

Step-by-Step...

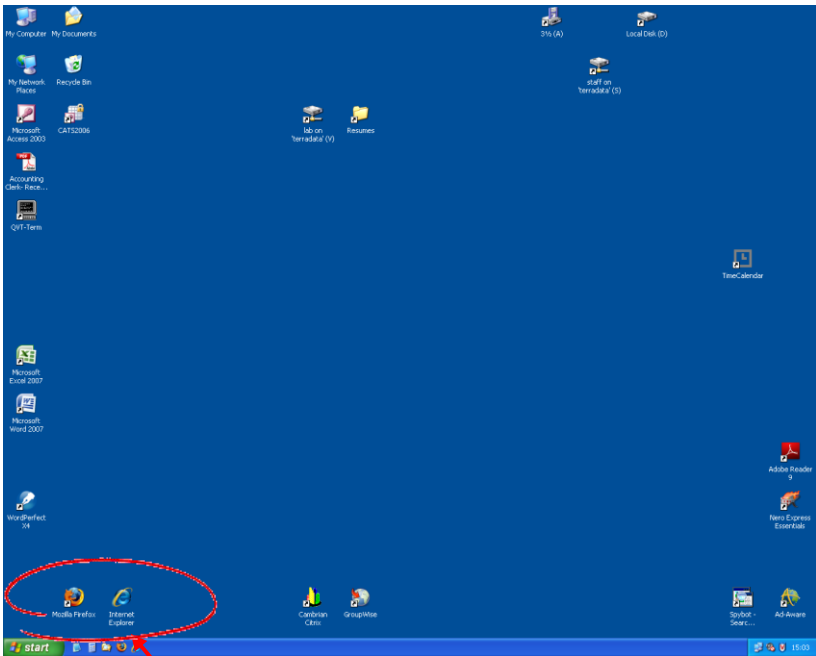
**HOW TO USE THE
JOB BANK
*WEBSITE***



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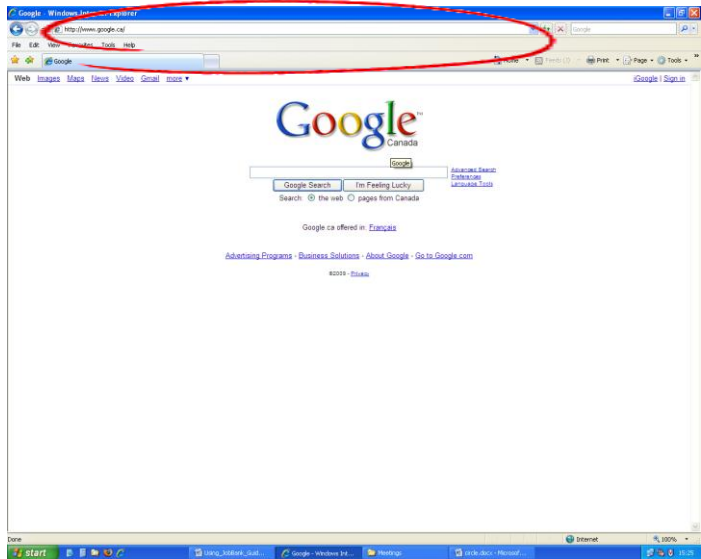


The Job Bank is a website provided by Service Canada where employers post jobs. Here are the steps **job seekers** can follow to access these postings:

