked!

You can Update Bookmark and Remove Bookmark here also

You can find your Bookmarks on your Employer dashboard underneath your job postings

Anna Fraiberg

This Resume is bookmarked

Update Bookmark

Contact

ative & Media Dodated 3 hours ago

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workinquinte.ca/resumes

Looking for answers?





A division of the Bay of Quinte Regional Marketing Board

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