

# WEB BASED JOB POSTING & APPLICATION SYSTEM

## OVERVIEW

The Greater Victoria School District 61 has added a new dimension to the e Services that will enable employees to use an on-line job application system.

The Web Based system provides some advantages over the former paper method:

All demographic and contact information is automatically included with your application.

A record of previously-held District positions is automatically included with your application.

You will complete an on-line application form that can be saved. You will not need to complete the form every time you wish to apply. Your application can be tailored to suit the particulars of any vacancy.

You will use a point-and-click method of selecting the positions for which you want to apply. Errors due to improperly recorded posting numbers will be eliminated.

You can print a "receipt" that will verify the positions for which you have applied.

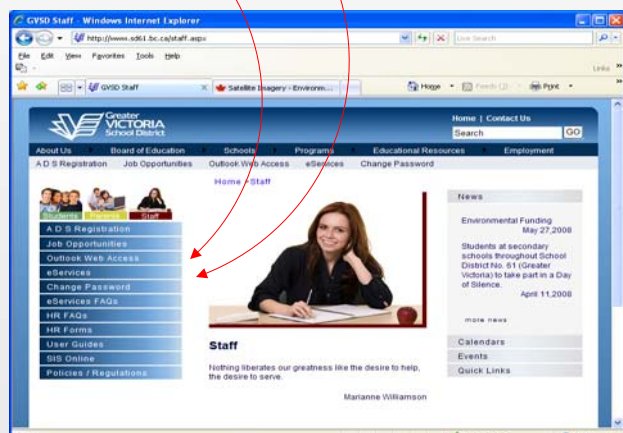
## HOW TO LOOK FOR POSTINGS AND APPLY FOR VACANCIES CUPE 947

To get to the Job Posting System portal, go to the District Web Site (<http://www.sd61.bc.ca>) (you must be using a computer with internet access) and click on the **Staff** icon.

If you have already created a new Password click on **eServices**.

You must change your Password **before** using **eServices** if this is your first time.

Your **GVSDXXXX** Password only works to **CHANGE PASSWORD**.



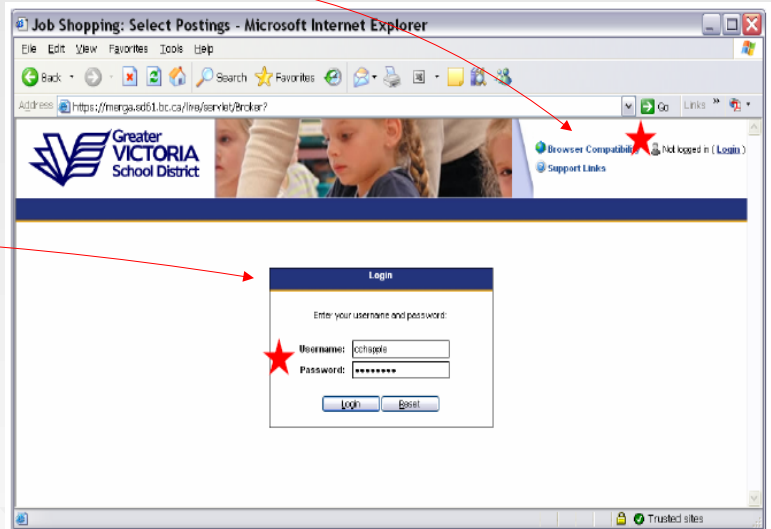
Clicking on **Browser Compatibility** will present you with a list of Internet Browsers certified to work properly with this program. (i.e. Internet Explorer, Netscape, etc.)

## LOG IN

Click inside the blank **Username** box and enter the same **Username** assigned for your District account.

Click (or tab to) the blank **Password** box and enter your **Password**.

