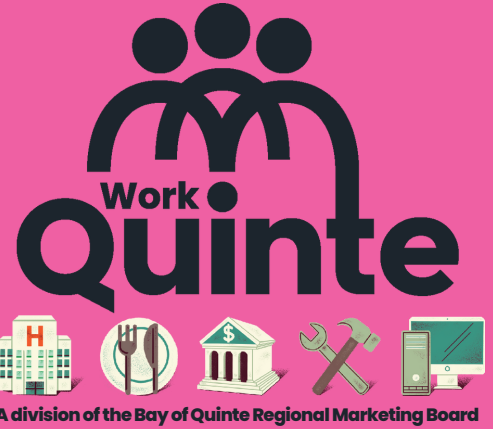


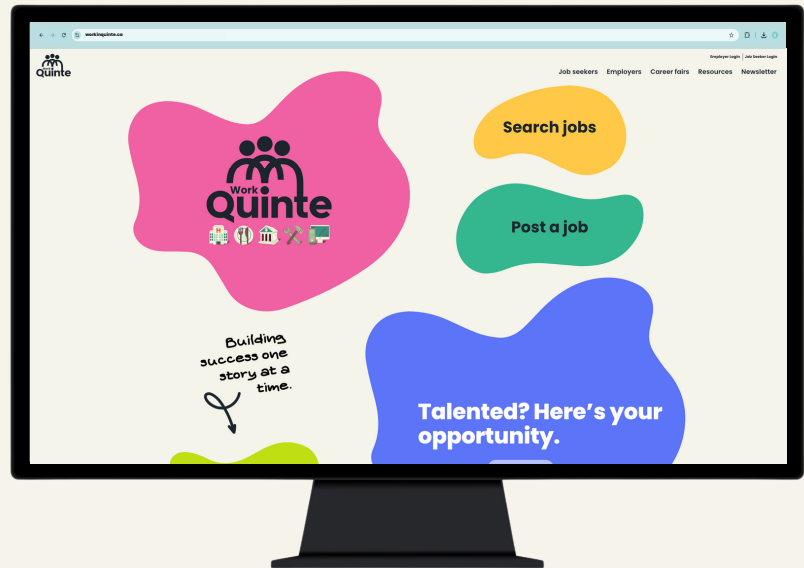


How to publish or hide resumes in the database.

workingquinte.ca

Step 1 – Log in or create your Work in Quinte account

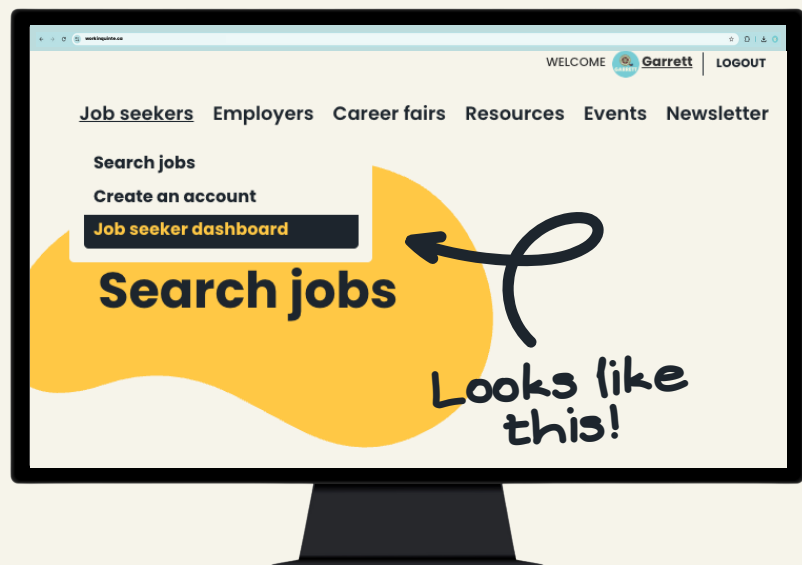
Find us here!



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Step 2 – Go to your Job Seeker Dashboard

Hover over
Job Seekers
and click
Job Seeker
Dashboard

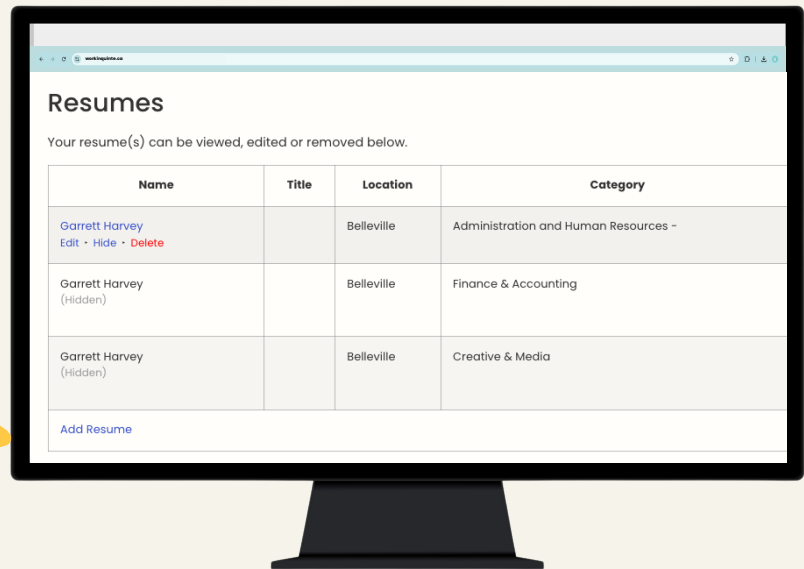


workingquinte.ca/candidate-dashboard

Step 3 – Upload a resume (if you haven't already)

If you haven't uploaded a resume, click add resume.

click!



