



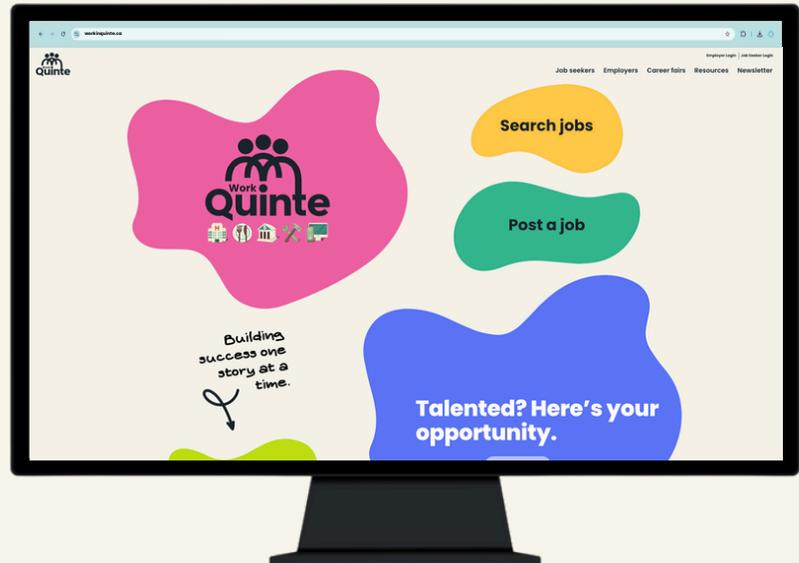
A division of the Bay of Quinte Regional Marketing Board

How to use your Employer dashboard

workingquinte.ca

Step 1 – go to workinquinte.ca

Find us here!



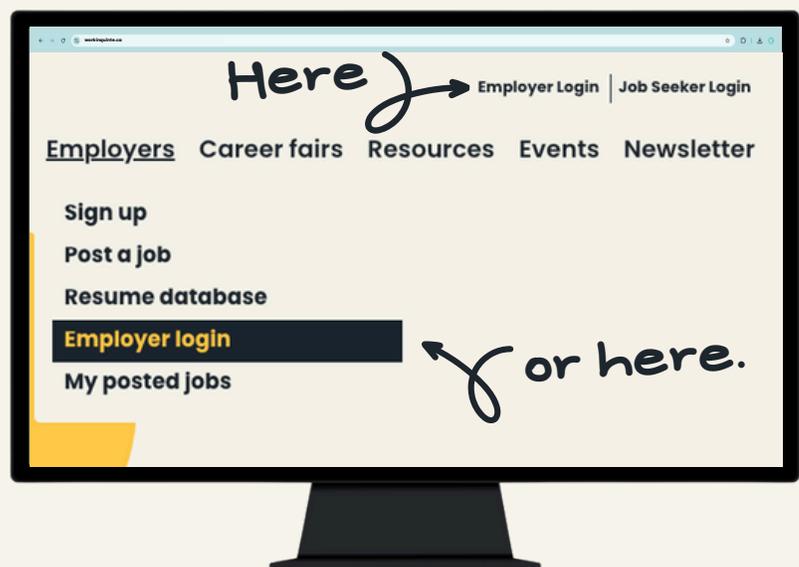
workinquinte.ca

Step 2 – log in to your account

Click the top Employer Login

OR

Hover over Employers and click Employer login

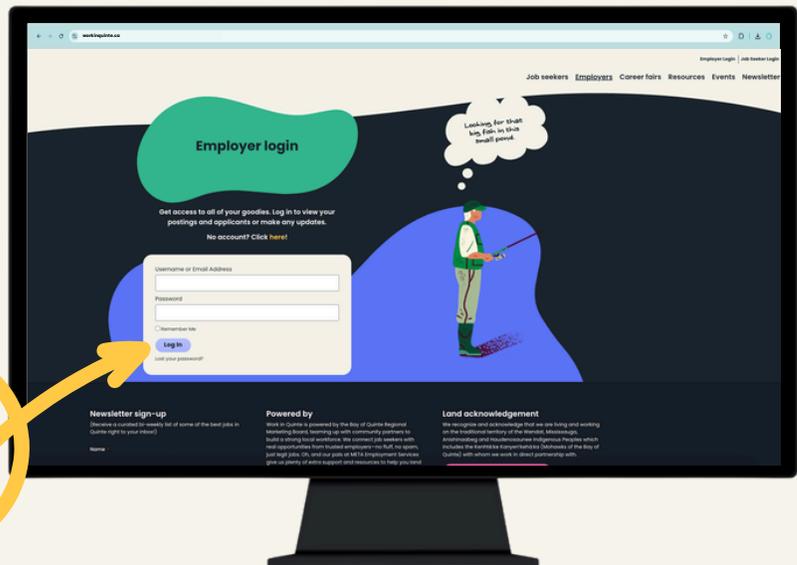


workinquinte.ca/employer-login

Step 3 — username & password

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

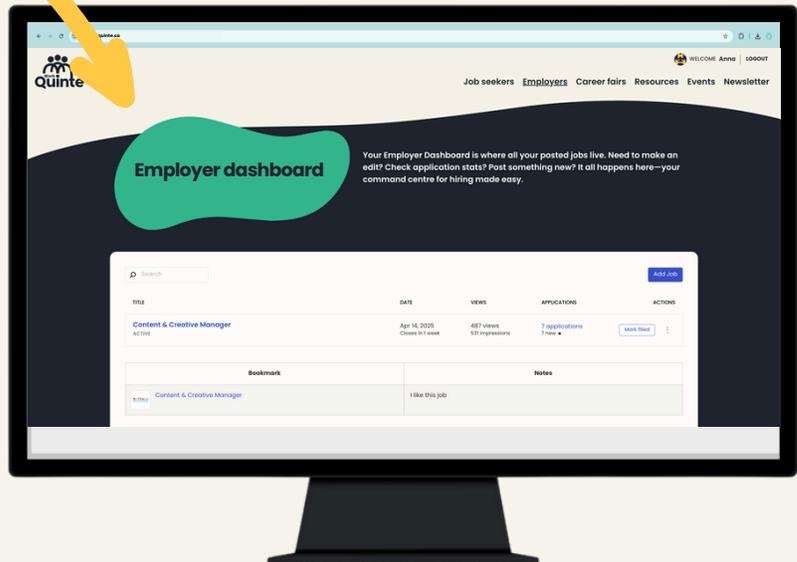
click!