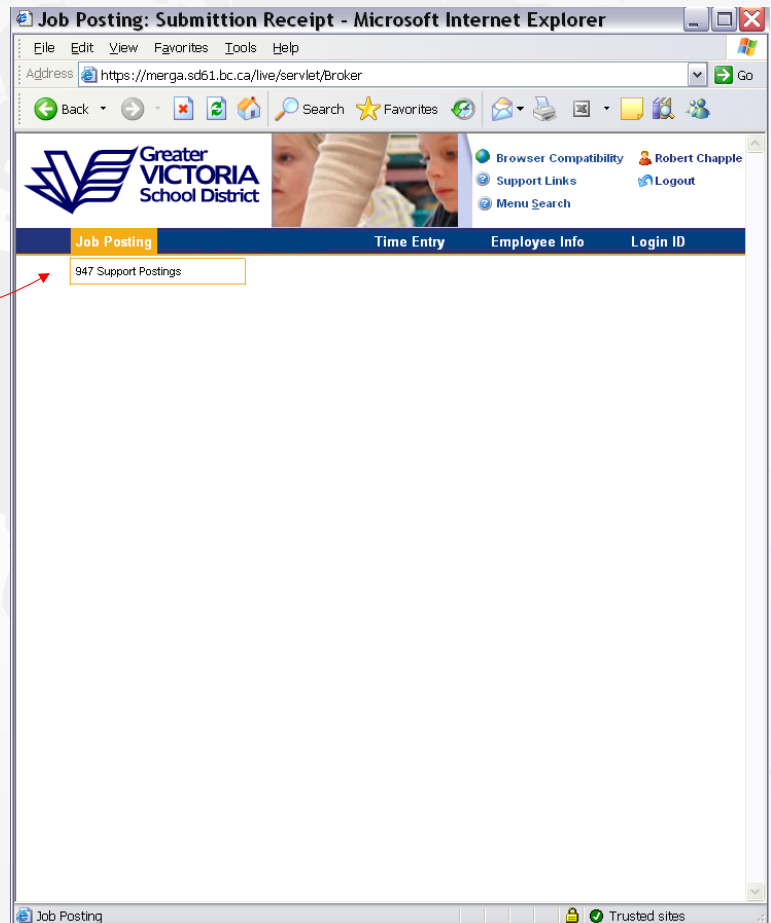
Click on **Login** to enter.



## SELECT 947 SUPPORT POSTINGS

Hover your mouse cursor over **Job Posting** and pull down to **947 Support Postings**.

If at any time you wish to begin the process again, you can return to the application form by selecting **947 Support Postings**.



## CURRENT POSTINGS

You may search for current postings immediately, but be sure to **COMPLETE THE APPLICATION FORM BEFORE YOU APPLY** for any vacancy.

## THE APPLICATION FORM

This form will transfer to Human Resources. The form automatically fills some of the fields, such as name, telephone number, employee number, and seniority.

There are four user-editable sections for you to enter special skills, education experience and references.

Enter your accomplishments and special skills.

Enter relevant education and expertise.

Enter relevant experience.

Enter reference information.

**SAVE** your application. Note that you should do this frequently when you are completing the form.

## CUSTOMIZE YOUR APPLICATION

One of the features of this on-line system is the ability to save your application and to tailor your application to suit the particular vacancies to which you apply.

Each time you **SAVE** the application, it will be attached to the vacancies to which you subsequently apply. If you return to this page, modify and **SAVE** your application and then apply for vacancies, your modified application form will be attached.

