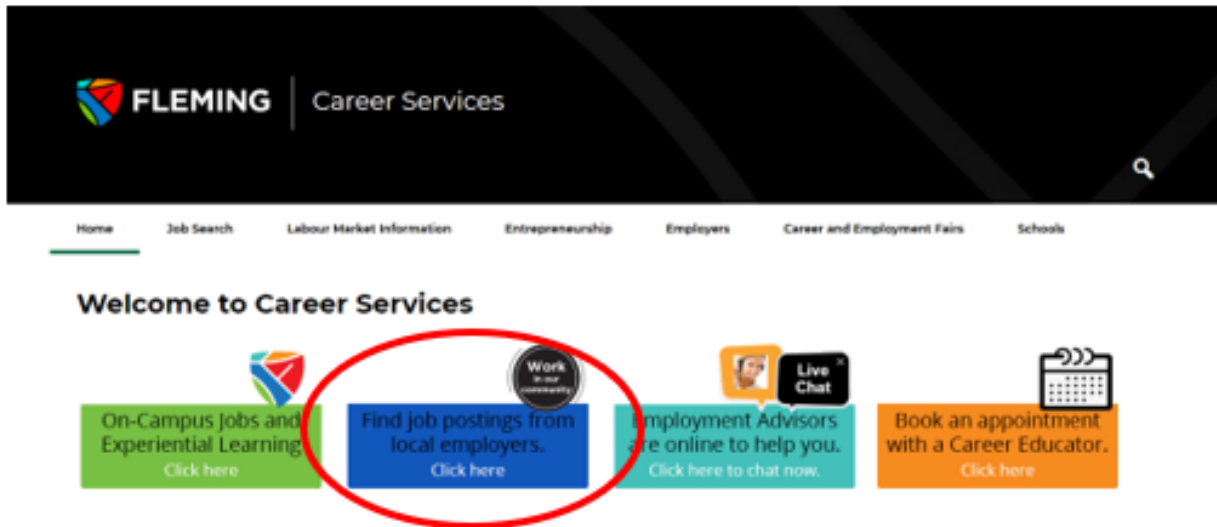# Student Guide: Creating a Job Seeker Account in the Fleming Employment Hub
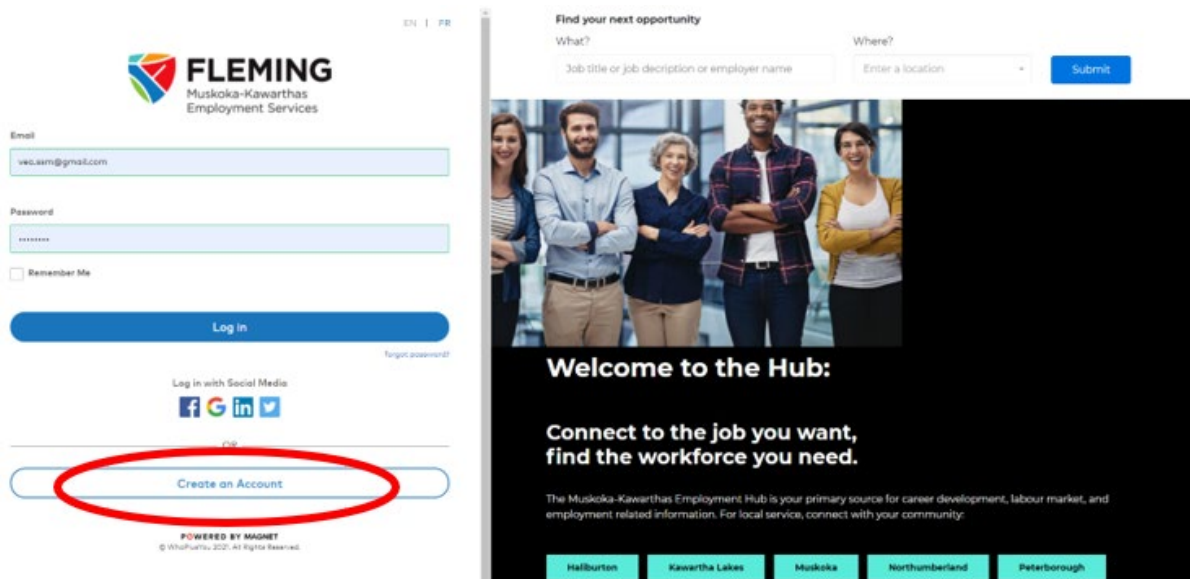
1. **Click on 'Find job postings from local employers.'**
   - This will redirect you to the **Fleming Employment Hub** website

