

Applicant search and apply site Redesign

Jane

Nov 22, 2016

Introduction

This document includes:

- Job search
- Job poster
- Job seekers system dashboard
- Notification page
- Job application page(in progress, submitted, status)
- Saved jobs page
- Saved searches page
- Job alerts page
- Create an account page
- Job application process
- Personal information page(name and ID, address, contact information, education, language, resume)
- Account information page

1. Job search

Home > Search jobs

Keywords

Location

Search

[Save your search](#)

[Create a job alert](#)

Welcome back [Jane!](#)

Log out

Filter results by:

Employment Tenure/Job types ▲

- ☐ All (10000)
- ☐ Acting (1000)
- ☐ Assignment (1000)
- ☒ Deployment (1000)
- ☐ Indeterminate (1000)
- ☐ Secondment (1000)
- ☐ Specified Period (1000)

Classification ▼

Date Posted ▼

Language Requirements ▼

Organization ▼

Salary Range ▲

\$29,472 - \$73,101 (100)

\$0 \$99,999

☐ \$100,000+ (10)

Process Number ▼

Add

[Create a job alert](#)

Find 30 jobs

< 1 2 3 >

Business analyst ✕ Toronto ✕ Priority entitlement jobs ✕ Regular jobs ✕ Deployment ✕

Administrative Services ✕ \$29,472-\$73,101 ✕

Clear all

Public jobs

Internal jobs

NoC

1. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

Posted : 01/09/2016
Closes : 01/01/2017

Save

2. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

Posted : 01/09/2016
Closes : 01/01/2017

Save

3. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

Posted : 01/09/2016
Closes : 01/01/2017

Save

4. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

Posted : 01/09/2016
Closes : 01/01/2017

Save

5. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

Posted : 01/09/2016
Closes : 01/01/2017

Save

2. Job poster

Home

Home > create an account >

Administrative Officer

Reference number: DOE16J-017618-000092
Selection process number: 16-DOE-NCR-IA-275680

Contact information and apply button here is more obvious

Close date: 8 November 2016 - 23:59, Pacific Time
Organization: Public Service Commission of Canada - Services and Innovation Branch
Location: Various locations

Classification: PE-01 to PE-03
Tenure: Acting, Assignment, Deployment, Indeterminate, Secondment
Salary: \$49,670 to \$61,788

Contact information
Vicky Mclellan
Team leader, Operational Staffing
vicky.mclellan@cfp-psc.gc.ca

Who can apply: Persons employed at the Public Service Commission of Canada across Canada AND persons employed in the Public Service of Canada who occupy a position in the geographic region where the positions to be staffed are located (Montreal, Quebec / Gatineau, Quebec (National Capital Region) / Halifax, Nova Scotia / Vancouver, British Columbia (Greater Vancouver Region))

Note: Students currently employed within the Public Service under the Federal Student Work Experience Program (FSWEP) or Co-op/Internship Program, in the mentioned above regions and who will complete their university degree by June 30, 2017, will also be considered for this process.
Eligible veterans and CAF members may apply. ([Information on mobility for veterans and CAFmembers](#))

Apply

Duties
The main task of the administrative officer is the entry of salary data in the SAP automated system (SFT module). The incumbent has to work closely with managers to ensure their needs are met and liaises with the team within his unit responsible for human resources in order to quickly and efficiently process requests. The Administrative Officer must set priorities efficiently, make the salary entries and coding corrections according to the information received, extract reports as required and make its analysis. The Administrative Officer shall also look after the salary recoveries and payments..

Intent of the process
The intent of this process is to staff one (1) position on an indeterminate basis.

A pool of qualified candidates will be created and may be used to fill similar positions with various tenures, linguistic profiles and security clearances.

Positions to be filled: 1
Information you must provide

Apply

Job basic information here

Mobile version considered.

Job detail information

3. Dashboard

Left bar navigation allows more submenus if the system scope becomes bigger.

Home

Home > ...>

John Doe
Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Dashboard

Most important and latest notification show up here.