This will bring you to your Employer dashboard

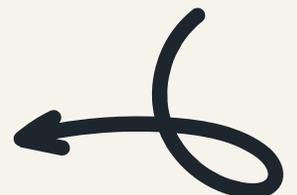
What you can do in the dashboard:

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

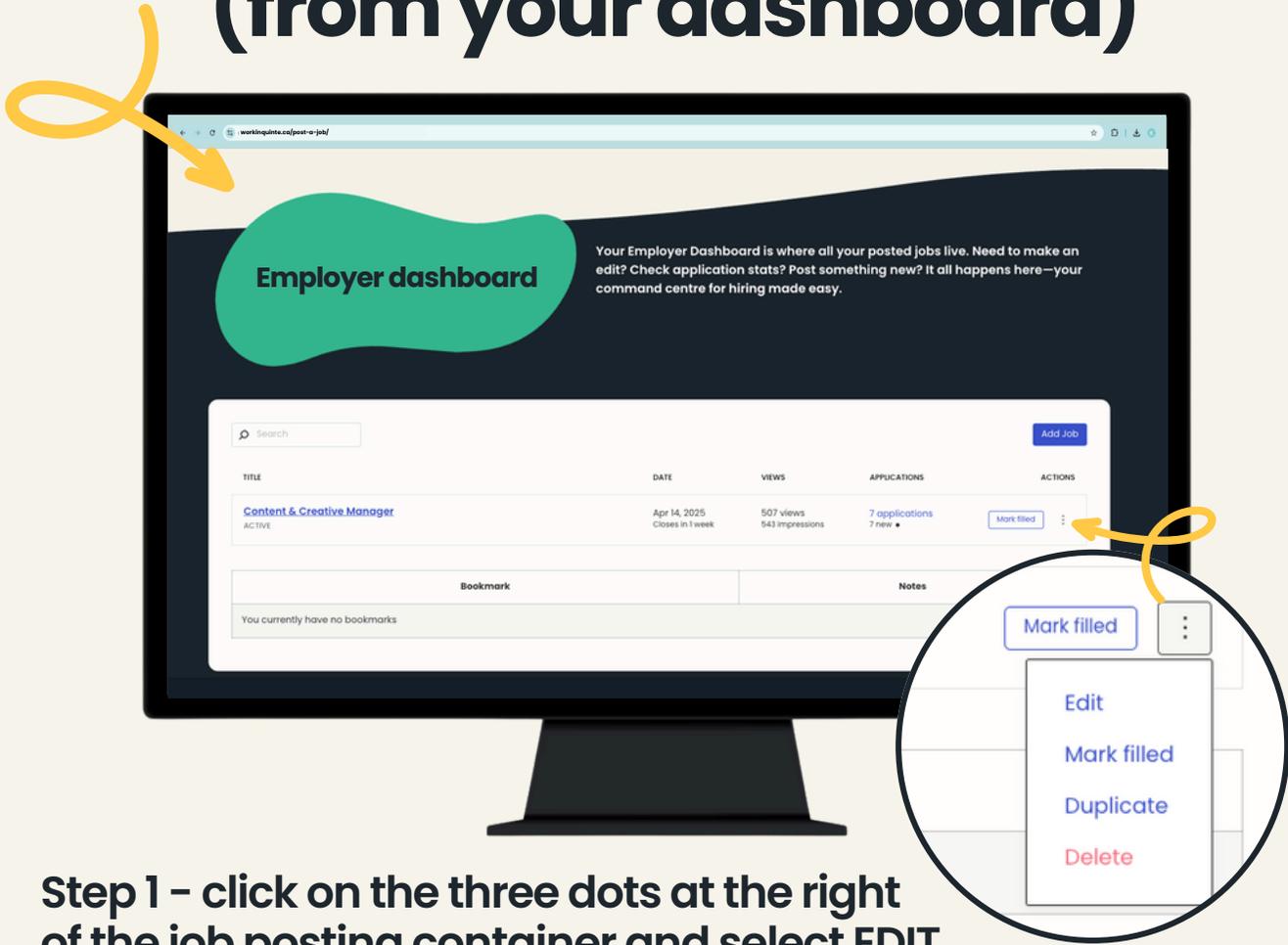


Bookmark this page

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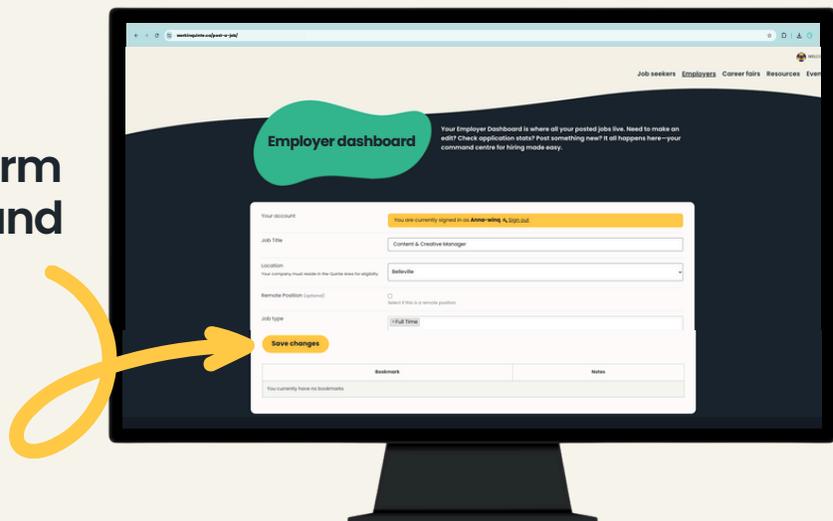