Fill out the form

Your name:

Your email:

Location:

Resume category:

Experience (optional): [+ Add Experience](#)

Resume file: No file chosen
Max file size: 64 MB. PDF only please. Upload your resume to the Work in Quinte Resume Database - aka your shortcut to getting noticed by local employers. You can upload additional resumes once your account is created to tailor your resume to the job you are applying for.

Include in Employer Search (optional): ☐
Check this box to make your resume visible to employers. If left unchecked, your resume will remain hidden and only be shared with employers of jobs you apply to directly.

PS-Resumes are NOT added to the database by default. Check the box to include your resume to the database.

Resume category:

Experience (optional): [+ Add Experience](#)

Resume file: No file chosen
Max. file size: 64 MB. PDF only please. Upload your resume to the Work in Quinte Resume Database - aka your shortcut to getting noticed by local employers. You can upload your resumes now or once your account is created to tailor your resume to the job you are applying for.

Include in Employer Search (optional): ☐
Check this box to make your resume visible to employers. If left unchecked, your resume will remain hidden and only be shared with employers of jobs you apply to directly.

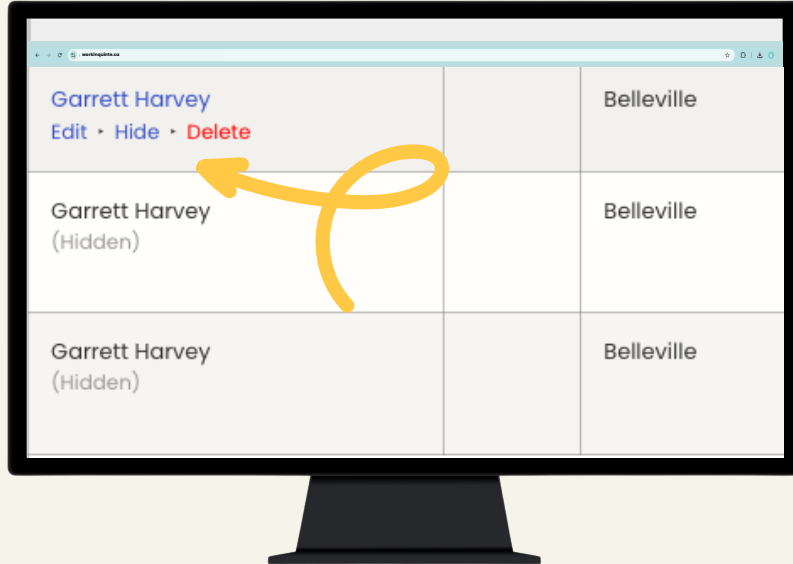
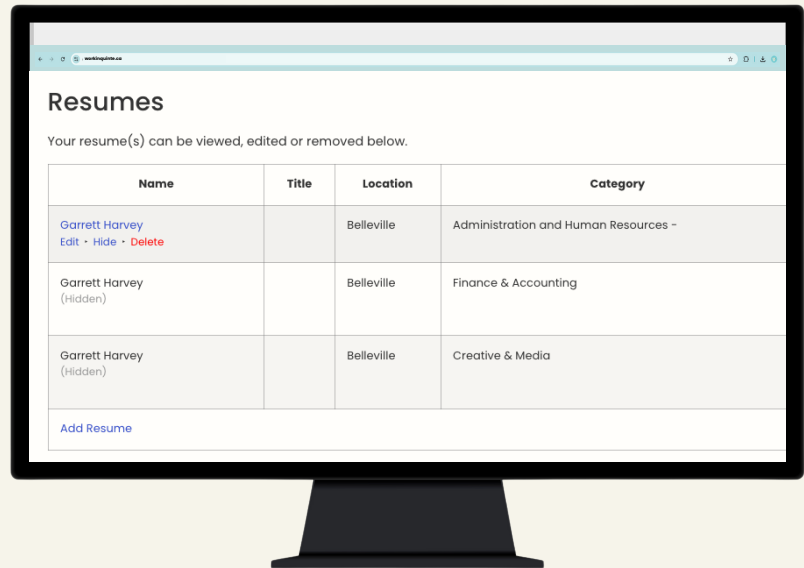
☐ I accept the [Terms and Conditions](#).

workingquinte.ca/submit-resume

Step 4 — Manage your resumes

Resumes published to the database show as blue.

Hidden resumes say (Hidden) underneath



To hide a published resume, hover over the resume and click "Hide"

To publish a hidden resume, hover over the resume and click "Publish"

workingquinte.ca/candidate-dashboard

Looking for answers?

Email us
here!



info@workingquinte.ca