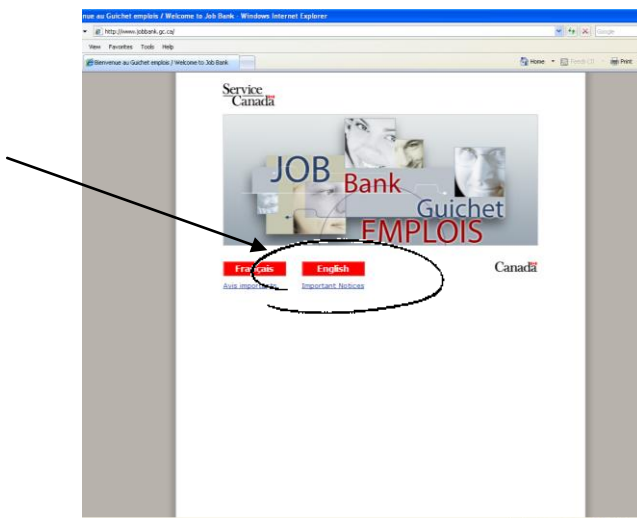


1. Double click on the Internet Explorer **or** Firefox icons on the desktop to open the Internet.

2. In the address bar at the top of the screen, type: **www.jobbank.gc.ca** then press the “Enter” key on the keyboard.



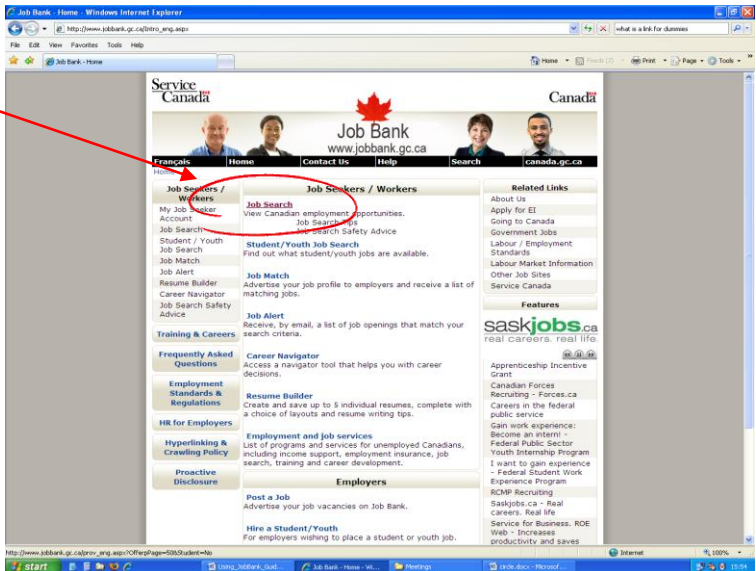
3. The Job Bank website will appear on the screen. Select your language of preference. In this example, using the mouse, click on **English**.



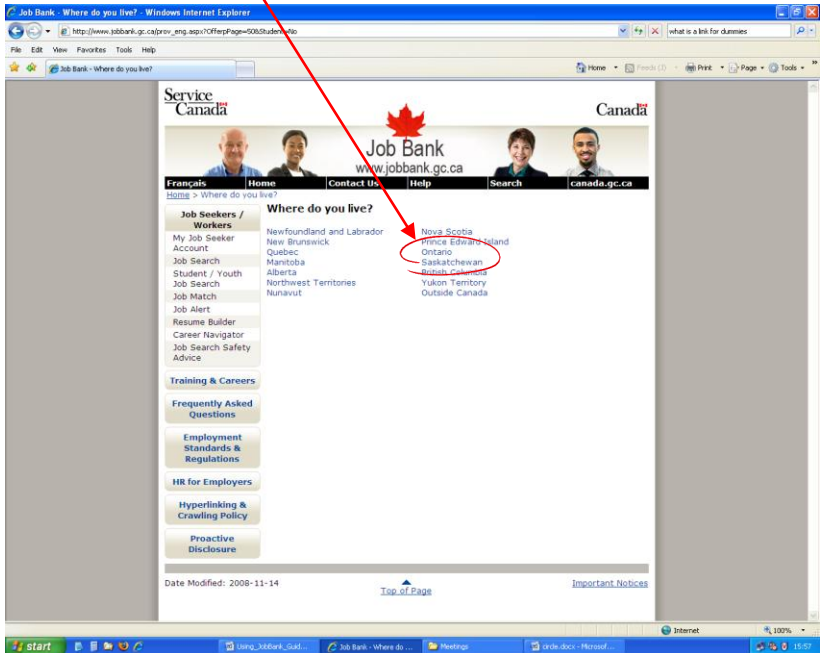
4. Click on the “Job Search” hyperlink.

Wait! I don't know what a hyperlink is!!!