2. **Create an account**
   - Click on 'Create an Account' and follow the steps to complete – you will create an account as a *Job Seeker*
   - Once completed, a confirmation e-mail will be sent – you must click the link in the e-mail to complete your account set-up

---

Student Guide: Creating a Job Seeker Account
in the Fleming Employment Hub

- Login to your account
- Complete the onboarding process
- Some of your information will be automatically populated from your login

Basic Profile Information

You will be able to change and add to your answers in your Profile when you finish onboarding.

First Name *

Jane

Last Name *

Doe

Email Address *

info@example.com

Postal Code *

Example: A1A 1A1

Location *

Enter Location

Select the languages for which you have a working knowledge *

Select Some Options

Select the country(ies) in which you are eligible to work *

Select Some Options

Save & Continue >

- Consent required – please read through and click **'I Consent'**

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

- Choose how you would like to add information to your profile:
  - **Upload Your Resume** – the platform will pull information from your document; however, you will need to review the information it has gathered and add details
  - **Create Your Profile** – you will manually input your experience and/or education information from your resume

  *Notes:
  - Once you have selected an option, you **WILL NOT** be able to return to this page
  - You can skip this step by clicking '**I will do this later**'; however, no job matching will happen until you set your job preferences and add an experience or education record to your profile
  - These instructions will follow the **'Create Your Profile'** process
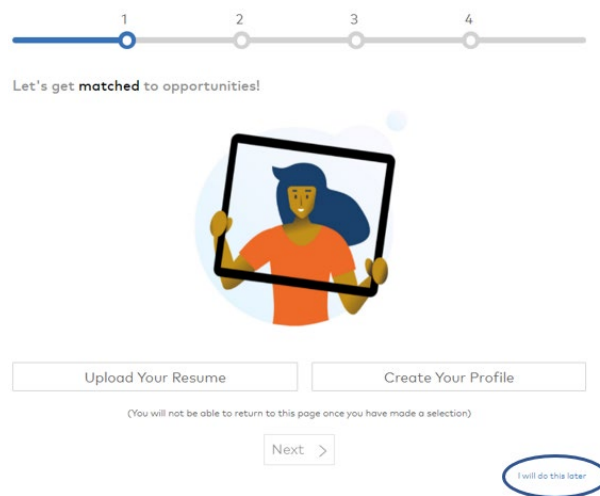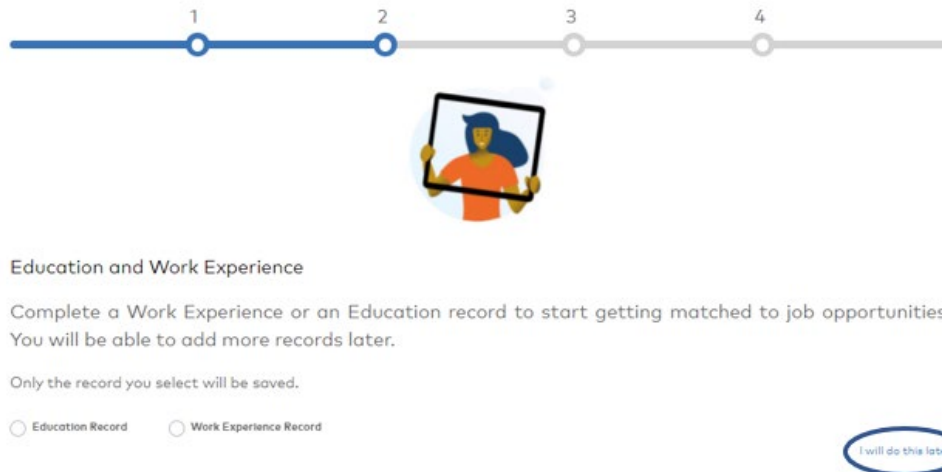

