

# Creating a Candidate Profile

Human Resources & Corporate Safety



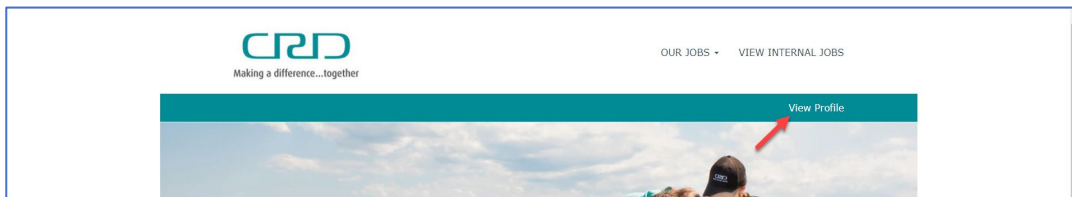
Capital Regional District | November 2023

Before you can apply for a position as an external candidate, you need to create a profile.

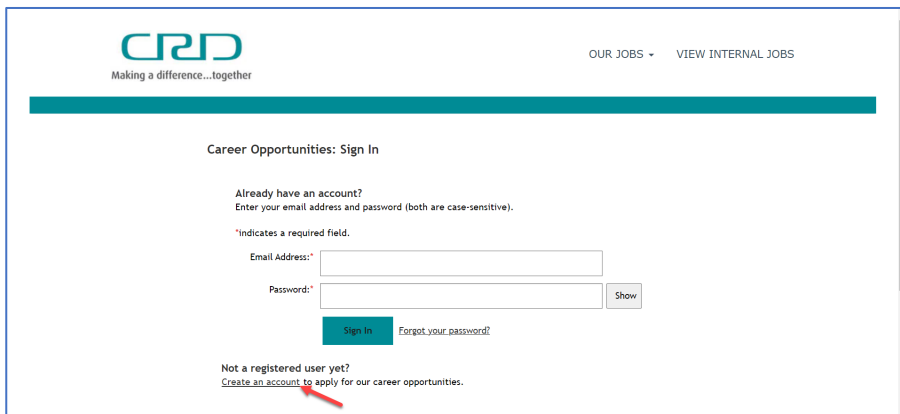
The candidate profile is part of any job applications you make and contains information such as formal education and language skills. Follow the steps below to create your profile.

## Steps

1. Access the [CRD Jobs website](#).
2. Click "View Profile".



Then, click the "Create an account" link and fill in the mandatory fields to create your profile.



You will need to provide an email address, first and last name and country of residence, as well as agree to a data privacy statement.

**Career Opportunities: Create an Account**

Already a registered user? [Please sign in](#) Login credentials are case sensitive

\*indicates a required field.

Email Address: \*

Retype Email Address: \*

Choose Password: \*  [Show](#)

✓ Password accepted

- Password must be at least 8 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: \*  [Show](#)

✓ Password matches

First Name: \*

Last Name: \*

Country/Region of Residence: \*


Notification:  Receive new job posting notifications

Hear more about career opportunities

Terms of Use: [Please accept the data privacy statement](#)

[Create Account](#)

Once you have logged in or created an account, review and update your Candidate Profile. Sections include My Documents, Profile Information, Search Options and Privacy, Jobs Applied, Saved Applications, Previous Employment, Formal Education, Professional Membership, Language Skills, and Geographic Mobility.



[OUR JOBS](#) [VIEW INTERNAL JOBS](#)

[Sign Out](#) [Options](#) [English US \(English US\)](#)

## Candidate Profile

Thank you for your interest in Capital Regional District.

In this section you have the possibility to add more details about your profile. Please be aware that if you have applied to a specific opening the information you provide here is available to the reviewers of your application.

If you do not find any specific open position now or if you would also be interested in other positions you can fill in (or complete) your profile and save it thus making it available to our recruiters who may contact you in case there is a match to a vacancy with your profile and preferences.

Please note that by filling/completing your Profile below you hereby agree that your data is available to all CRD recruiters

[+ Expand all sections](#) [- Collapse all sections](#)

- ▶ My Documents
- ▶ Profile Information
- ▶ Search Options and Privacy
- ▶ Jobs Applied
- ▶ Saved Applications
- ▶ Previous Employment

3. Complete **My Documents** by uploading a resume to your Candidate Profile. Click the Upload a Resume button to select a file from your device or drag and drop the file(s).

Note: The accepted file types are: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

My Documents

Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)

\* Resume/CV

Upload a Resume

Cover Letter

Attach a Cover Letter

Upload from Device

Upload from Dropbox

Sign in with Google

4. Fill out the required **Profile Information**, including email address, phone number, and address.

Profile Information

Legal First Name Jack	Middle Name	Legal Last Name Willow
Preferred First Name	* Email crdjwillow@yopmail.com	* Primary Phone 533-245-1342
Alternate Phone 999-212-3333	* Street Address 55 North Lane	Address Line 2
City Victoria	* Country Canada	State/Province British Columbia
Postal Code V0A 4N1		

5. **Search Options and Privacy** allows you to opt in or out of hearing about more career opportunities with the CRD. You can also view the Data Privacy Statement.

