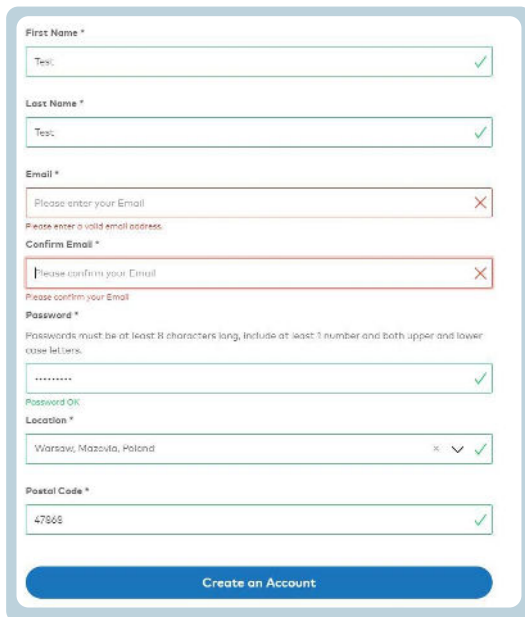




Job seeker guide

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



The registration form contains the following fields and elements:

- First Name ***: Text input with "Test" and a green checkmark.
- Last Name ***: Text input with "Test" and a green checkmark.
- Email ***: Text input with "Please enter your Email" and a red 'X' error icon.
- Confirm Email ***: Text input with "Please confirm your Email" and a red 'X' error icon.
- Password ***: Text input with "*****" and a green checkmark. Below it is the text: "Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters." and "Password OK".
- Location ***: Dropdown menu with "Warsaw, Mazovia, Poland" and a green checkmark.
- Postal Code ***: Text input with "47866" and a green checkmark.
- Create an Account**: A blue button at the bottom.

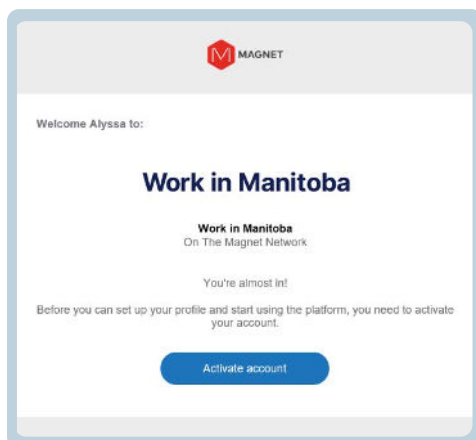
Step one

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.

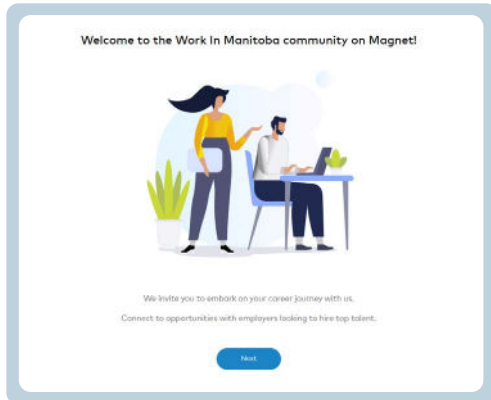
Then click **Create an Account**.



Step two

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

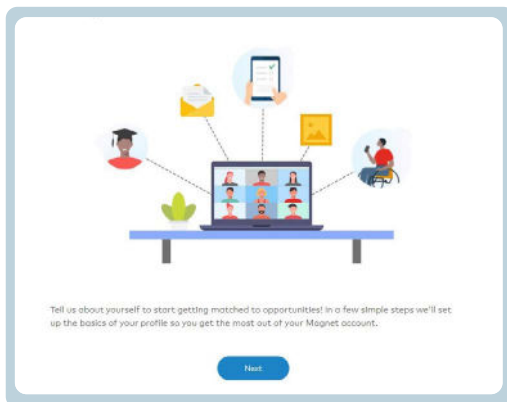
Click the **Activate Account** button embedded in the email and you will be redirected to the login page.