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Job Posting Job Posting Reports Time Entry Employee Info Login ID

Job Posting: Online Application

Review your OnLine Application Form. If you add any information, click the Save button to save your changes.  
This form will be linked to any postings you apply for today.  
Click on the Current Postings icon to view and apply for postings.  
**To avoid data loss, please ensure you save your application every 15 minutes while completing the information below.**

Current Postings

OnLine Application Form

Part A - Personal Information

Name: Senick, Dianne Number: 201380  
Phone Number 1: (721-2285 Seniority Date: 02-Dec-1991  
Phone Number 2: ()- Secondary Seniority:

Part B - Accomplishments and Special Skills

Part C - Education and Areas of Expertise

Part D - Experience Relative to this Position

Experience	Job Title	Date: From - To

Part E - References

Name	Position	Location	Phone #

APPLICANT'S DECLARATION AND AGREEMENT ( Please read carefully)

I declare that all of the information I have provided in this application for employment and in any other documents which accompany this application is complete and true in every respect and I understand that any failure to completely and truthfully answer the questions asked of me will constitute sufficient grounds for my dismissal.

I give permission for Greater Victoria School District #61 to contact any references or prior employers given in conjunction with this application. I understand that confidential reference reports and personal information which become part of this application will be regarded as confidential and shall not be revealed to me.

I Agree

Save Reset Print Application

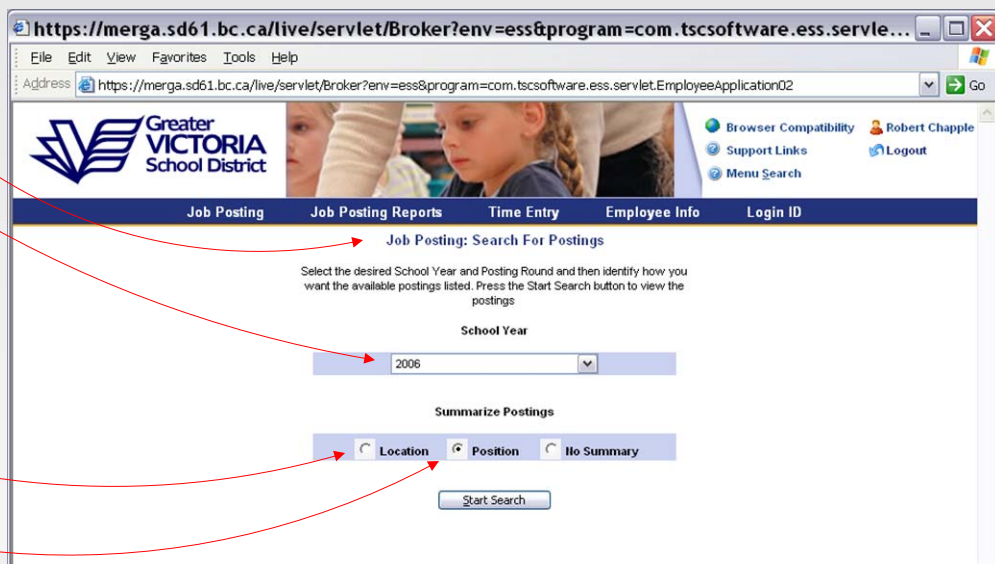
**IMPORTANT: After clicking on SAVE, please wait for the application form to re-display your changes. Double check to make sure your changes have been saved properly BEFORE clicking on Current Postings**