How to edit a job (from your dashboard)



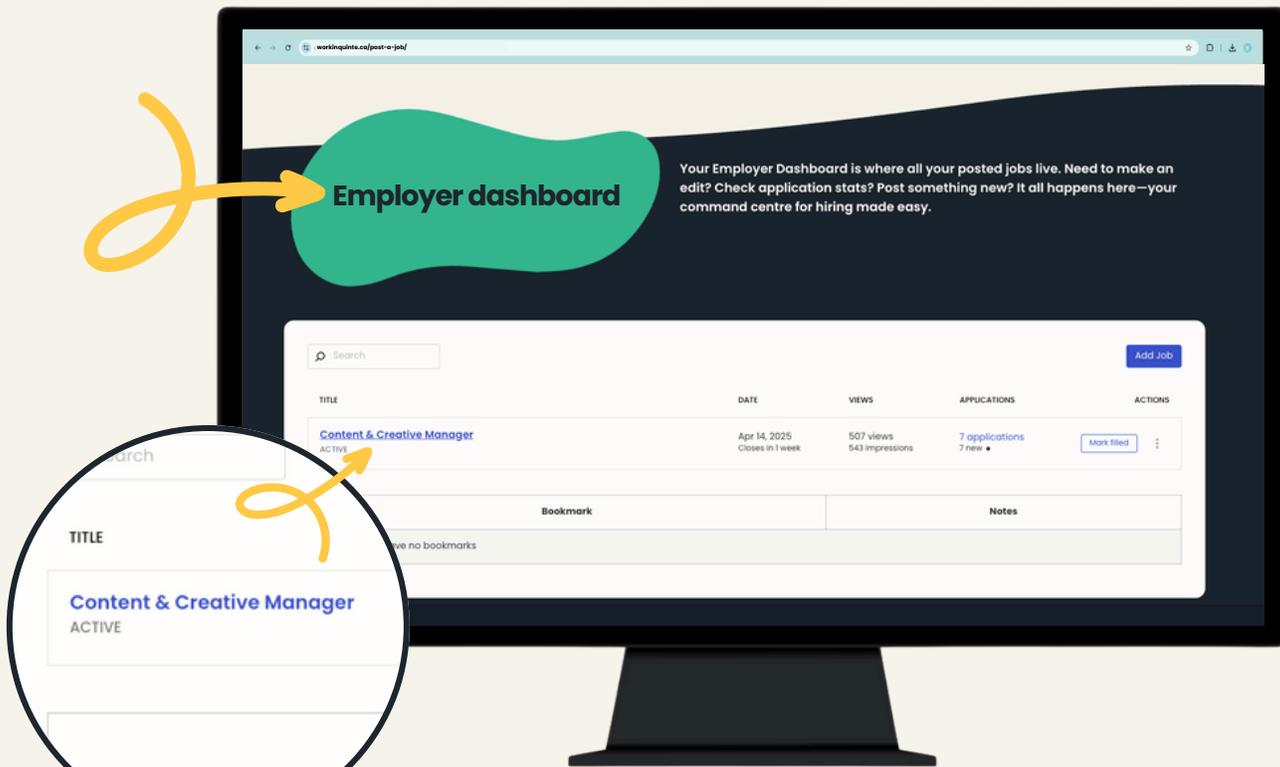
Step 1 - click on the three dots at the right of the job posting container and select EDIT