Notification

Inventory expiry

Our records indicate that you applied to the job opportunity C27 JOP - Inventory PSC14J-000043-000186. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

Our records indicate that you candidate to the job opportunity Internal Inventory VIA14J-000102-000138. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

request

Start your new search here

Go to search page

Create a new job alert

Create

Click this button will go to notification page that contains all the history of notifications sort by date and time. Red dot means there is new system notification comes

Logout

Go to notification page. View

4. Notification

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Notification

Inventory expiry

01/09/2016

Our records indicate that you applied to the job opportunity C27 JOP - Inventory PSC14J-000043-000186. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

Our records indicate that you candidate to the job opportunity Internal Inventory VIA14J-000102-000138. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

request

Notification 2

01/08/2016

Our records indicate that you applied to the job opportunity C27 JOP - Inventory PSC14J-000043-000186. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

Our records indicate that you candidate to the job opportunity Internal Inventory VIA14J-000102-000138. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

request

Notification 3

01/07/2016

Our records indicate that you applied to the job opportunity C27 JOP - Inventory PSC14J-000043-000186. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

Our records indicate that you candidate to the job opportunity Internal Inventory VIA14J-000102-000138. The retention period for this inventory has expired. If you want to renew your application, select [Update My Inventory Status](#). Your application will be retained for a further 2 days, until November 20, 2016.