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.

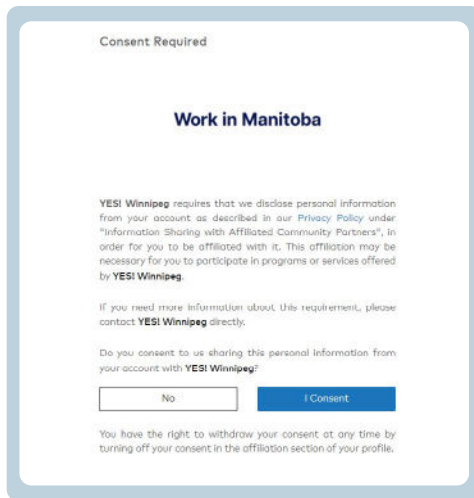
Country(ies) of Work Eligibility *

More

Save & Continue

Step six

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



Consent Required

Work in Manitoba

YES! Winnipeg requires that we disclose personal information from your account as described in our Privacy Policy under "Information Sharing with Affiliated Community Partners", in order for you to be affiliated with it. This affiliation may be necessary for you to participate in programs or services offered by YES! Winnipeg.

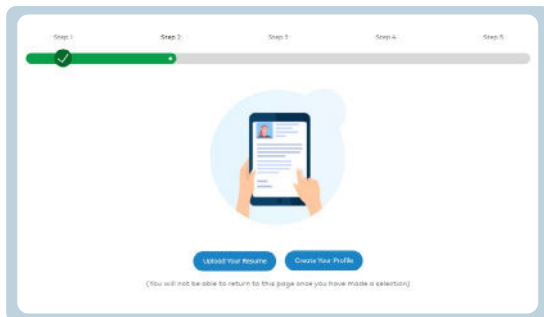
If you need more information about this requirement, please contact YES! Winnipeg directly.

Do you consent to us sharing this personal information from your account with YES! Winnipeg?

You have the right to withdraw your consent at any time by turning off your consent in the affiliation section of your profile.

Step seven

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



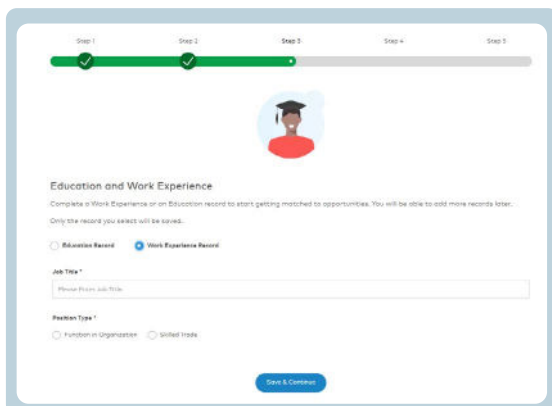
Step 1 Step 2 Step 3 Step 4 Step 5

Upload Your Resume Create Your Profile

(You will not be able to return to this page once you have made a selection)

Step eight

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



Step 1 Step 2 Step 3 Step 4 Step 5

Education and Work Experience

Complete a Work Experience or an Education record to start getting matched to opportunities. You will be able to add more records later. Only the record you select will be saved.

Education Record Work Experience Record

Job Title *

Please Enter Job Title

Position Type *

Function in Organization Self-employed

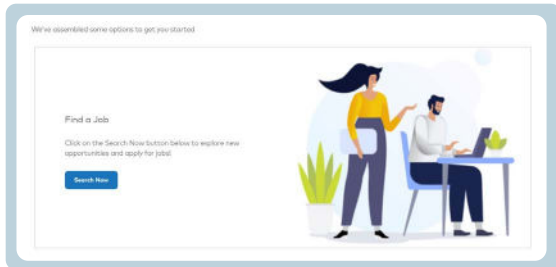
Save & Continue

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.