Trusted sites

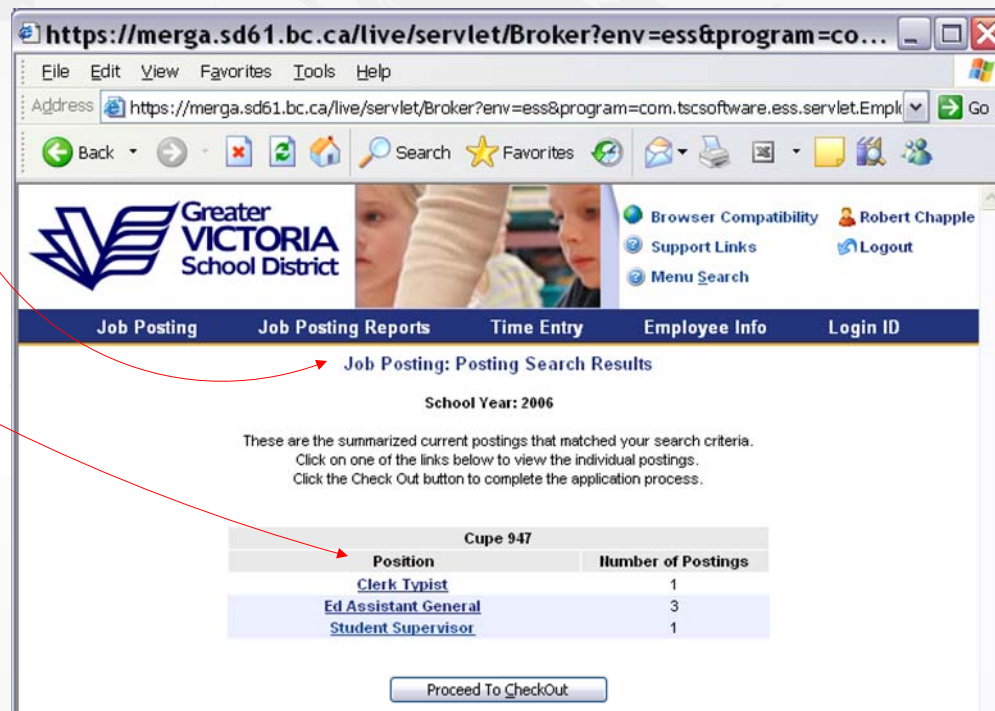
Next, click on **Current Postings** and you will be taken to the **Job Posting: Search For Postings**.

The **School Year** should default to the current year, but check to see that it is correct.

You can Summarize the postings by **Location** or the type of **Position**.

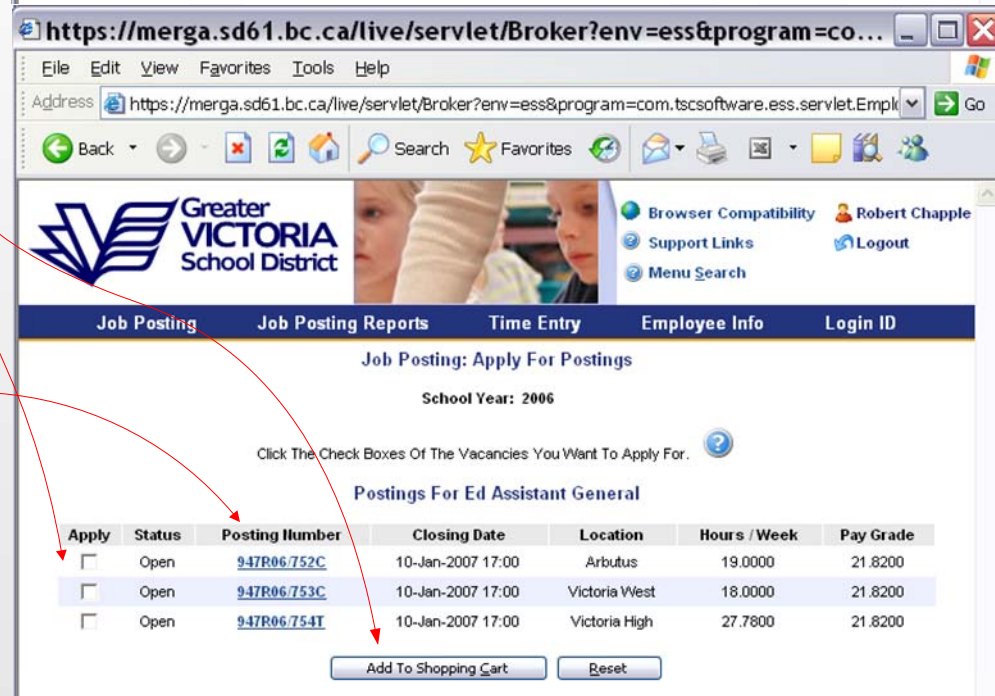


In the **Posting Search Results** page you can see a listing of the vacancies, and the number of postings. Click on the type or location for more details.