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



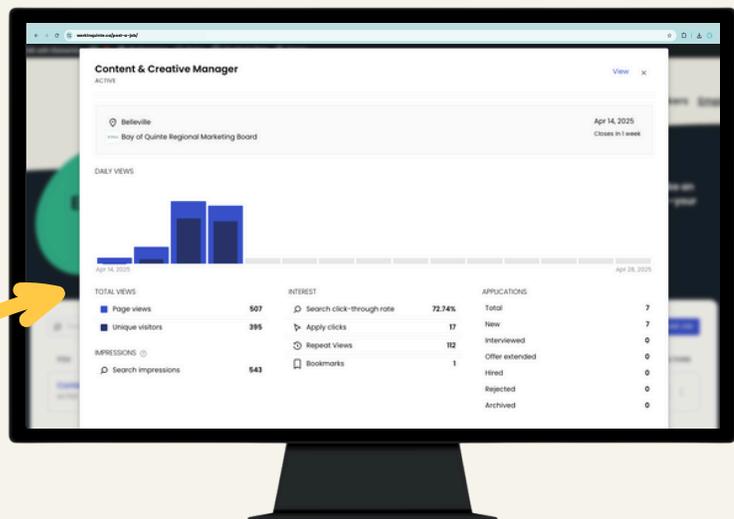
workingquinte.ca/job-dashboard

How to check job post activity



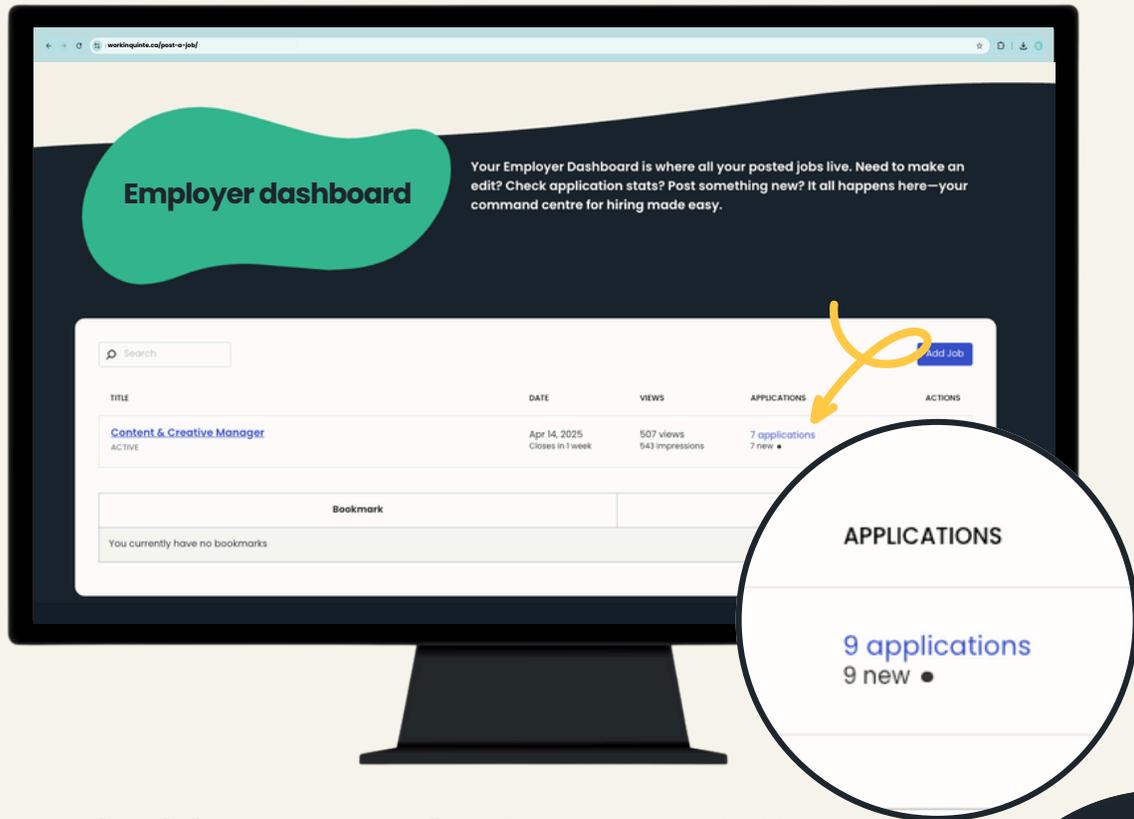
Step 1 - click on the blue job title listing

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



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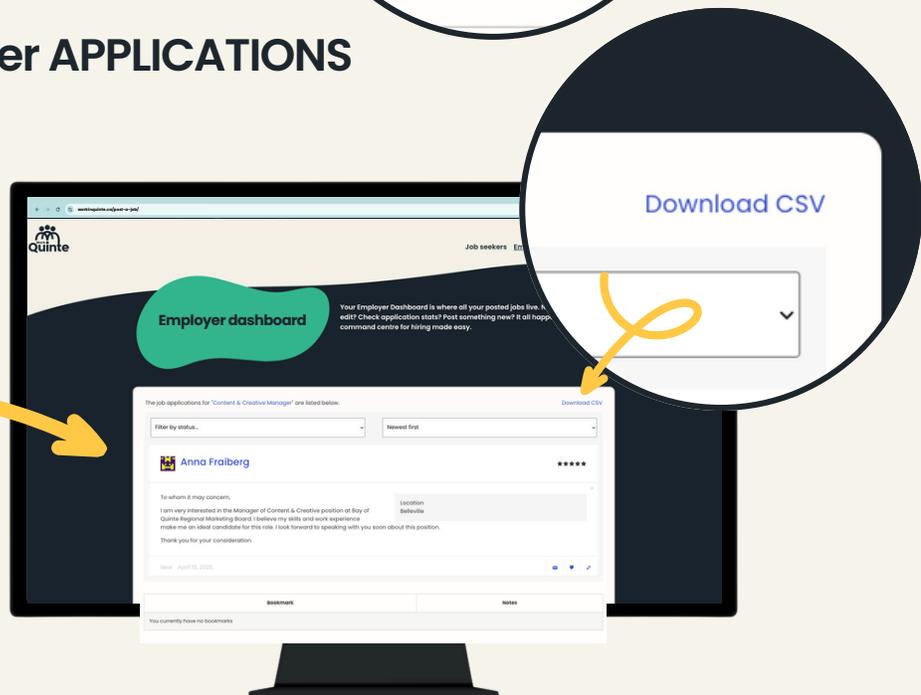
How to see the applications



