



CREATING A GC JOBS ACCOUNT

A Step-by-Step Guide (2018 – 2019)

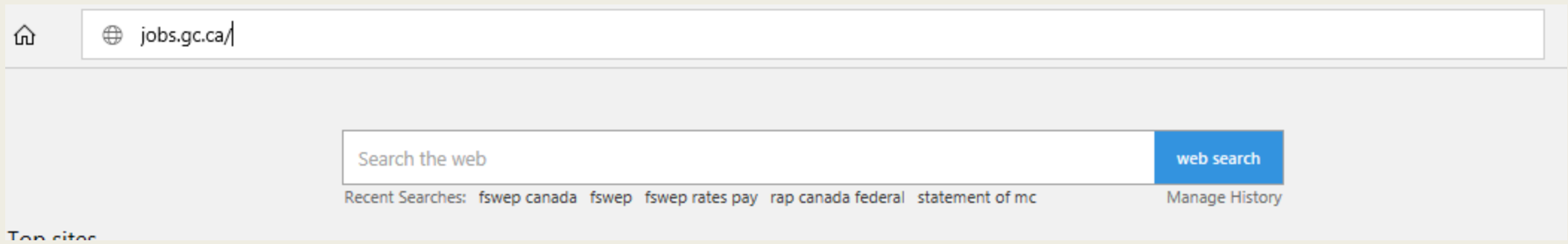


Why create a GC Jobs account?

- Apply for jobs as a student
 - *e.g. Federal Student Work Experience Program, Research Affiliate Program*
- Apply for jobs after graduation
 - *To apply for most jobs, you must apply through your GC Jobs account*



1. Search jobs.gc.ca



The screenshot shows a web browser interface. At the top left, there is a home icon and a search bar containing the text "jobs.gc.ca/". Below the search bar is a large search input field with the placeholder text "Search the web" and a blue button labeled "web search". Underneath the search bar, there is a section for "Recent Searches" with the following text: "Recent Searches: fswep canada fswep fswep rates pay rap canada federal statement of mc". To the right of this text is a link labeled "Manage History". At the bottom left of the search bar area, the text "Top sites" is partially visible.



2. Select “Sign in or create a GC Jobs account”

Government of Canada / Gouvernement du Canada

Search Canada.ca

Jobs ▾ Immigration ▾ Travel ▾ Business ▾ Benefits ▾ Health ▾ Taxes ▾ More services ▾

Home → Jobs and the workplace → Find a job

Government of Canada jobs

Opportunities to work for the federal government.

Follow:

Services and information

- [Search for government jobs](#)
Find current government jobs postings.
- [How to apply](#)
Follow these steps to apply for a job in the public service.

Most requested

- [Sign in or create a GC Jobs account](#)
- [Federal Student Work Experience Program \(FSWEP\)](#)



3. Click “Create an account”

Home Job search **Login** Search archives Help

[Home](#)

Login to your account

By logging into your account, you consent to your personal information being used in accordance with this Web site's [Privacy Notice Statement](#).

GC Jobs login

E-mail address: (associated with your account)

Password: (e.g. Canada!)

[Login](#)

[Reset your password](#)

[Find your account](#)

[Create an account](#)



4. Press continue at the “Privacy Notice” page

Privacy Notice Statement

The Public Service Commission of Canada (PSC) is committed to protecting the privacy rights of individuals, including safeguarding the personal information you provide voluntarily through your on-line account in the PSRS.