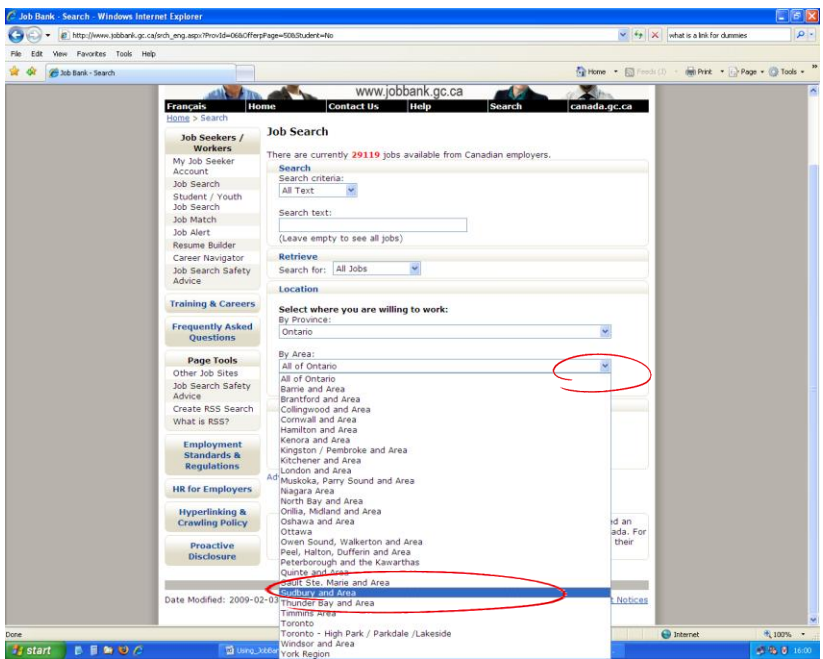
A hyperlink is a connection between two objects/web pages on the Internet. They often appear blue, and are sometimes underlined. The arrow (also called a cursor) on your screen changes to a hand when you move the mouse over a hyperlink.



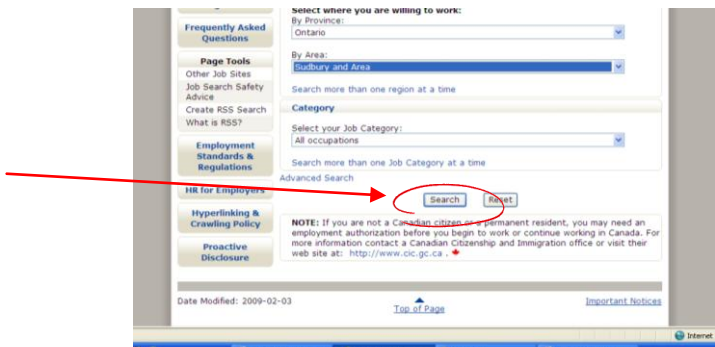
5. Select the province where you would like to work. For this example, click on **Ontario**".



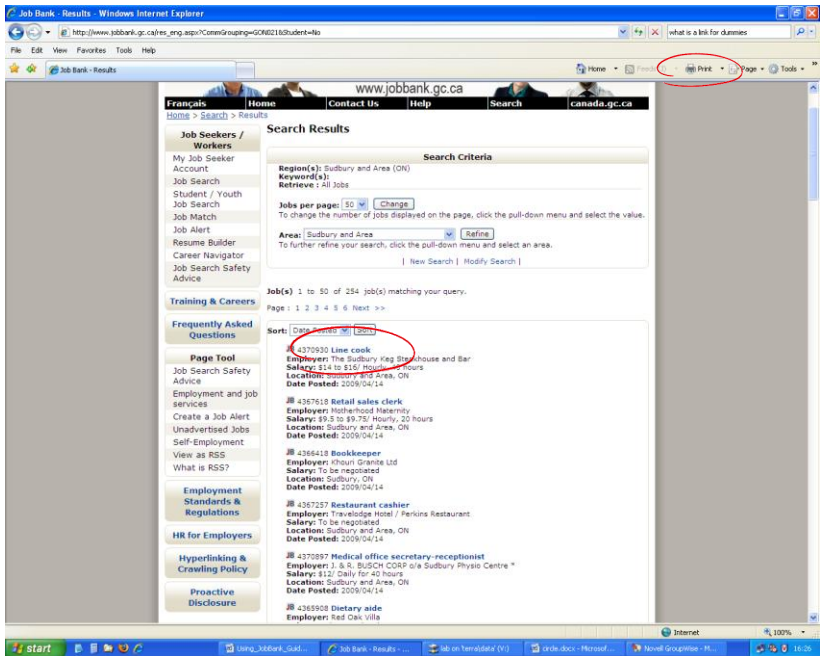
- Look at the webpage until you see the box titled "Location". Bellow, you will see a section "By Area:"
- Click on the blue arrow next to the box where the text "All of Ontario" appears. Assuming you want to look for jobs in the Sudbury area, find the "Sudbury and Area" option in the list and click on it.



- Click on "Search" at the bottom of the screen



9. A list of available jobs will appear on the screen. To view the details of the job, click on the **position title** hyperlink.



10. If you want to print the job, click on the “Print” Button at the top right-hand corner of the screen.

11. Apply for the job as directed at the bottom of the job posting.



**If you want to work...
We want to help!**

