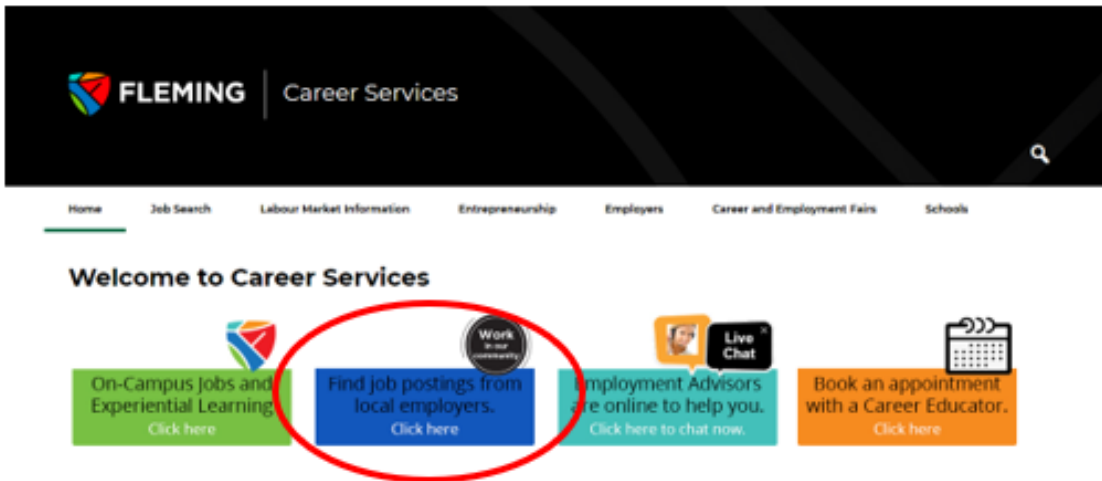


Student Guide: Community Job Search

1. Click on 'Find job postings from local employers.'

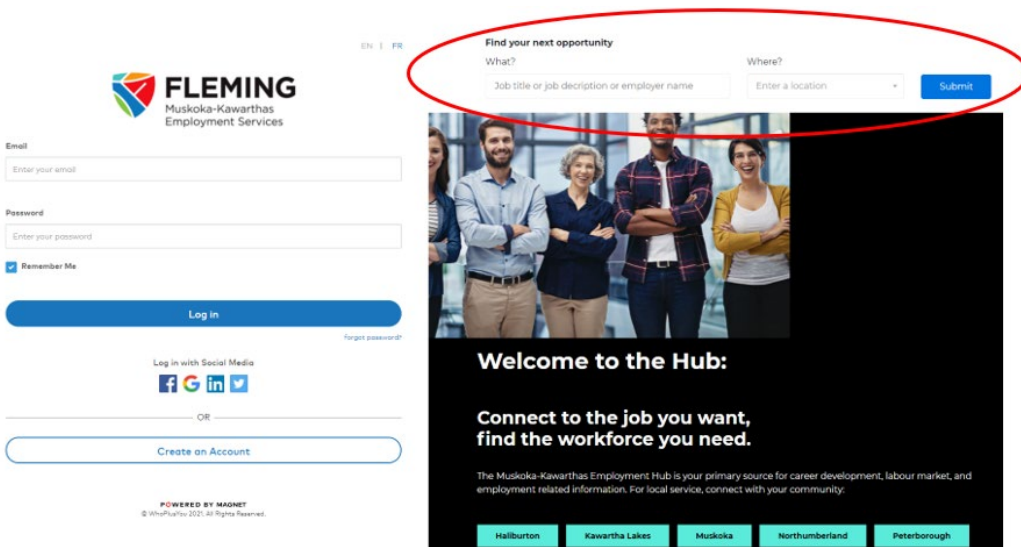
- This will redirect you to the **Fleming Employment Hub** website



2. Create an account OR job search as a visitor

- Students are strongly encouraged to create an account
- You can begin your job search right away without creating an account, however, the platform will not match your profile to job postings if you do not log into the site
- please review the ***Student Guide: Creating a Magnet Account*** found [here](#)

Job Search as a Visitor



Student Guide: Community Job Search

- Locate the search text boxes in the top-right of the landing page
- In the **What?** textbox, enter a general word or phrase that describes the type of work you are looking for
 - Example:
 - if you are looking for a job in a retail setting, 'Customer Service' would be a good term to search
 - If you are looking for a job in a restaurant, 'Food Service' would be a good term to search
- In the **Where?** textbox, enter the city you are looking to work in

Find your next opportunity

What? Where?

customer service Peterborough, Ontario, Ca... * ▾ Submit

***Note:** the less specific your search term, the more varied the results will be – it is recommended to enter the field of work you are looking for instead of a specific job title so as not to limit your results and potentially miss out on an opportunity of interest

3. Review the search results

- The search results will pull job postings from all four job boards: Muskoka-Kawartha SSM Community, Canada Job Bank, Magnet, and WDB Jobs Hub

Job Search

What job are you looking for? Location

x ▾

[Muskoka-Kawarthas SSM Community](#)
[Canada Job Bank](#)
[Magnet](#)
[WDB Jobs Hub](#)

Student Guide: Community Job Search

4. Narrow down your search results

Job Search

What job are you looking for?

