

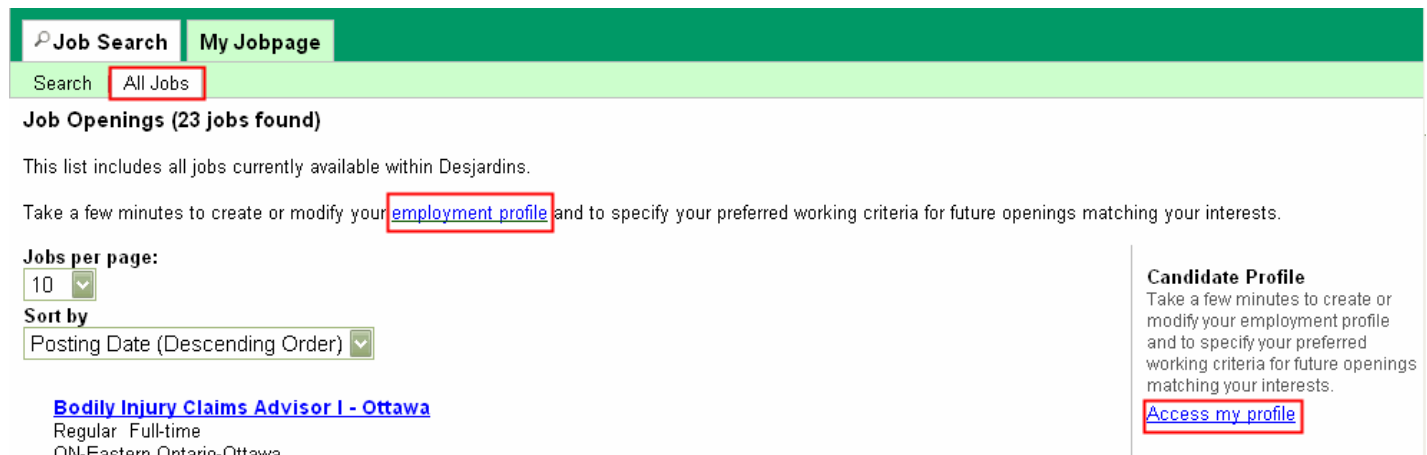
Tips

SUBMIT OR UPDATE YOUR PROFILE

Submit or update your profile

Under the All Jobs tab in the Job Search section, you will be able to access your **employment profile's** registration page.

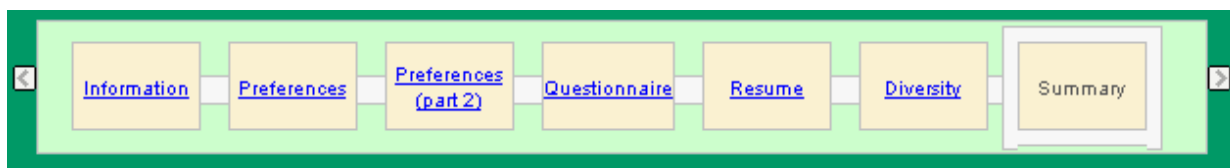
You can go back and update **your profile** at any time. Once you sign in, simply click on the **Edit** link located after the section titles on the summary page or click on the link directly in the progress bar.



The screenshot shows the 'Job Search' and 'My Jobpage' tabs. The 'All Jobs' tab is selected. Below the search bar, it says 'Job Openings (23 jobs found)'. A text box explains that the list includes all jobs currently available within Desjardins and encourages users to create or modify their **employment profile** to specify preferred working criteria. On the right, a 'Candidate Profile' section prompts users to create or modify their profile and provides an **Access my profile** link. A job listing for 'Bodily Injury Claims Advisor I - Ottawa' is visible, with details: Regular Full-time, ON-Eastern Ontario-Ottawa.

Progress bar

As you register your profile or apply for a position, the progress bar at the top of the page will indicate which **steps of the process** have been completed and which ones are left. To review the information entered at each step, you can click on the appropriate blue link.