- Your personal information is collected in accordance with the *Privacy Act (PA)* and under the authority of the *Public Service Employment Act (PSEA)*, the *Employment Equity Act (EEA)*, and the *Canadian Human Rights Act (CHRA)*, and article 23 of the Nunavut Land Claims Agreement and is protected under the *PA* and may also be included in following Personal Information Banks (PIB): PSC PPU 010, 015, 025, PSC PCE 746, 761 and TBS PCE 739.
- The information you provide will be used within the PSC, and shared with the Office of the Chief Human Resources Officer (OCHRO), Treasury Board of Canada Secretariat (TBS) and other federal government organizations to identify applicants suitable for referrals and appointments to positions within the federal public service. This information is also frequently matched with the Analytical Environment database (PSC PCE 761) for statistical purposes and program evaluation.
- Assessment results, including unsupervised internet testing, may also be collected and accessed through your PSRS profile in order to facilitate the staffing process.
- Employment equity (EE) information may be used for EE related recruitment, human resources management and statistical purposes by the PSC, the OCHRO, the TBS and the employing federal organization or agency and provided to the following systems: Analytical Environment (PSC PCE 761) and Employment Equity Data Base (CPSA PCE 739). Also note that the EE information in your PSRS Account Profile may be shared with federal organizations or agencies each time you apply to a job, whether employment equity is a criterion for screening and selection or not.
- Other than for recruitment, information on Nunavut Land Claims Agreement beneficiaries may be used for analytical purposes and shared with Employment and Social Development Canada for reporting on the Inuit Labour Force Analysis.
- The information you provide may also be collected, retained, used, or disclosed for non-administrative purposes by the PSC programs' activities in accordance with the authority under the *Public Service Employment Act (PSEA)* for the following purposes: studies, evaluations, analytical activities, audits, research, reporting, surveys, and statistical analysis.
- The information may be disclosed to the PSC Investigations Directorate (PSC PPU 010) in accordance with section 8(2) of the *Privacy Act (PA)* and the authority under the *Public Service Employment Act (PSEA)*.

You have the right to review and correct information about yourself and can be assured that your personal information will not be used for any unauthorized purposes. To obtain more information, please consult Info Source at www.infosource.gc.ca.

Additional information on the privacy policies and practices of the PSC as well as contact information is available in [Terms and Conditions](#).

By logging into your PSRS account you consent to your personal information being used in accordance with the above.

Continue



5. Enter your email address and a password. Press continue.

Login Information - Step 1 of 7

Required fields are marked with an asterisk (*).

E-mail Address

The e-mail address that you will enter below will become your username to log into your Public Service Resourcing System account.

A confirmation e-mail will be sent to this address; therefore, you must enter a valid e-mail address. Please note that we will use this e-mail address to communicate with you, when required.

* E-mail Address:

* Confirm E-mail Address:

Password

Your password must contain a minimum of 8 and a maximum of 12 characters. Your password must start with a letter and is case sensitive.

You must ensure that your password contains all of the following:

- At least one uppercase and one lowercase letter from a to z;
- At least one number; and
- At least one of the following characters: ! @ # \$ % ? & * () ^ .

Example: Canada1!

* Password:

* Confirm Password:

Hint Question

The Hint Question / Hint Answer is a safeguard in the event that you lose your password. You will be prompted to respond to the same hint question you are entering now, and must provide the same hint answer to receive a temporary password by e-mail.

* Hint Question:

* Hint Answer:

Cancel

Continue



6. Enter name and identification – part 1 of 2

Name and identification - Step 2 of 7

Required fields are marked with an asterisk (*).

* Last Name:

* First Name:

Initials:

* Date Available: YYYY-MM-DD

Partial Birth Date

* Year (last digit):

* Month:

* Day:

Gender (Voluntary - for statistical analysis and reporting under the *Public Service Employment Act*, not for employment equity self-declaration):

Male
Female

* Citizenship:



6. Enter name and identification – part 2 of 2

Are you currently employed by the Public Service of Canada? (For statistical purposes only):

Please Specify
Yes
No

Identification

Personal Record Identifier (PRI) - Issued only to individuals who are employed by the public service of Canada:

Priority Reference Number (PRN) - Issued only to employees of the public service of Canada who have been granted a priority entitlement:

Service Number (Canadian Armed Forces) - Issued to members of the Canadian Armed Forces:

✓ If you currently work for the federal public service, enter your personal record identifier (PRI)

✓ You will likely leave blank the PRN and the CAF Service Number.

Note: If you uncheck the option for using popup windows, you must always Save your responses before you access Help. Failure to save the responses you have just completed will result in the information being lost.

Select if you want to use popup windows

Back

Continue



7. Enter your primary address.

Address - Step 3 of 7

Required fields are marked with an asterisk (*).

