

# Job seeker guide

How to register and look for a job on the job portal

First Name \*

Last Name \*

Email \*

Confirm Email \*

Password \*

Location \*

Postal Code \*

Create an Account

## Step one

Create an account by clicking **Register Now**, which will direct you to the registration page.

On the left-hand side of the page, complete the information in the required fields.

Indicate your current location in the **Location** field.

Then click **Create an Account**.

Welcome Alyssa to:

**Work in Manitoba**

Work in Manitoba  
On The Magnet Network

You're almost in!

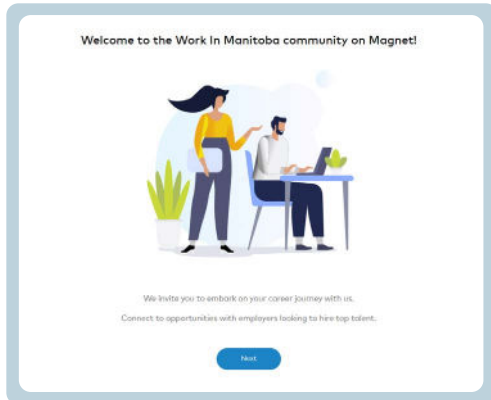
Before you can set up your profile and start using the platform, you need to activate your account.

Activate account

## Step two

After you create an account, an activation email will be sent to the email address you provided when registering.

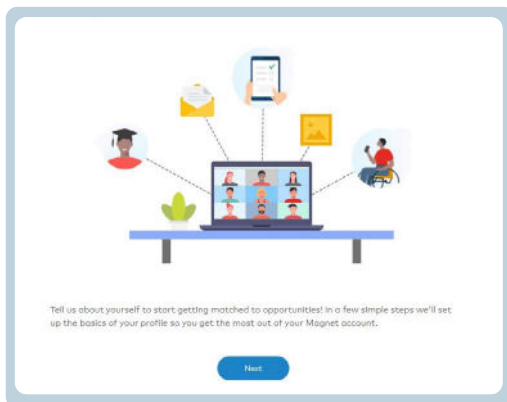
Click the **Activate Account** button embedded in the email and you will be redirected to the login page.



### Step three

After you log in, you will see a welcome message from Magnet.

Click **Next** to continue.



### Step four

Click **Next** to set up the first part of your profile.

Location \*

Rabat, Rabat-Salé-Kénitra, Morocco

Postal Code \*

10000

Language(s) Spoken \*

English French

### Step five

Now, you can set up your profile. Keep in mind that your profile is not your resume. Resume and cover letters are uploaded separately when you apply for certain job opportunities.

Please indicate all the languages you communicate in within your profile section.

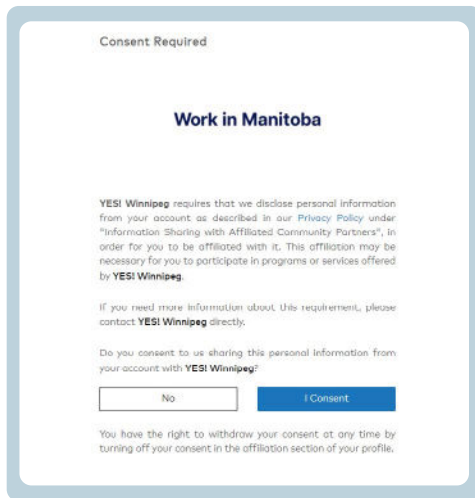
Country(ies) of Work Eligibility \*

Morocco

Save & Continue

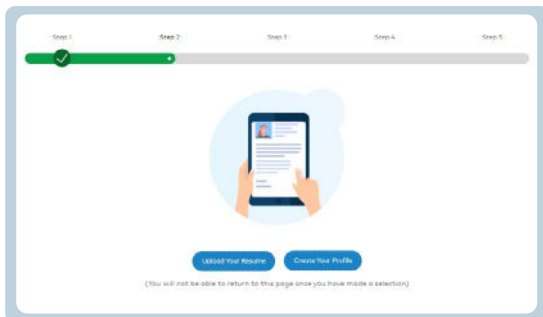
### Step six

Within the Country(ies) of Work Eligibility section, indicate the country(ies) where you are legally eligible to work.



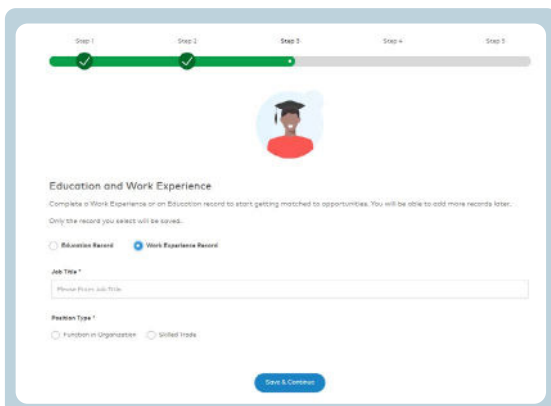
## Step seven

Please review the consent form carefully.  
Click the I Consent button to continue.



## Step eight

You will now be asked to upload your resume in PDF format, then click **Create Your Profile**.

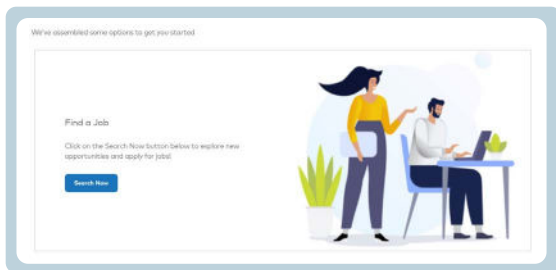


## Step nine

Fill in both your Education and Work experience.

Tip: Provide as much information as possible about your professional and educational experiences to increase your chances of matching to more job opportunities. Your profile will be matched with job posting requirements based on skills, job titles and functions.

Congratulations! Your profile is ready and set up for your job search. Click **Get Started** to begin looking for jobs.



## Step ten

To start actively looking for a job, click the Search Now button on the landing page banner.

You will also receive invitations within your profile account when there are job opportunities that match your profile. Check these notifications by clicking on the **Unread Job Invites** button on your home page.



Review these invitations and if you are interested, apply for the job. The employer will NOT be able to see your resume unless YOU choose to submit your application for their job.

If you are having difficulties registering or have any questions, please don't hesitate to contact us at [contact@workinmanitoba.ca](mailto:contact@workinmanitoba.ca).