

## Job Posting Web: Employee Reference Guide

The Job Shopping Web system does not show specific posting wording. Please go to the Careers page on the Human Resources web site to view a list of currently posted positions and their related job postings: <u>https://hr.abbyschools.ca/careers</u>

To apply for positions online, please follow these instructions.

## SIGNING ON: Go to www.abbyschools.ca

- Click on **Departments** and then **Human Resources**
- Click on **Resources** and select **E-Tools** from the drop-down menu
- Click on the **HR E-Tools** link
- Log in using your User ID and Password

## **APPLYING FOR JOBS**

- Select Job Postings on the blue task bar and click on the appropriate posting selection (e.g.: Teacher Postings, Support Staff Postings, etc.)
- Create your online resume. Once you have saved it, you can edit it anytime.
- Click **Save** on the bottom on 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 to the current school year. E.g.: For the school year 2018-2019, you would always choose the latest year, **2019**, even if it is still 2018.
  - Hint: If you're unsure, look at the first 3 digits of the posting number, for example, <u>T19</u> TEL 100 REG. The number "19" indicates the year is 2019.
- Click on Start Search
- Click on the available locations you wish to view/apply for (anything underlined in blue)
- Click on the posting number to view additional information regarding the position (i.e.: Position type, Location, and Hours/FTE).
- Click on the location (unlined in blue) to view additional information regarding the school
- Once you make your choice, click on the "Apply Box"
- Click on "Add to Shopping Cart"
- After reviewing the positions you have applied for you may select Continue Shopping or Proceed to Checkout.

- If you are applying for a Support position (i.e.: a non-teacher position), you will be asked to rank the positions you have applied for in order of preference using the drop down boxes.
- Click to Proceed to checkout
- Here a summary of the postings you applied for will be listed.
- Click Submit if all information is correct
- A printable receipt is generated and a confirmation email is sent to you, which includes your confirmation number.
- To log out or end your session, click **Logout** at the top right corner of the page.

## VIEWING YOUR APPLICATIONS

- After logging in, click on Job Postings in the blue task bar
- Click on Teacher Application Confirmation or Support Application Confirmation
- Choose the Calendar Year from the drop-down list then click Submit
- A list of all positions you have applied to and/or withdrawn from will display
- Click on the confirmation number (underlined in blue) to view your application
- To log out or end your session, click on **Logout** at the top right corner of the page
- If you wish to withdraw from a posting or have applied in error, log back into the Job Shop and unclick the positions you wish to withdraw from. Click on Add to Shopping Cart and proceed again to Check Out. The summary page will verify your withdrawal.