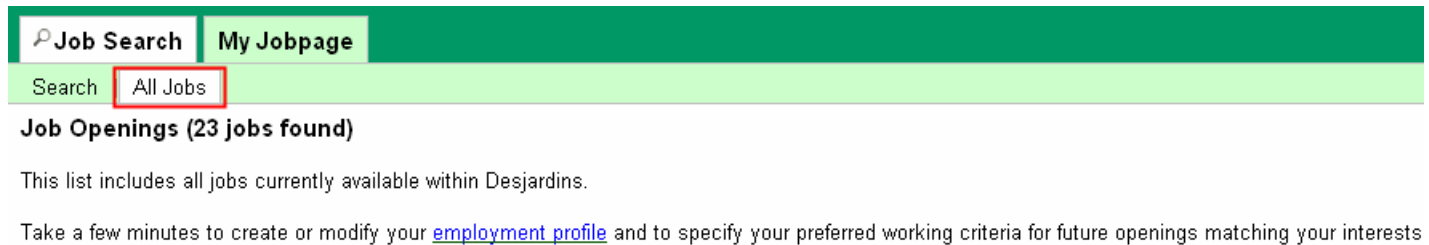
Removing your profile

Your profile will be kept on file permanently. To remove your profile from our files, please forward your request by e-mail to **admin.carrieres@desjardins.com**

VIEW JOB OFFERS AND APPLY ONLINE

View all job openings

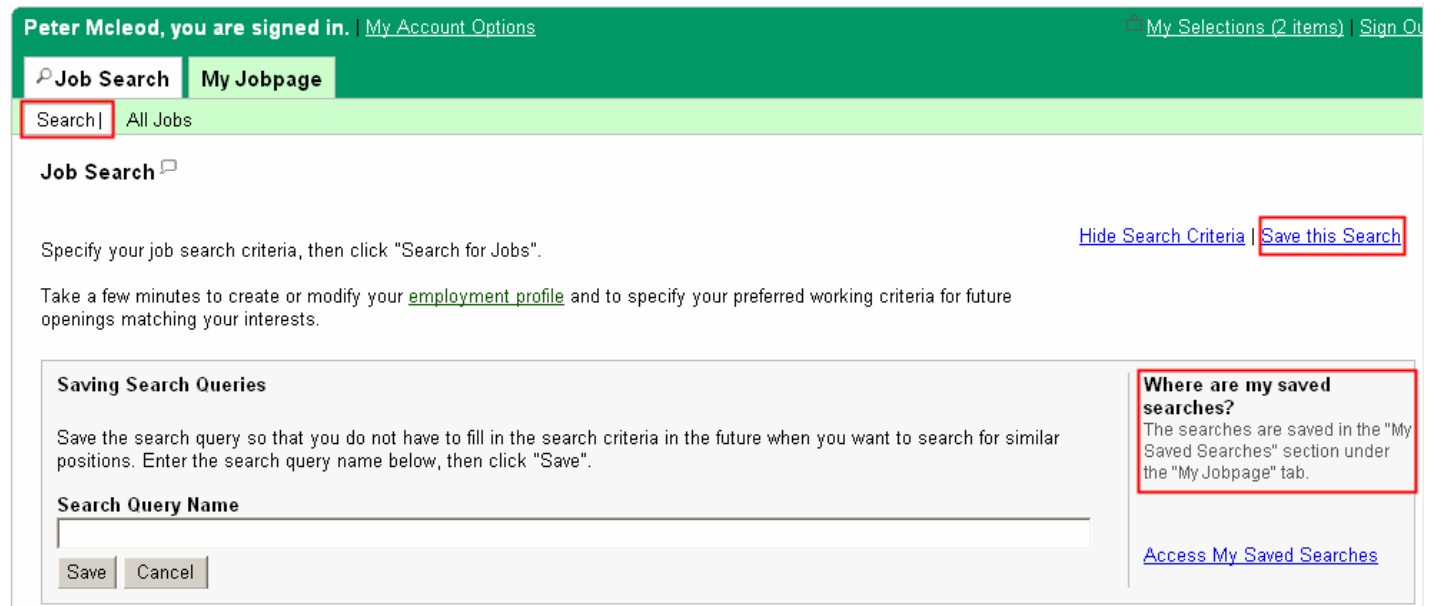
To view all jobs currently available, go to the All Jobs section in the Job Search tab.