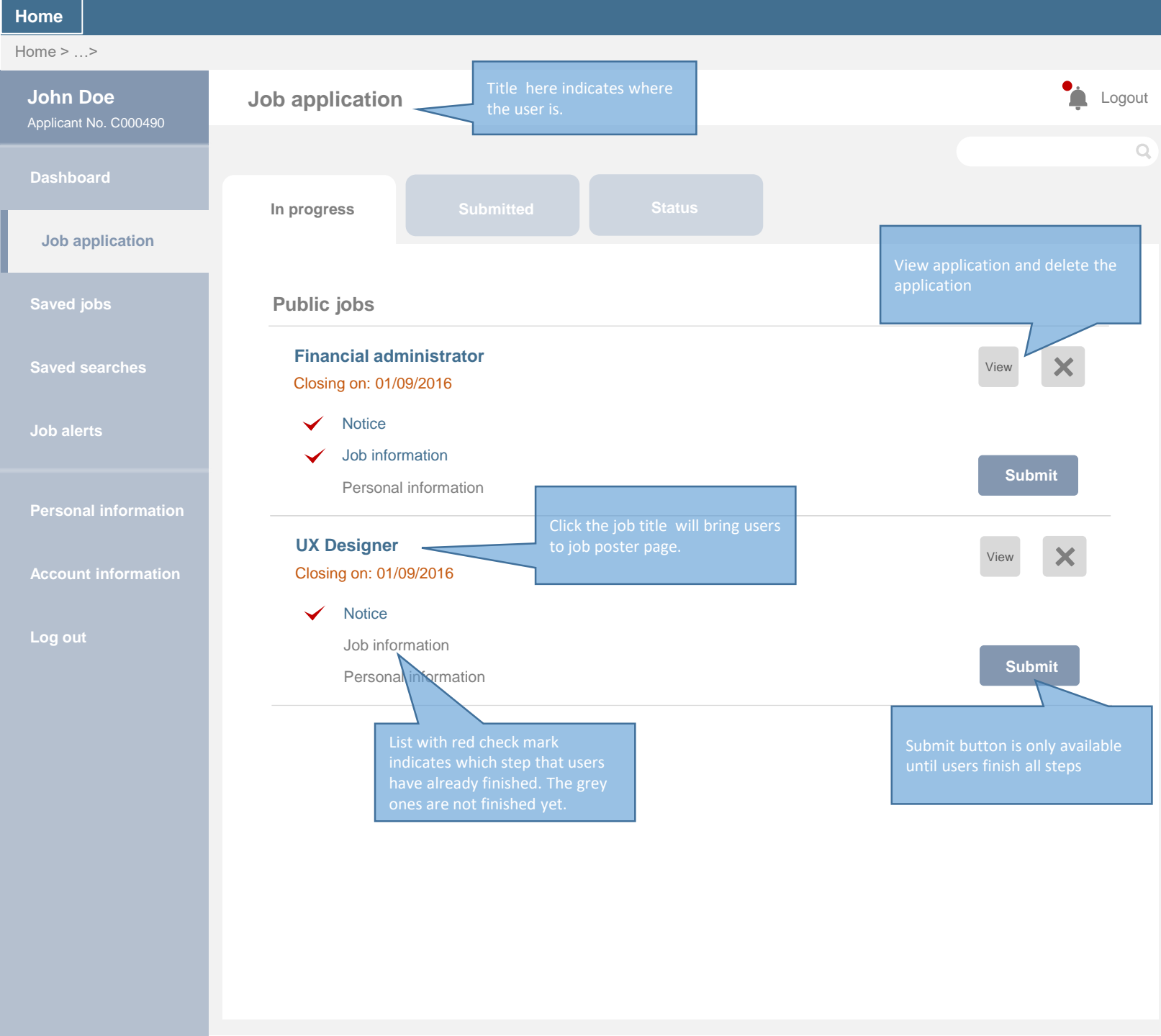
request

Click this button will go to notification page that contains all the history of notifications sort by date and time.

Red dot means there is new system notification comes

Logout

5. Job application



5. Job application

Home

Home > ...>

John Doe
Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Job application

In progress

Submitted

Status

Internal jobs

Financial administrator

Closing on: 01/09/2016
Submitted at: 01/09/2016

Status:
Submitted

View

Public jobs

Financial administrator

Closing on: 01/09/2016
Submitted at: 01/09/2016

Status:
Withdraw

View

The applications are submitted but not reach the close date

Status : Submitted withdrawn

5. Job application

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Job application

Logout

In progress

Submitted

Status

Internal jobs

Financial administrator

Closing on: 01/09/2016

Submitted at: 01/09/2016

Status:

Under review

View

Financial administrator

Closing on: 01/09/2016

Submitted at: 01/09/2016

Status:

Decline

View

The applications reach the close date and the HR start to review

Status :
Under review
Accept
Decline
withdrawn

6. Saved jobs

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Saved jobs

Logout

1. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

Posted : 01/09/2016

Closes : 01/01/2017

✕

Save

2. Business Analyst

Classification: Administrative Services

Organization: National Defence - Defence research and development Canada

Tenure: Deployment

Location: Various

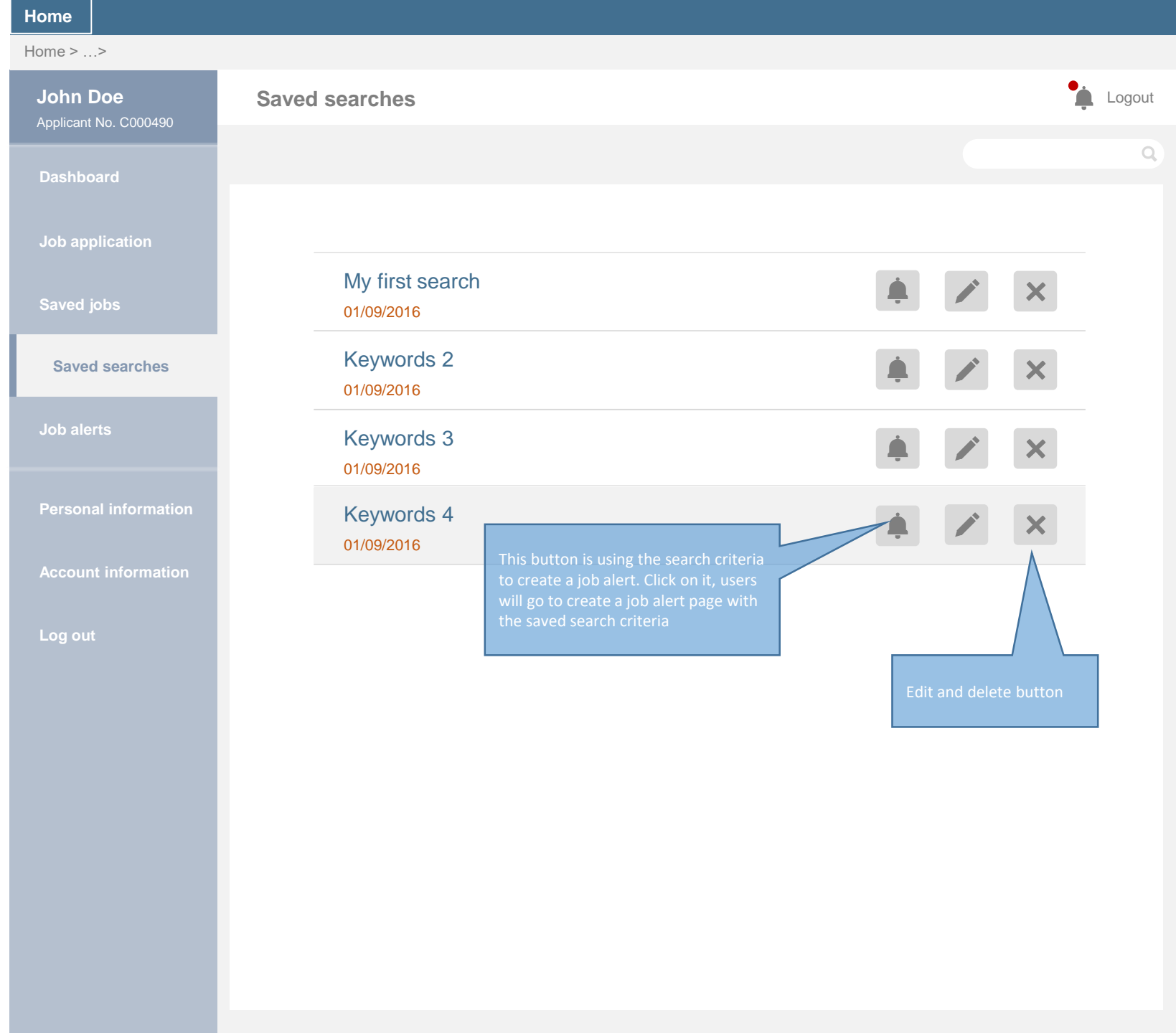
Posted : 01/09/2016

Closes : 01/01/2017

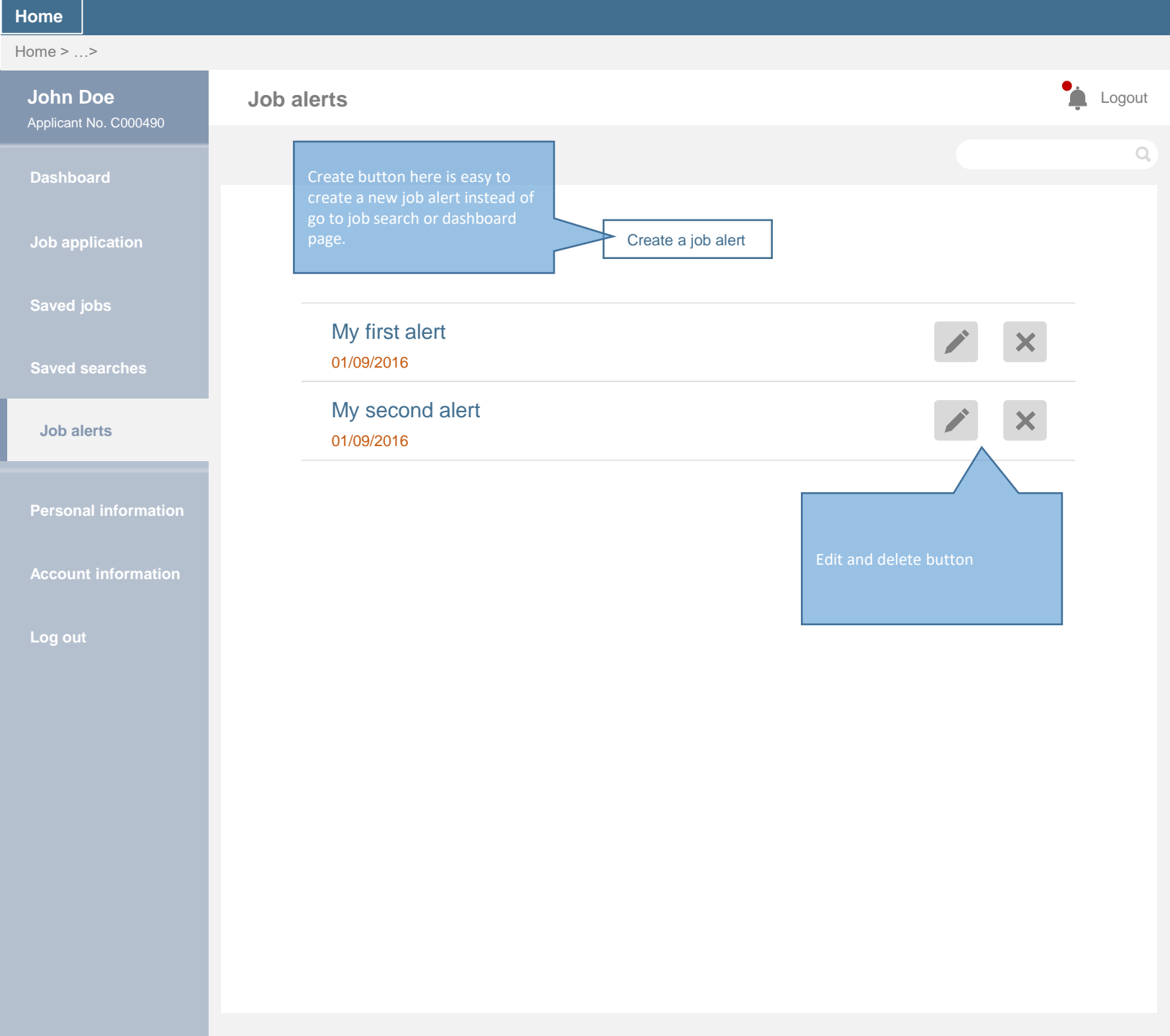
✕

Save

7. Saved searches

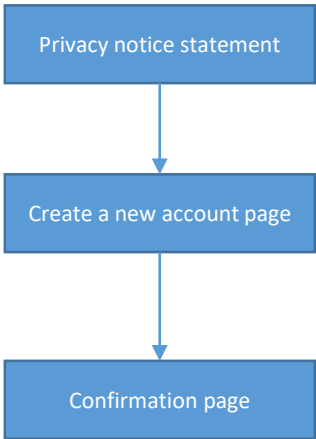


8. Job alerts



9. Create a new account

- There are only steps to create a new account.



Home

Home > Create an account

Create a new account

E-mail address:

Confirm e-mail address:

Note: please note that the e-mail will be used as your login username, a confirmation e-mail will be sent to this address, therefore, you must entre a valid e-mail address.

Requirements to create a high level security password

Password:

Confirm password:

- Between 8 and 12 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special characters: !@#\$\$%

Hint question:

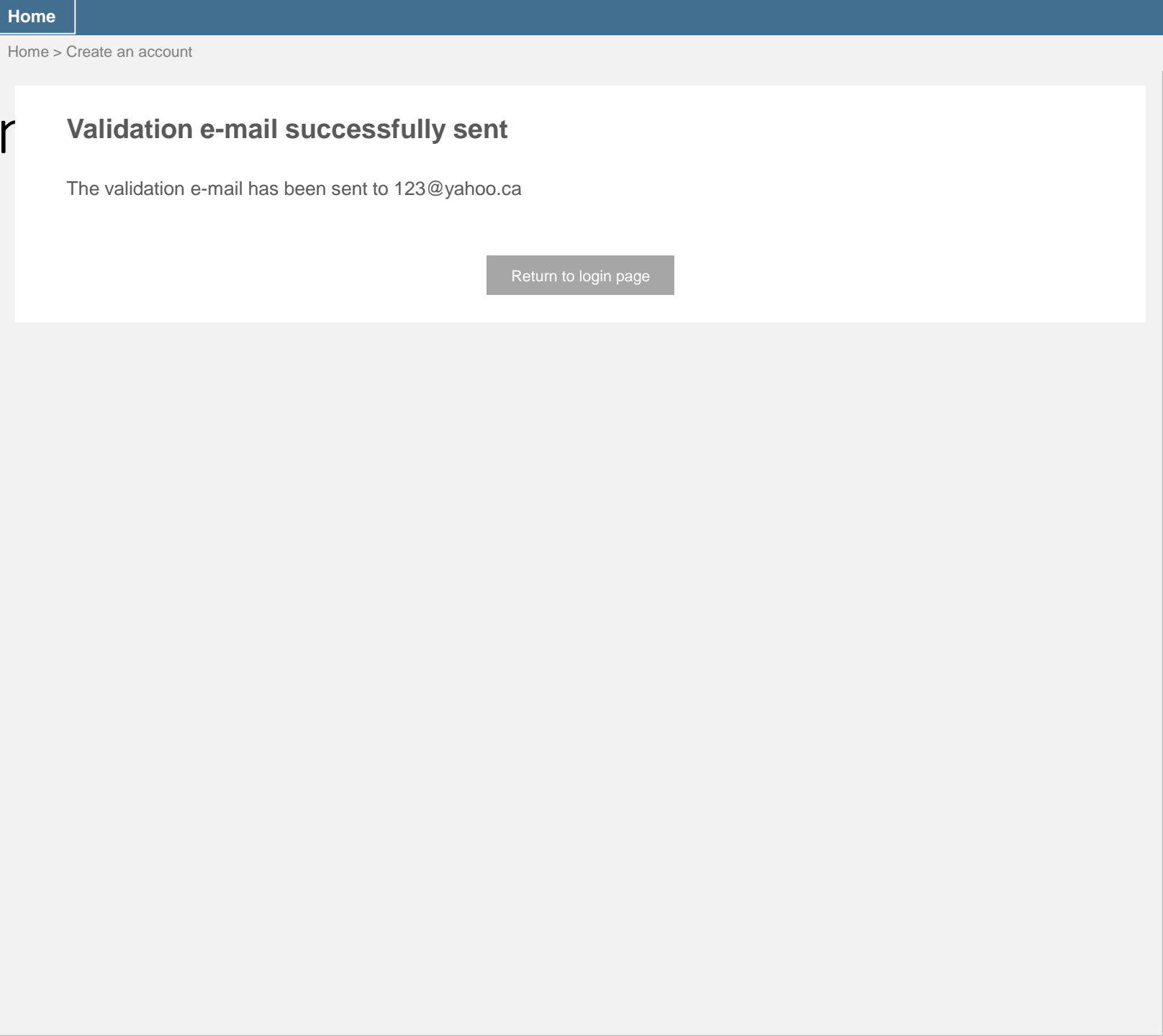
Hint answer:

Notice: Select the create an account button to confirm the creation of your account, once confirmed, log into your e-mail account to access the validation e-mail and follow the instructions to activate your public service resourcing system account.