Location

Muskoka-Kawarthas SSM Community Canada Job Bank Magnet WDB Jobs Hub

1,070 results in **Peterborough, Ontario, Canada**

Filters

- To further narrow your search, click on the blue **Filters** tab - a menu of filters will open to the right of the search results
- To select a filter, check the box beside the desired option. Filters include Job Boards, External Job Boards, Job Types, Job Levels, Job Category

<u>Job Boards</u>	<u>Job Category</u>
<ul style="list-style-type: none"> • This is another way to narrow your search results by limiting what job board(s) the platform pulls postings from • To select a filter, check the box beside the desired option • The number of matching results is shown in parentheses () beside each option <p>Job Boards</p> <p><input checked="" type="checkbox"/> Muskoka-Kawarthas SSM Comm... (25)</p> <p><input type="checkbox"/> Canada Job Bank</p> <p><input type="checkbox"/> Magnet (22)</p> <p><input type="checkbox"/> WDB Jobs Hub (46)</p> <p>External Job Boards</p> <p><input type="checkbox"/> Indeed</p>	<ul style="list-style-type: none"> • This filter allows you to narrow your field of focus • To select a filter, check the box beside the desired option • The number of matching results is shown in parentheses () beside each option <p>Job Category</p> <p><input checked="" type="checkbox"/> Sales, Retail, Customer Service ... (109)</p> <p><input type="checkbox"/> Cleaning Services, Custodial and... (209)</p> <p><input type="checkbox"/> Catering, Cooking and Food Service (99)</p> <p><input type="checkbox"/> Administration, Business Operatio... (49)</p> <p><input type="checkbox"/> Accounting, Finance and Insurance (21)</p> <p><input type="checkbox"/> Data, Information Technology and ... (14)</p> <p><input type="checkbox"/> Health Service and Care Support (14)</p> <p><input type="checkbox"/> Architecture, Engineering and Tech... (12)</p> <p><input type="checkbox"/> Manufacturing, Warehousing and ... (12)</p> <p><input type="checkbox"/> Industrial, Electrical and Construc... (10)</p> <p style="text-align: center;">Show More</p>

Student Guide: Community Job Search

Job Types

- This filter will narrow results to match the type of work you are looking for
- To select a filter, check the box beside the desired option
- The number of matching results is shown in parentheses () beside each option

Job Types

- Permanent (Part Time) (17)
- Seasonal (6)
- Temporary (Part Time) (2)
- Permanent (Full Time) (50)
- Contract / Freelance (4)
- Temporary (Full Time) (4)

Job Levels

- This filter will narrow results to match the job level you are looking for
- Most part time or temporary opportunities are entry level or junior
- To select a filter, check the box beside the desired option
- The number of matching results is shown in parentheses () beside each option

Job Levels


- Entry Level or Junior (10)
- General Labour (13)
- Manager - First-level (1)
- Mid Level (1)


5. Select a job posting to review

- Click on the job title to view the posting
- At the top of the posting, you will find basic information about the position – this is where you find important information like the work term and what documents are required to apply (i.e., resume, cover letter)

Copy & Print Centre Representative

Apply Now
☆

 Peterborough, Ontario, Canada

 Staples

Basic Information

Posted: Nov 3, 2021

Application Deadline: Dec 16, 2021


Position Details


Job Level: General Labour


Student Guide: Community Job Search

- The **Description** section will provide you with information about:
 - the employer
 - what they are looking for in a candidate
 - specific tasks and duties of the position
 - qualifications and requirements
 - employer benefits/perks
 - additional details about the job
- To save the posting to review at a later date, you can click the **star** underneath the job title
- To apply to the position, click on **Apply Now** button
 - ***Note:** to bookmark a posting or complete your application, you will need to login or sign up for an account

Copy & Print Centre Representative

[Apply Now](#) 

 Peterborough, Ontario, Canada

 Staples

Basic Information

Posted: Nov 3, 2021

Application Deadline: Dec 16, 2021

Position Details

Job Level: General Labour

Job Category: Sales, Retail, Customer Service and Support

Job Type: Permanent (Part Time)

Compensation: Paid - Hourly

Start of Work Term: ASAP

End of Work Term: Open-ended

Required Attachments: Resume