Search Options and Privacy

Hear more about career opportunities

[Data Privacy Statement](#)

6. The **Jobs Applied** section displays postings you have previously applied to, as well as their status. On a new profile, this section will be blank.

▼ Jobs Applied

You have not applied for a Job

7. The **Saved Applications** section shows any in-progress postings you have saved, but not yet applied to.

▼ Saved Applications

You have no saved applications

8. In the **Previous Employment** section, you can fill out information about previous work history. This is not required to create a profile.

▼ Previous Employment

Please provide at least five years of work history.

* From Date	* End Date	* Company Name
<input type="text" value="09/01/2017"/>	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="Engineering Corp"/>
Type of Business	* Title	* Present Employer
<input type="text" value="Engineering"/> ▼	<input type="text" value="Head Engineer"/>	<input type="text" value="Yes"/> ▼

Remove

⊕ Add

9. The **Formal Education** tab allows you to provide details about your education's background. This is not required to create a profile.

Formal Education

<b>From Date</b> 09/01/2007	<b>End Date</b> 09/01/2011	<b>* School</b> University of British Columbi
<b>* Major</b> Electrical Engineering	<b>* Degree</b> Bachelors	

Remove

Add

10. In **Professional Memberships**, you can add any professional organizations you belong to, such as employment-related or volunteer organizations. This is not required to create a profile.

Professional Memberships

<b>* Organization</b> Victoria Public Org	<b>Member ID</b> 5904820-99	<b>From Date</b> 09/01/2017
<b>End Date</b> MM/DD/YYYY	<b>Role</b> Volunteer	

Remove

Add

11. Fill out the **Language Skills** section if you have additional skills. This is not a required field.

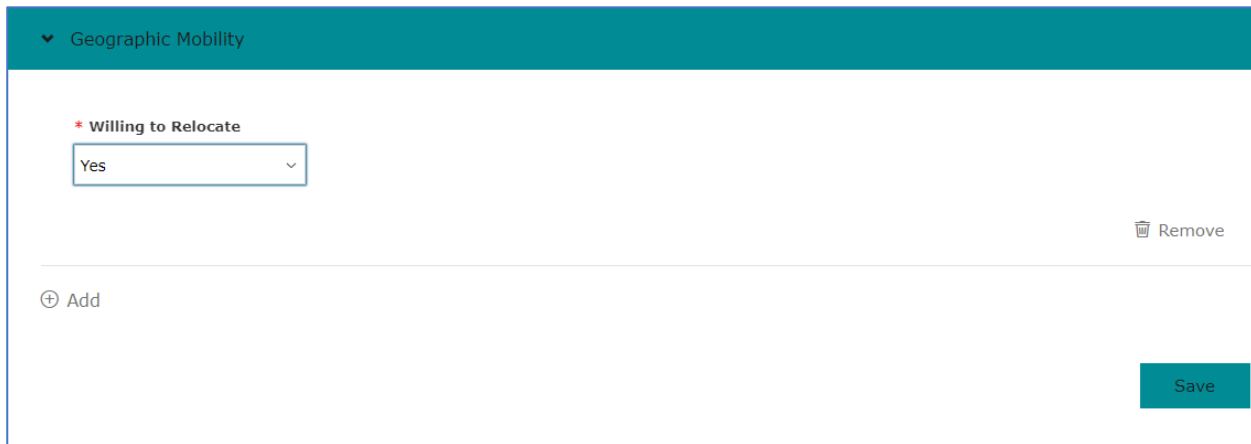
Language Skills

<b>* Language</b> French	<b>Language Variant</b> Canadian	<b>* Speaking Proficiency</b> Fluent
<b>* Reading Proficiency</b> Fluent	<b>* Writing Proficiency</b> Fluent	

