

## Job Application Tips

### Before you apply:

Read the job description. Follow all instructions for completing and submitting your application. Failure to follow instructions may cause your application to be rejected. Unless explicitly stated, no additional documents will be accepted after the final filing date.

Pay close attention to the following sections of our job bulletin.

- Under the Typical Qualifications statement there is a statement in bold – “These employment standards are typically attained with...” – This is usually a good indicator of what experience/education is needed for the position.
- Special Requirements – Experience/licenses/certifications/education listed under the “Special Requirements” section are typically required for the position at/before hire.
- Ideal Candidate Statement – this statement is written by the department specifically for the vacant position. This can be a good place to determine what the department is looking for.
- Supplemental Questions - These questions can be used to help determine if candidates meet screening criteria.

### Completing your application:

For any recruitment you apply for, please include all relative experience on your application. We cannot consider any information or personal knowledge that is not included on the application.

You must include all relevant experience and education on your job application. A resume or answers to supplemental questions do not substitute for the information requested on the application. Any applications that attempt substitution will be considered incomplete.

### Tips for completing your application:

- Note the closing date. Give yourself plenty of time.
- Use lots of examples
- State specifically what you have done
- Do not use acronyms
- Present yourself in “clear and plain” language
- Do not copy and paste language directly from the position description
- If you are using an already established profile, double check your start and end date for employers
  - When adding an employer you are currently working for (part time or full time) while submitting your application, use the drop box to select “Present” instead of inputting an end date
  - If your employer has changed since your previous application, you may need to update the end date from “Present” to your last day worked.

### Tips for completing your supplemental questions:

- Utilize what you've learned to be relevant to the position and ideal candidate so you can highlight your applicable experience and qualifications. Responses that note "see application" will be considered incomplete.
- Review the question carefully and provide all requested information as thoroughly as possible.
- Compose your responses to the questions using MS Word, WordPad or any word processing software, so you can edit easily.
- Do not use HTML tags and bullets in your responses.
- Use spell check and save a copy of your responses.
- Cut and paste your responses to the appropriate field in the online application.

**Note:** You can **SAVE** each section of your application as you complete it. If you are only able to complete a portion of your application, you can save your work and return later to complete and submit your application. You must remember to submit your application online before the deadline stated in the recruitment bulletin.

**Before submitting your application:**

If possible, leave yourself enough time to re-review your application and answers to supplemental questions (if applicable) prior to submittal. It may also be beneficial to have a friend or colleague proofread your application. Remember that the information submitted on your application must accurate, but you'll want to showcase the best version of yourself. Highlight any of your qualities or transferable skills that appear to match the position to the best of your abilities.

Confirm and submit your application. Ensure that all information submitted is accurate and complete. Once you have submitted your application, you cannot make changes to it.

**After submitting your application:**

Check your email. You know your application was submitted successfully when you receive an email confirmation shortly after submission. Your account will also show all submitted and incomplete applications under the right-hand menu tab – Applications.