3. **Add Your Education OR Work Experience**
   *Notes:
   - You will be able to add more information later when optimizing your profile
   - You can skip this step by clicking '**I will do this later**' however, no matching will happen until you set your job preferences and add an experience or education record to your profile
   - These instructions will follow the **'Work Experience Record'** process

Student Guide: Creating a Job Seeker Account in the Fleming Employment Hub

4. Add your Work Experience Record

- Enter a job title and then select the position type: **'Function in Organization'** OR **'Skilled Trade'** – this will then populate the **'Position Function'** dropdown menu with options related to your job title
- This will then bring up the **'Position Focus Area'** for you to complete

**Student Guide: Creating a Job Seeker Account
in the Fleming Employment Hub**

5. Add Your Job Preferences

- Your job preferences can help you control the kinds of positions you are matched to
- Select the **Job Level** you are looking for

What Job Level are you looking for? ⓘ

| Entry Level or Junior |
| Mid Level |
| Senior Level |
| Manager - First-level |
| Manager - Mid-level |
| Executive - Top-level |
| Policy & Oversight |

- Select the **Job Type(s)** you are looking for

What Job Type are you looking for? ⓘ

+ Add Employment Types ▾

Search

☐ Select all
☐ Apprenticeship
☐ Contract / Freelance
☐ Internship
☐ Permanent (Full Time)
☐ Permanent (Part Time)
☐ Seasonal
☐ Start-Up
☐ Temporary (Full Time)
☐ Temporary (Part Time)
☐ Volunteer

- Select your preferred **Field(s) of Work** AND/OR **Skilled Trades**
  *Note: Start typing the field of work and the dropdown menu will automatically populate with options

Select your preferred Field of Work

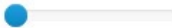| Agriculture |
|---|
| Animal Care |
| Architecture |
| Arts and Cultural Performance and Production Industries |
| Aviation & Aerospace Operations |
| Broadcasting Studio & Transmission Facilities |
| Business Support Services |
| Clerical & Administrative |
| Construction/Renovation |

Select your preferred Skilled Trade(s)

Aggregate Plant Operator
Air Compressor and Pneumatic Tool Mechanic
Air Quality Monitoring
Air Traffic Controller
Aircraft Gas Turbine Engine Repair and Overhaul Technician
Aircraft Interior Technician
Aircraft Maintenance Engineer
Aircraft Painter
Aircraft Propeller Systems Technician

- Enter the geographical location(s) you would like to work
  - Move the distance toggle to indicate how far from city center you are willing to travel and click **'Add this Location'**
  - Following this process, you can add as many locations as you like

Where would you like to work?

Peterborough, Ontario, Canada	✕ ⌄

Within 15 km(s) 9 mi(s) of city center

Add This Location

6. Add Your Community Preferences

- You can set your preferences for which community or communities you will receive job invitations from

Community Preferences

In this section, you can set your preferences for which Community or Communities you will receive job invitations from. If you select "Send me invitations directed at any Community", you will receive job invitations directed at the Broader Magnet Network and any Communities you are affiliated with.

Select which communities you would like to receive invitations from

⦿ Send me invitations directed at any Community

○ ONLY send me invitations directed at the following Communities:

Save & Continue >

7. Get Started!

- Now that you have completed your profile, click 'Get Started' to look around the Fleming Employment Hub and all it has to offer

Great Job, you completed your profile!

Get Matched
Your profile will be used to showcase your skills and qualifications

Find Jobs
Search millions of jobs from thousands of job boards, newspapers, classifield and company websites

Get Notifications
Receive notifications after an employer views your profile and decides to connect with you.

Get Started >

- A recommendation would be to continue adding any additional work experience and/or an education record to help you stand out amongst job seekers – click the **App Drawer**, then '**My Profile**' to complete

*Notes:
- Your profile will remain private and confidential until you apply to a posting
- It is important to include as much detail as possible during onboarding to aid in matching you to job postings