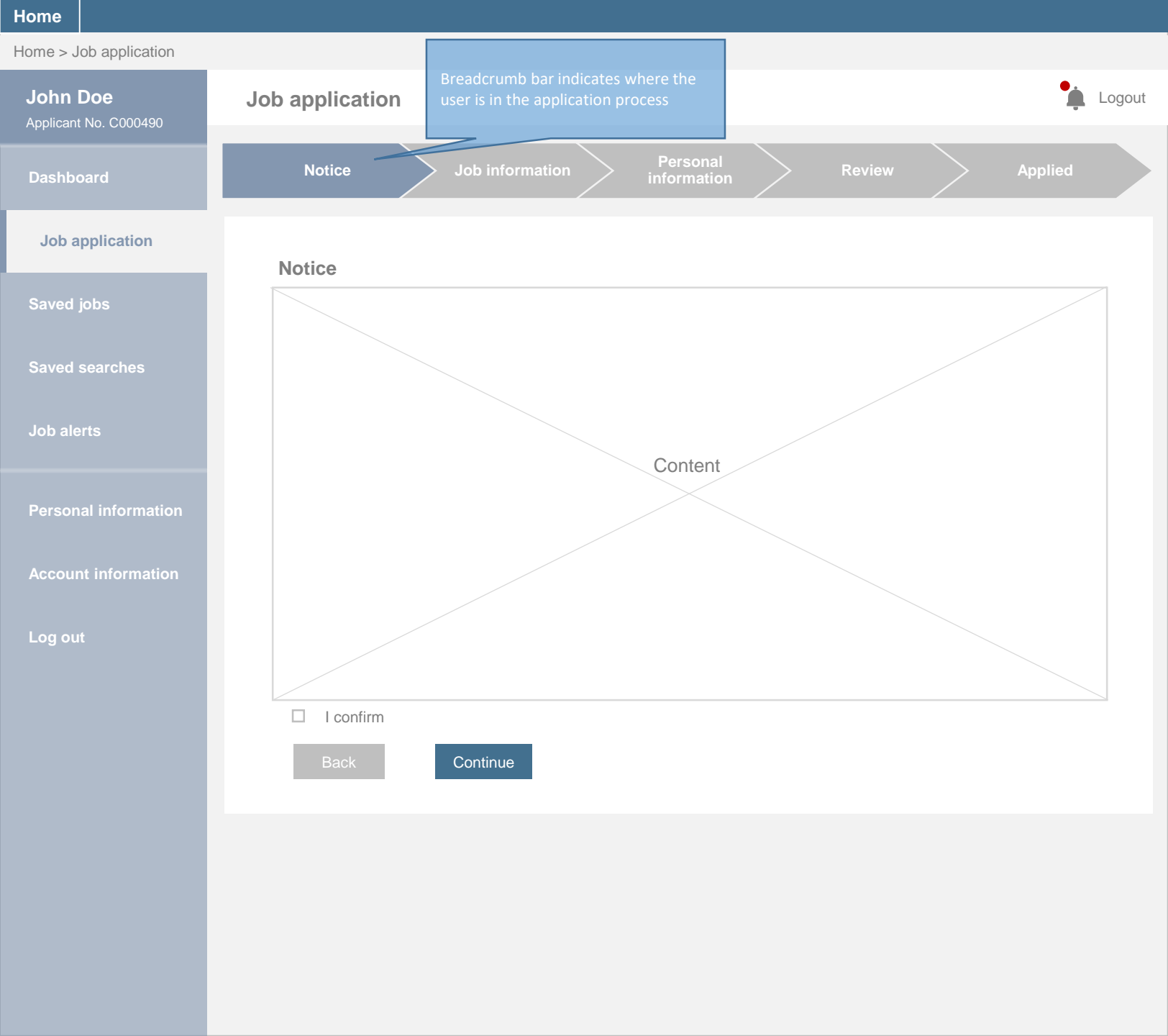
Back

Create an account

10. Create a new account



11. Apply a job process



11. Apply a job process

Home

Home > Job application

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

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Personal information

Account information

Log out

Job application

Notice

Job information

Personal information

Review

Applied

Screening question

1. Do you have experience in the development of technical requirements to meet business or client needs?

Please provide examples of your experience.

2. Do you have experience in the development of technical requirements to meet business or client needs?

Please provide examples of your experience.

3. Do you have experience in the development of technical requirements to meet business or client needs?

Please provide examples of your experience.

With colour, the step buttons are clickable, so that users can go any previous step that they have already done. The grey ones are not clickable.

Logout

11. Apply a job process

Home

Home > Job application

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Job application

Logout

NoticeJob informationPersonal informationReviewApplied

Name and ID

Last time*:Doe

First time*:John

Date of birth*:01-01-2001

Gender*:Male

Citizenship*:Canadian

Are you currently employed by public service of Canada?

Personal record identify(PRI):XXXXXXX

Priority reference number(PRN):

Service number(SN):

Address

Permanent address:123 road, Ottawa, ON, Canada A1B C3D

Current address:123 road, Ottawa, ON, Canada A1B C3D

Contact information

Please provide a number that is most easy to reach you.

Home number:

Auto-filled by personal info

Click pen icon change to edit

11. Apply a job process

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

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Personal information

Account information

Log out

View application

Logout

Notice

Job information

Personal information

Review

Applied

Financial administrator

Reference No. XXXXXXXXXXXXXXXX

Application status: In progress

It indicates the status of application. If users submit the application, they can click view button to come this page to view the application information

Screening question

1. Do you have experience in the development of technical requirements to meet business or client needs?

Yes

Please provide examples of your experience.

xxxxxx

In the review page, all information are not editable unless click on edit icon

2. Do you have experience in the development of technical requirements to meet business or client needs?

No

Other job information

Work location:

Ottawa

Halifax

Employment tenure:

Permanent

Classification:

As-01

Employment equity:

11. Apply a job process

Home

John Doe
Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Job application

Notice

Job information

Personal information

Review

Applied

You have successfully submit [Financial Administrator](#) application.