The screenshot shows a green navigation bar with two tabs: 'Job Search' and 'My Jobpage'. Below the navigation bar is a search area with a 'Search' button and a dropdown menu currently set to 'All Jobs'. Below the search area, the text reads 'Job Openings (23 jobs found)' and 'This list includes all jobs currently available within Desjardins. Take a few minutes to create or modify your [employment profile](#) and to specify your preferred working criteria for future openings matching your interests'.

Conduct a job search

By selecting the Search section under the Job Search tab, you can access all job search criteria possible. You can also save a search and view it later.



The screenshot shows the 'Job Search' page. At the top, it says 'Peter Mcleod, you are signed in.' and 'My Account Options'. Below that are the 'Job Search' and 'My Jobpage' tabs. The 'Search' button is highlighted. The main content area is titled 'Job Search' and contains the text: 'Specify your job search criteria, then click "Search for Jobs".' and 'Take a few minutes to create or modify your [employment profile](#) and to specify your preferred working criteria for future openings matching your interests.' There are two links: 'Hide Search Criteria' and 'Save this Search', with the latter being highlighted. Below this is a section titled 'Saving Search Queries' with a text input field for 'Search Query Name' and 'Save' and 'Cancel' buttons. To the right of this section is a box titled 'Where are my saved searches?' with the text: 'The searches are saved in the "My Saved Searches" section under the "My Jobpage" tab.' and a link 'Access My Saved Searches'.

Apply for a job and Add to my selections

After you have selected a job opening, you can apply for it online by clicking the Apply Online button located below the job title or by viewing the job description.

Review the information on file to make sure it is complete. Once the **application process has been completed**, you can view all the information on the **Summary** page and **click on Submit** so the recruiter can access your application. A confirmation message will appear on the screen once all required information has been entered.

My Selections lets you keep an interesting posting found in a search without applying for it right away. You can select the job by clicking on the Add to my selections link below it.



The screenshot shows a job listing for 'Compensation Administrator'. It is a 'Regular Full-time' position in the 'ON-Greater Toronto Area (Southern Ontario)-Toronto' region. The job number is '0804984' and the posting date is 'Dec 16, 2008'. At the bottom of the listing, there are two buttons: 'Apply' and 'Add to My Selections', both of which are highlighted with red boxes.

ACCESS YOUR JOBPAGE AND ACCOUNT

My Jobpage

The My Jobpage tab contains all your previous and current job submissions, selections and saved searches. In short, you will find everything you need to manage your file.



View your job submissions

You can view a list of all your job submissions under the **My Submissions** tab in the My Jobpage section.

You will then have access to various options that will let you:

- complete a submission
- view or remove a submission you have already forwarded

By clicking on the job title, you can **view the description of a job opening** for which you applied. You can then print it or forward it to your e-mail address.

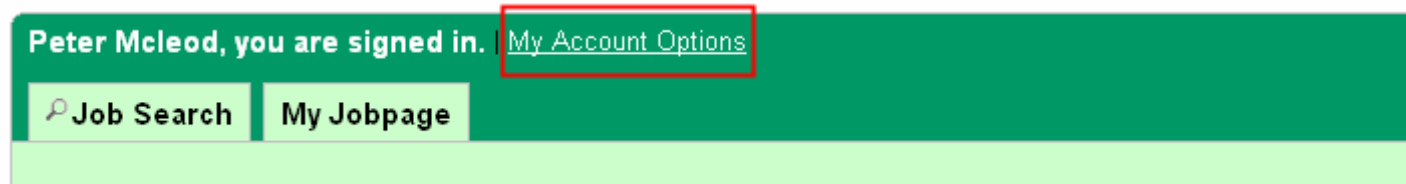
View your selections

Your selections are available under the **My Selections** tab in the My Jobpage section. You may want to return to your selections at a later time to view the jobs you selected or applied for, or even to remove them from your list of selections.

View your search results

You can view a list of the searches you have conducted in the My Jobpage section under the **My Saved Searches** tab.

My Account Options



This selection lets you configure and directly modify various account options, such as the following as follows:

- Personal information
- Identification information (user name, password, security question)
- Contact information (e-mail)

If you have any questions? Please write us at admin.carrieres@desjardins.com.