You can apply for the position by checking the **Apply** box and then **Add to Shopping Cart**. Later in the process you will submit your application.

You can look at the posting details by clicking on the **Posting Number**. When you have finished looking at the Posting Detail, click on **Close**.



After you check **Apply** and **Add to Shopping Cart**, you will move to the **Application Review** page. Any vacancies you have just applied for and have previously applied for will be noted for your review.

If you are finished, click **Proceed to Checkout**. If you want to look at more postings, or change your application form to suit different vacancies, click **Continue Shopping**.

If you want to change your application form, hover the cursor over **Job Posting** and pull down to and click on **947 Support Postings**.

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Job Posting: Application Review

School Year: 2006

Confirm that this information is correct. You can withdraw from a posting by removing the checkmark in the Apply box. To apply for more postings click the Continue Shopping button. Otherwise click the Check Out button to complete the application process.

Postings Applied For Today

Apply	Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
<input checked="" type="checkbox"/>	Open	947R06/754T	10-Jan-2007 17:00	Victoria High	27.7800	21.8200

Postings Applied For Previously

Apply	Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
<input type="checkbox"/>	Open	947R06/751C	10-Jan-2007 17:00	South Park	7.1700	18.9400
<input type="checkbox"/>	Open	947R06/751C	10-Jan-2007 17:00	South Park	1.3300	18.6200

Continue Shopping Proceed To Checkout

If you clicked **Proceed to Checkout** you will be taken to the **Ranking Selection** page. (This is non-functional at this time.)

Click on **Proceed to Checkout** again to move the Summary page

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Job Posting: Ranking Selection

School Year:2006

Select your preferred ranking from the ranking dropdown on each posting. Then click the Submit button to go to the final confirmation screen.

Postings Applied For Today

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
Open	947R06/754T	10-Jan-2007 17:00	Victoria High	27.7800	21.8200

Postings Applied For Previously

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
Open	947R06/751C	10-Jan-2007 17:00	South Park	7.1700	18.9400
Open	947R06/751C	10-Jan-2007 17:00	South Park	1.3300	18.6200

Postings Withdrawn Today

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
Open	947R06/751C	10-Jan-2007 17:00	South Park	7.1700	18.9400
Open	947R06/751C	10-Jan-2007 17:00	South Park	1.3300	18.6200

Proceed To Checkout

Click on **Submit** and your application will be recorded in the system.

A new page will display your current and past selections if any and a **confirmation number**. Record this number or click on **Print Receipt** so you will have a record of your application.

You are done!

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Job Posting Job Posting Reports Time Entry Employee Info Login ID

Job Posting: Summary

School Year:2006

Confirm that this information is correct and then click on the Submit button

Postings Applied For Today

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
Open	947R06/754T	10-Jan-2007 17:00	Victoria High	27.7800	21.8200

Postings Applied For Previously

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
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Postings Withdrawn Today

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
Open	947R06/751C	10-Jan-2007 17:00	South Park	7.1700	18.9400
Open	947R06/751C	10-Jan-2007 17:00	South Park	1.3300	18.6200

Submit

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Greater VICTORIA School District

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Job Posting Job Posting Reports Time Entry Employee Info Login ID

Job Posting: Application Receipt

Name: Chapple, Robert A Number: 203132  
School Year: 2006 Confirmation Time: 08-Jan-2007 15:49

You have successfully submitted your posting applications.

Your confirmation number is **1550**

Please record the confirmation number or print out a copy of this receipt.

New Selections

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
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Previous Selections

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
Open	947R06/751C	10-Jan-2007 17:00	South Park	7.1700	18.9400
Open	947R06/751C	10-Jan-2007 17:00	South Park	1.3300	18.6200

Deleted Selections

Status	Posting Number	Closing Date	Location	Hours / Week	Pay Grade
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Print Receipt