Click on the blue text under APPLICATIONS

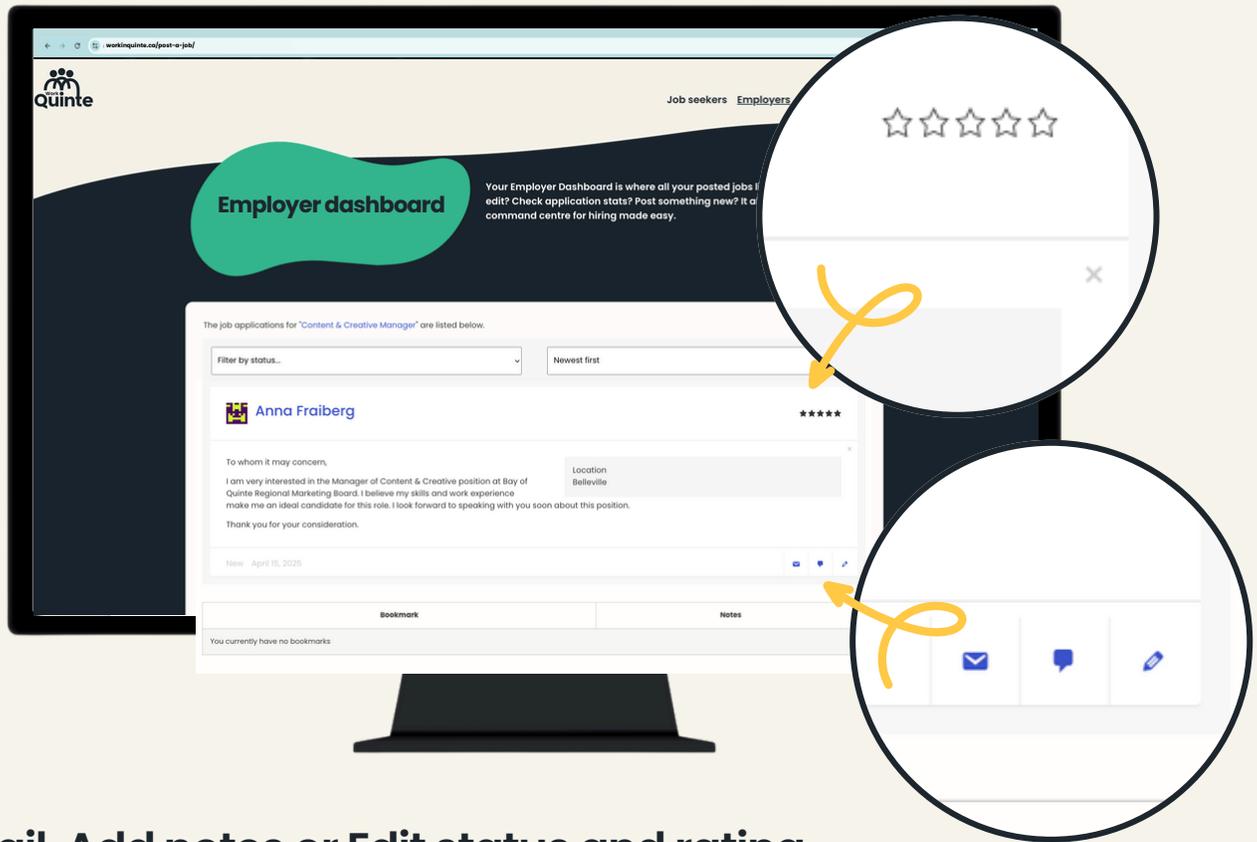
This will take you to a new window with all of the applicants listed

You can also download a CSV file of all your applicants located at the top right



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How to use the applicant tracking system

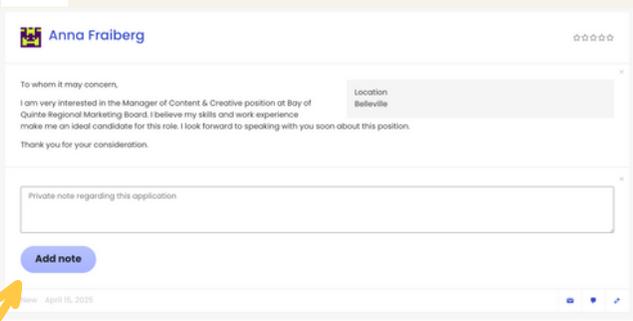


Email, Add notes or Edit status and rating

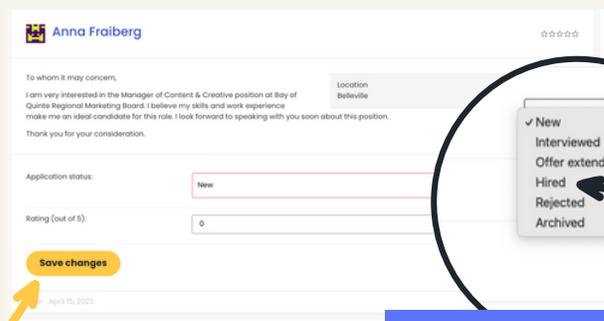
 Click mail icon to Email applicant

 Click the bubble icon to Add note

 Click the pencil or the stars to update Status and/or give a star Rating 



Click Add note when done.