Back to search page

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Personal information

Logout

Expand all

— Name and ID

Last time*:

First time*:

Date of birth*:

DD-MM-YYYY

Gender*:

Citizenship*:

Are you currently employed by public service of Canada?

Personal record identify(PRI):

Priority reference number(PRN):

Service number(SN):

Cancel

Save

+ Address

+ Contact information

+ Education

+ Language

words in blue means the information is collected and saved

Expand all button allows users expand all submenus at once

Whenever users enter information, make sure to click the save button before leaving the page otherwise it will be not collected.

Words in grey means the information is not collected or fully collected yet

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

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Personal information

Account information

Log out

Personal information

Logout

Expand all

+ Name and ID

- Address

Country*:

Province*:

City*:

Street*:

Post code*:

Do you have any other address that you currently reside, but different with your permanent home address?

Yes/No

Cancel

Save

+ Contact information

+ Education

+ Language

+ Resume

Finish above address fields and answer this question, and click save button.

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Personal information

Logout

Expand all

+ Name and ID

- Address

Permanent address:

123 road, Ottawa, ON, Canada A1B C3D

Do you have any other address that you currently reside, but different with your permanent home address?

Yes

Country*:

Province*:

City*:

Street*:

Post code*:

Cancel

Save

+ Contact information

+ Education

+ Language

Once users finish entering address and click save button, the address will show in this format. If users want to change it, click on edit button to expand all fields.

If users answer is yes, there more information fields appear. If the answer is no, nothing

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

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Personal information

Account information

Log out

Personal information

Logout

Expand all

+ Name and ID

+ Address

— Contact information

Please provide a number that is most easy to reach you.

Home number:

Mobile phone number:

Work number:

Ext.

Cancel

Save

+ Education

+ Language

+ Resume

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

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Saved jobs

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Account information

Log out

Personal information

Logout

Expand all

+ Name and ID

+ Address

+ Contact information

— Education

Please provide your education background from your highest academic level.

Education 1:

Academic level*: Master

Institution*: xxx University

Area of study:

Specialization:

Year:

Length:

Graduation year/month:

Cancel

Save

Add

Click on add button, more education fields will appear

Click save button, the education information will show as a simplify format.

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

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Personal information

Account information

Log out

Personal information

Logout

Expand all

+ Name and ID

+ Address

+ Contact information

— Education

+ Language

+ Resume

Please provide your education background from your highest academic level.

Education 1:

Master, Xxx university, xxx program, third year, 2 year program

Education 2:

Bachelor, Xxx university, xxx program, graduated, 4 year program

Add

The education information shows in simple format, click on edit icon will expand to edit format.

Click add button will appear the same fields as previous page

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

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Account information

Log out

Personal information

Logout

Expand all

+ Name and ID

+ Address

+ Contact information

+ Education

— Language

+ Resume

English Proficiency :

French Proficiency :

Which official language do you wish to use in correspondence?

Cancel

Save

12. Personal information

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

Job alerts

Personal information

Account information

Log out

Personal information

Expand all

+ Name and ID

+ Address

+ Contact information

+ Education

+ Language

— Resume

Upload your resume:

Choose file

Upload

Or copy and paste:

Cancel

Save

Logout

If all the mandatory fields are filled, the title will become blue, even some optional fields are empty. If no mandatory fields required in the submenu, the tile will be blue as long as at least one field are filled. None filled will be grey

13. Account information

The page allows users to change their user email, change password and hint question and answer

Home

Home > ...>

John Doe

Applicant No. C000490

Dashboard

Job application

Saved jobs

Saved searches

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Personal information

Account information

Log out

Account information

Logout

Current E-mail address:

New E-mail address:

Confirm New E-mail address:

Current Password:

New password:

Confirm new password:

Hint question:

Hint answer:

Cancel

Save

- Between 8 and 12 characters
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special characters: !@#\$\$%