

Abbotsford School District (No. 34)
JOB POSTING WEB
EMPLOYEE REFERENCE

SIGNING ON: Go to <http://www.sd34.bc.ca/>

- Click on “**Employees**” in the menu on the left-hand side of your screen
- Click on the “**Link to the Human Resources Website**”
- Click on the link “**HR E-Tools**”, and then again on “**HR E-Tools**”
- **Login** using your User ID and Password (the same as any district computer login (typically first name.last name as your User ID)

APPLYING FOR JOBS

- Select “**Job Postings**” tab and click on the type of postings you want (eg. Support, Teacher)
- Review/ change any of the portions you are able to edit
- Click “**Save**” at the bottom of the page
- On the upper right hand side or the bottom of your screen, click on “**Current Postings**”
- **Check the “declaration”** box (You will be unable to move on without doing so)
- Change the year, the posting round, and the summarizing format you want to use
- Click on “**Start Search**”
- Click on the available locations you wish to view/ apply for (anything underlined in blue)
- Click on the posting # to view additional information regarding the position
- Click on the location (underlined in blue) to view additional information regarding the school.
- Once you make your choice, click in **Apply box**
- Click on “**Add to Shopping Cart**”
- Review the positions you have applied for – you may then “**Continue Shopping**” or “**Proceed to Check Out**”
- At this point you will **rank the positions** you have applied for, from 1 to 100, **using the drop down boxes**
- Click on “**Proceed to checkout**”
- Here, a summary of the postings you applied for will be listed
- Click on “**Submit**” if all information is correct
- After “**Check Out**” a final summary of positions applied for is displayed. If you are satisfied...”**Submit**”
- A **printable receipt is available for printing** and a **confirmation e-mail will be sent to you** – this is where you will receive your confirmation number
- To log out/ end session – click on “**Logout**” at the top right hand corner of the page

**NOTE: If you wish to withdraw from a posting(s) or have applied in error – simply log back in to Job Shop and unclick the positions you wish to withdraw from. Click on “Add to Shopping Cart”, and proceed again to “Check Out” and the summary page will verify your withdrawal.*



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VIEWING YOUR APPLICATIONS

- Log in
- Click on the “**Job Postings**” tab
- Click on “**Teacher Confirmation/ Support Application Confirmation/ or Exempt Application Confirmation**”
- Choose the **Calendar Year** (i.e. 2012) from the drop-down list then click “**Submit**”
- A list of all the positions you have applied to/or withdrawn from will display
- Click on the confirmation number(s) (underlined in blue) to view your applications to postings
- To log out/ end session, click on “**Logout**” at the top right hand corner of the page

TIPS

- Save all changes made every 15 minutes to prevent loss of data
- Take your time and be as accurate and detailed as possible so you will have the best possible chance to obtain positions in which you apply for

FAQs

Q: Do I have to re-enter my information each time I apply for a posting?

A: You only have to enter your information once, and then it is saved in your profile. The only time you need to make changes is to update information. All prior postings will automatically populate as well.

Q: How do I know my application has been received?

A: Once you apply for a posting you can re-enter the system to view all applications you have either made or have withdrawn from.

Q: What do I do if I cannot figure out how to apply online?

A: The HR dept. will be able to offer one-on-one help with any online applications.

Q: What if I don't have a computer?

A: The HR dept. has a computer available to help any users that need a computer for work purposes.

Q: What do I do if I cannot log on?

A: Contact the IT help desk at 604.855.HELP (4357) for assistance.