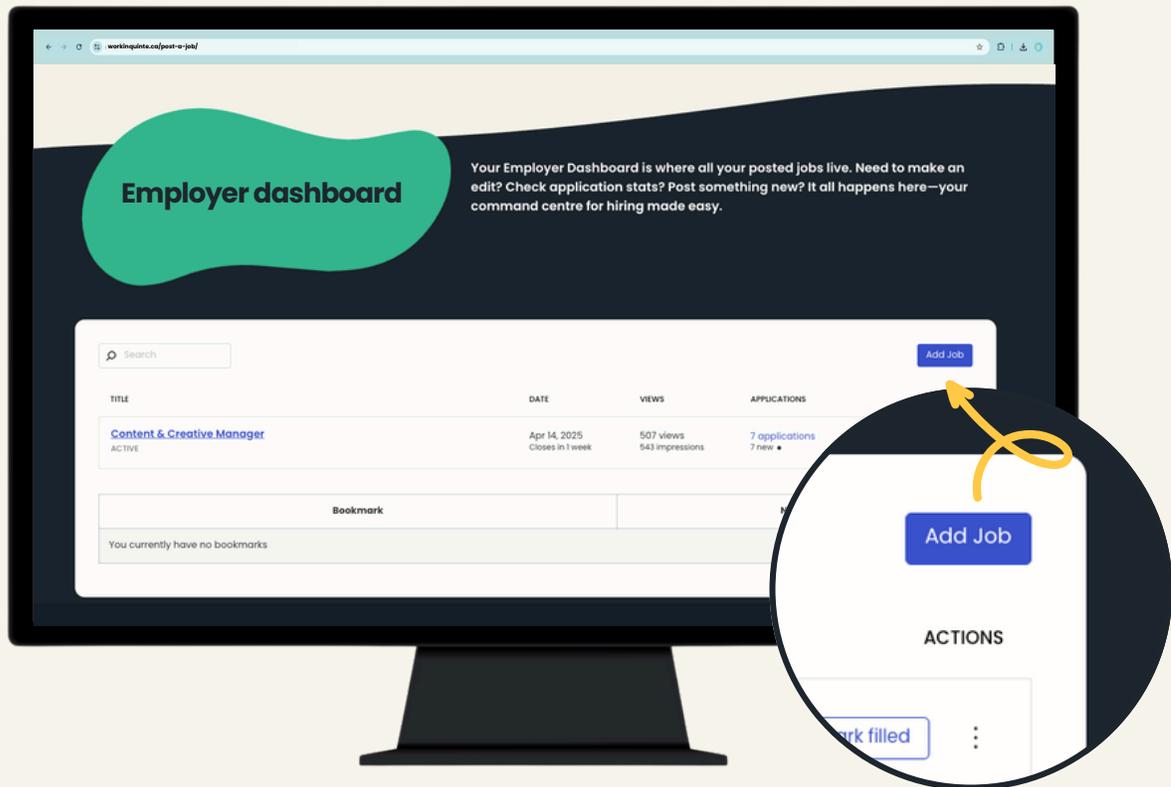


Click Save changes when done.

NOTE: Major bonus points when you click the Hired option!

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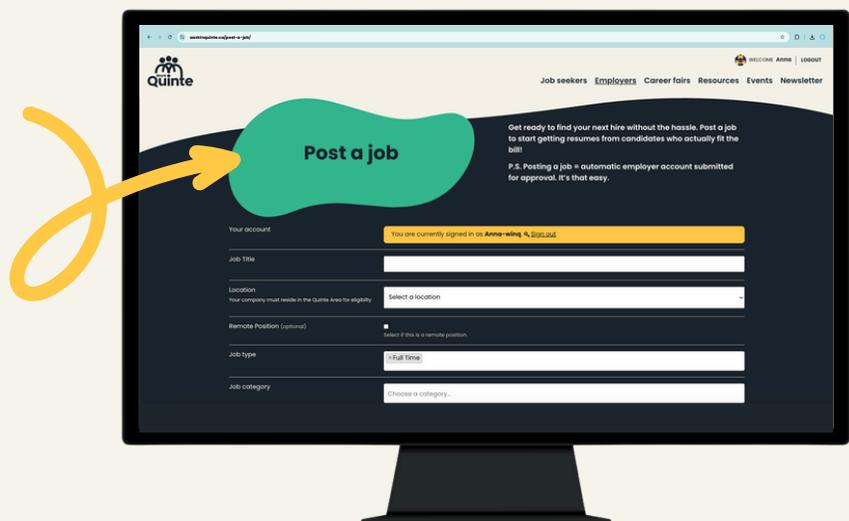
How to add a job from the Dashboard



Click on the blue button that says Add Job

This will take you to the Post a job page and the job posting form.

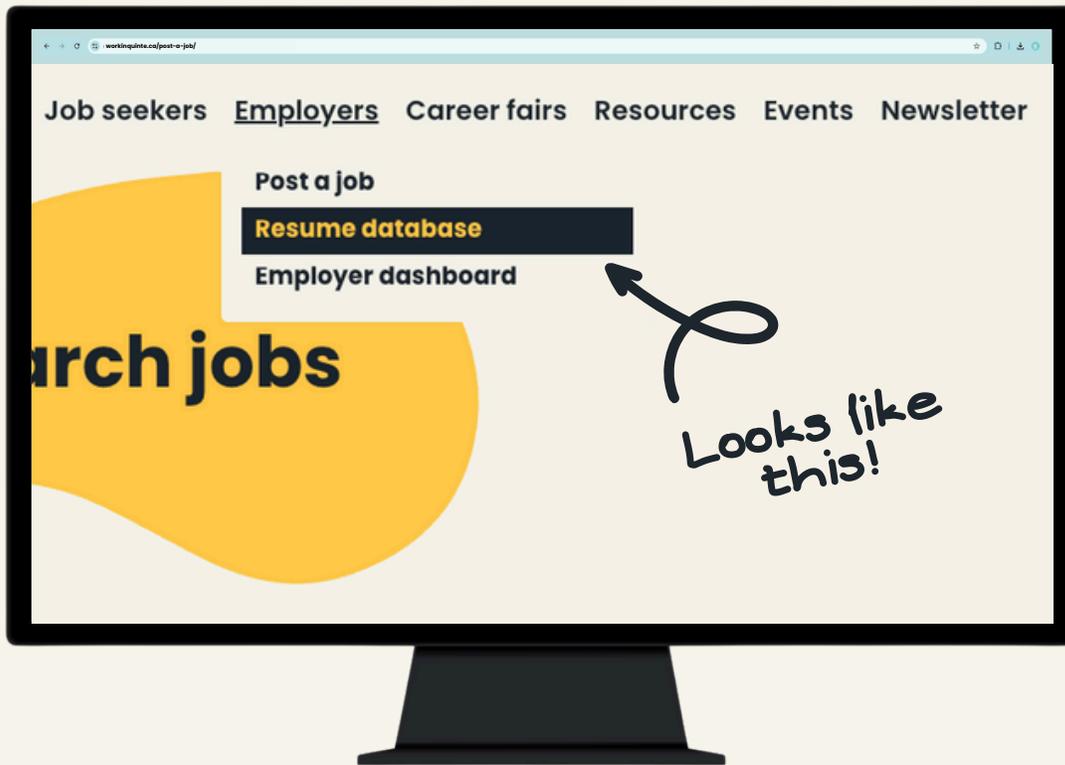
See the How to post a job manual for instructions.