Remove

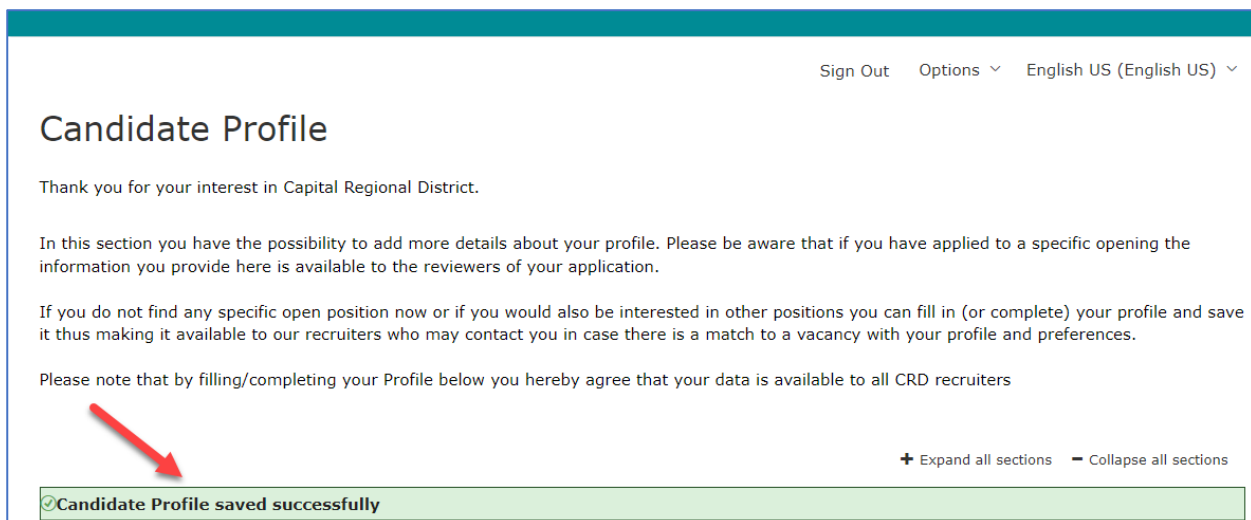
Add

12. If you are willing to relocate for a position, you can indicate this in the **Geographic Mobility** section.



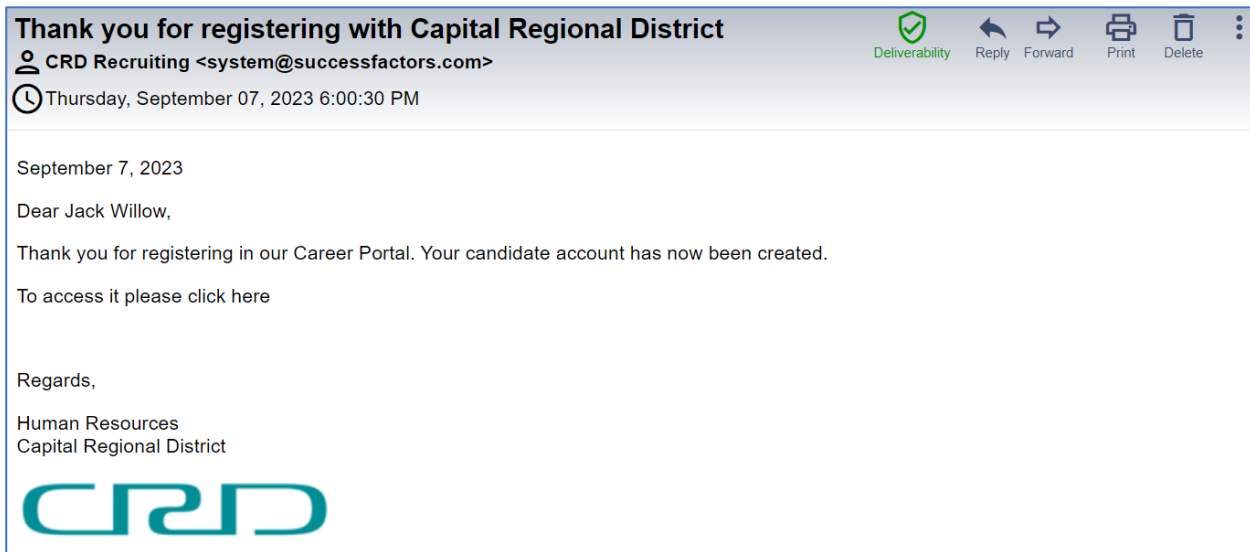
The screenshot shows a teal header with a dropdown arrow and the text "Geographic Mobility". Below the header is a form field with a red asterisk and the label "Willing to Relocate". The field contains a dropdown menu with "Yes" selected. To the right of the field is a "Remove" button with a trash icon. Below the field is a horizontal line, followed by an "Add" button with a plus icon. At the bottom right of the form is a teal "Save" button.

13. When you are satisfied with your **Candidate Profile**, click **Save**. The page will refresh and display a confirmation message.



The screenshot shows the "Candidate Profile" page. At the top right, there are links for "Sign Out", "Options" (with a dropdown arrow), and "English US (English US)" (with a dropdown arrow). The main heading is "Candidate Profile". Below the heading is a thank you message: "Thank you for your interest in Capital Regional District." This is followed by two paragraphs of text explaining the purpose of the profile and the data policy. At the bottom right, there are two buttons: "+ Expand all sections" and "- Collapse all sections". A red arrow points to a green notification bar at the bottom left that says "Candidate Profile saved successfully" with a checkmark icon.

14. If you have created a new account, you will receive a confirmation email from Capital Regional District Recruiting.



Need help? Please visit our [FAQ page](#) or contact [careers@crd.bc.ca](mailto:careers@crd.bc.ca) for assistance.