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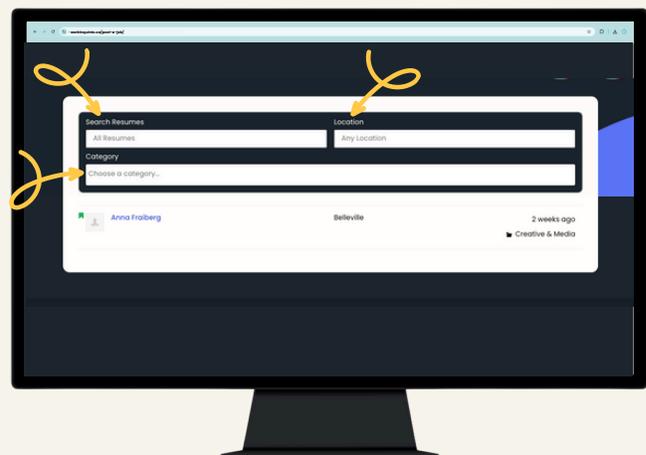
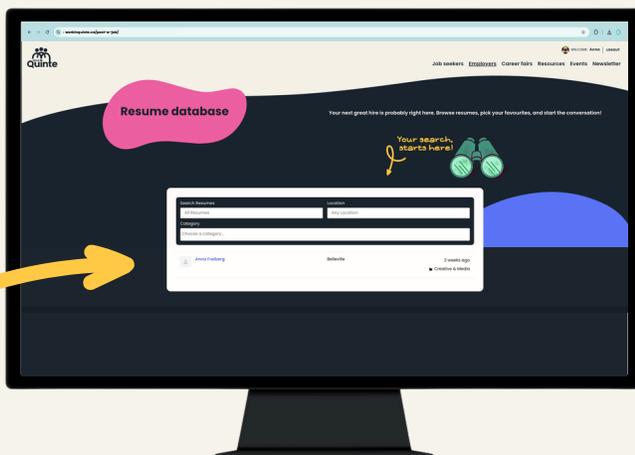
How to use the Resume Database

Hover over Employers and click Resume database



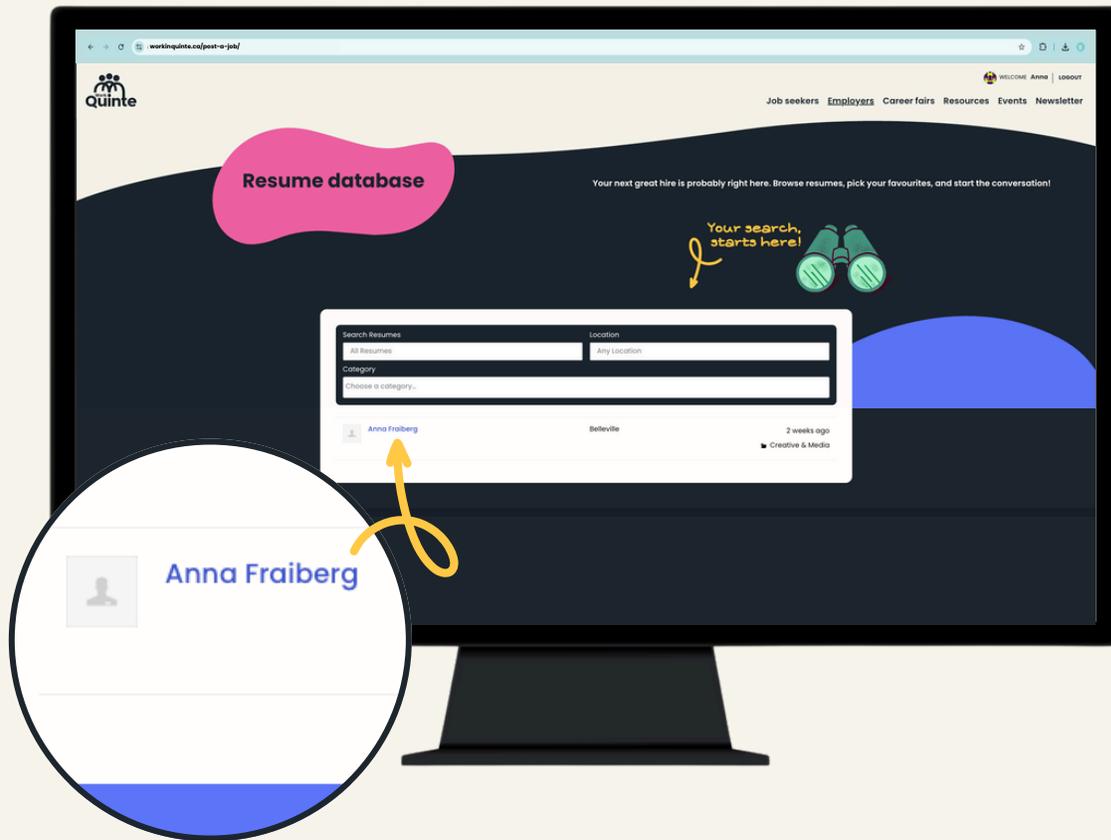
This will take you to the Resume database page and all the resumes that have been uploaded to the system.

From here you can Search Resumes by keyword i.e. skill, qualification, job title or by Location and Job Category.

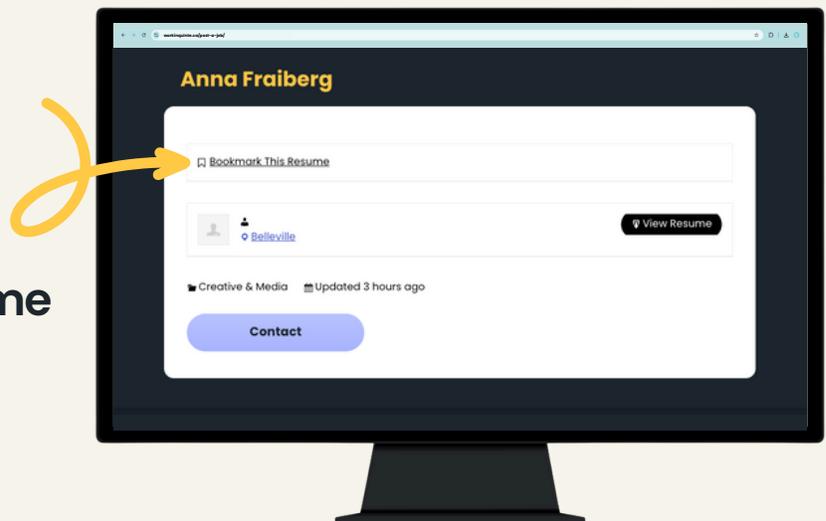


workingquinte.ca/resumes

How to use bookmarks



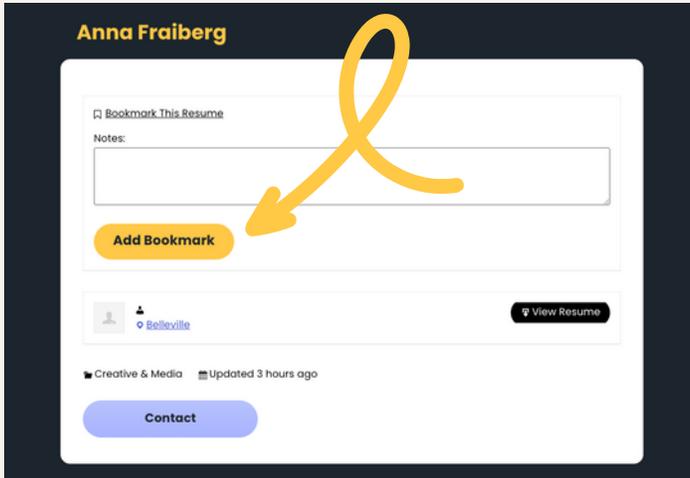
Click on the job seekers name in blue



Click on
Bookmark This Resume

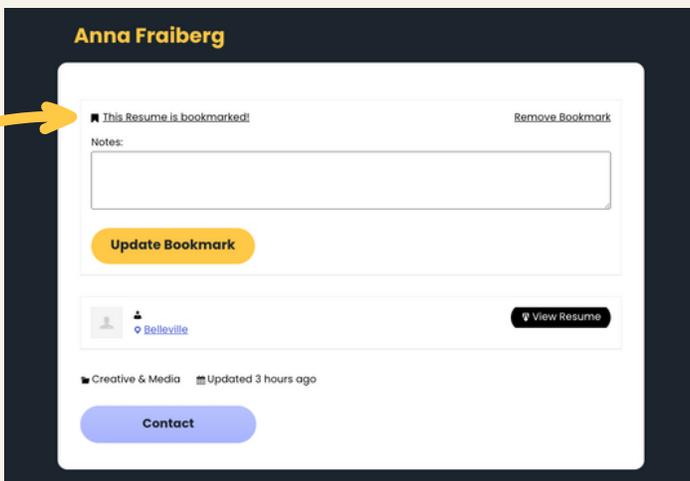
workingquinte.ca/resumes

How to use bookmarks cont'd



The profile will expand

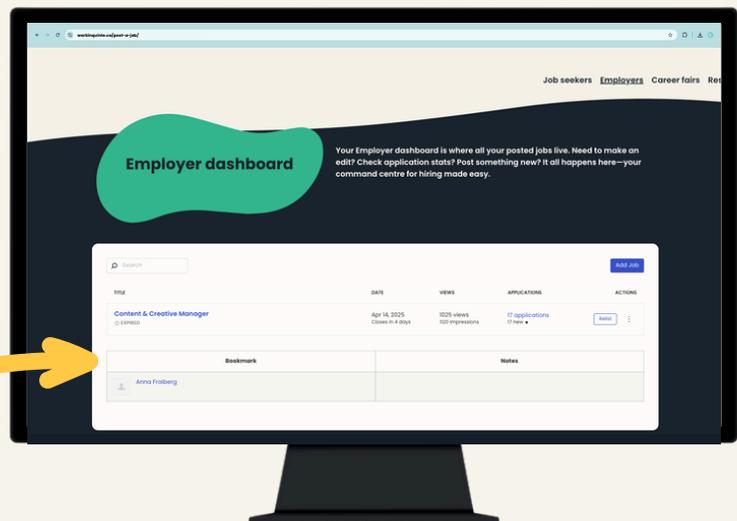
Click Add Bookmark (you can also View Resume and Contact the job seeker via email)



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



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Looking for answers?

Email us here!



info@workingquinte.ca



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