See Help for additional instructions.

| Address Type | Action |
|-------------------------------|---------------------|
| Permanent Home Address | No address provided |
| Other Address (If applicable) | No address provided |

Permanent Home Address

Enter your permanent address.

Country:

Province/Territory:

 ▾

Region:

 ▾

City:

 ▾

* Street Address:

* Postal Code:



8. Enter your secondary address (skip if not applicable).

Address - Step 4 of 7

See Help for additional instructions.

| Address Type | Action |
|-------------------------------|---------------------|
| Permanent Home Address | Completed |
| Other Address (if applicable) | No address provided |

Other address

Enter the address where you are currently working or temporarily residing.

Country:

Province/Territory:

Region:

City:

Street Address:

Postal Code:



9. Enter your contact information.

Contact information - Step 5 of 7

Home Number including Area Code (enter at least one number)

Telephone Number:

Alternate Telephone Number:

TTY Number:

Facsimile Number:

Work Number including Area Code (optional)

Telephone Number:

Extension:

TTY Number:

Facsimile Number:

Extension:

[Back](#)

[Continue](#)



10. Press continue to receive the confirmation email.

Confirm E-mail Address - Step 6 of 7

Once you select the **Continue** button, a validation e-mail with instructions on how to activate your account will be sent to: brynn1.dagdick@gmail.com.

Select the **Continue** button to confirm the creation of your account. Once confirmed, log into your e-mail account to access the validation e-mail and follow the instructions to activate your Public Service Resourcing System account.

If you do not follow the instructions contained in the validation e-mail, your account information will be deleted after 2 days.

[Back](#)

[Continue](#)



11. Check your email to confirm your account.

Validation E-mail Successfully Sent - Step 7 of 7

The validation e-mail has been sent to: [REDACTED]

Selecting the **Return to Login** button will log you out of the Public Service Resourcing System. Once you are logged out, log into your e-mail account and follow the instructions provided in the validation e-mail.

If you do not validate your account before **2018-12-30 16:00:30**, the system will delete the information you provided while creating your account.

[Return to login page](#)



12. Confirm your account from your email address. It will return you to the login page for your GC Jobs account.

Follow the link



[REDACTED]

This is to inform you that a GC Jobs account has been created using this e-mail address.

To activate your account, select the link below and enter your e-mail address and password.

[https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1710?toggleLanguage=en&psrsMode=\[REDACTED\]](https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfp/applicant/page1710?toggleLanguage=en&psrsMode=[REDACTED])

The link will be active until 2018-12-30 16:00:30 ET. If you do not take action before that time, your account information will be deleted.

*If you do not use this link, you will need to enter the following unique identifier number once logged into the system:

[REDACTED]

Please do not reply to this e-mail. For any questions or concerns, please visit our Contact Us page: <http://www.cfp-psc.gc.ca/contact-jobs/index-eng.php>.

Thank you.

Systeme de ressourcement de la fonction publique
Commission de la fonction publique du Canada / Gouvernement du Canada
cfp.EmploisGC-GC.Jobs.psc@canada.ca / Tél : [1-888-780-4444](tel:1-888-780-4444) / ATS : [1-800-465-7735](tel:1-800-465-7735)

Public Service Resourcing System
Public Service Commission of Canada / Government of Canada
cfp.EmploisGC-GC.Jobs.psc@canada.ca / Tel: [1-888-780-4444](tel:1-888-780-4444) / TTY: 1-800-465-7735



13. Your account is now confirmed. Login into your account at any time.

Login to your account

By logging into your account, you consent to your personal information being used in accordance with this Web site's [Privacy Notice Statement](#).

GC Jobs login

E-mail address: (associated with your account)

Password: (e.g. Canada1!)

Login

Reset your password

[Find your account](#)

[Create an account](#)



But wait!

- You need to add some further information to your account. The areas include:
 - Your education
 - Your ability in Canada's official languages
 - Your résumé
- The next slides will walk you through this process.



14. After logging into you GC Jobs account, click on “Personal information” from the “My jobs menu.”

Home Job search My account ▾ Search archives Help

[Logout](#) Applicant Number: [REDACTED]

My jobs menu

Last login: 2018-12-28 16:14 Eastern Time

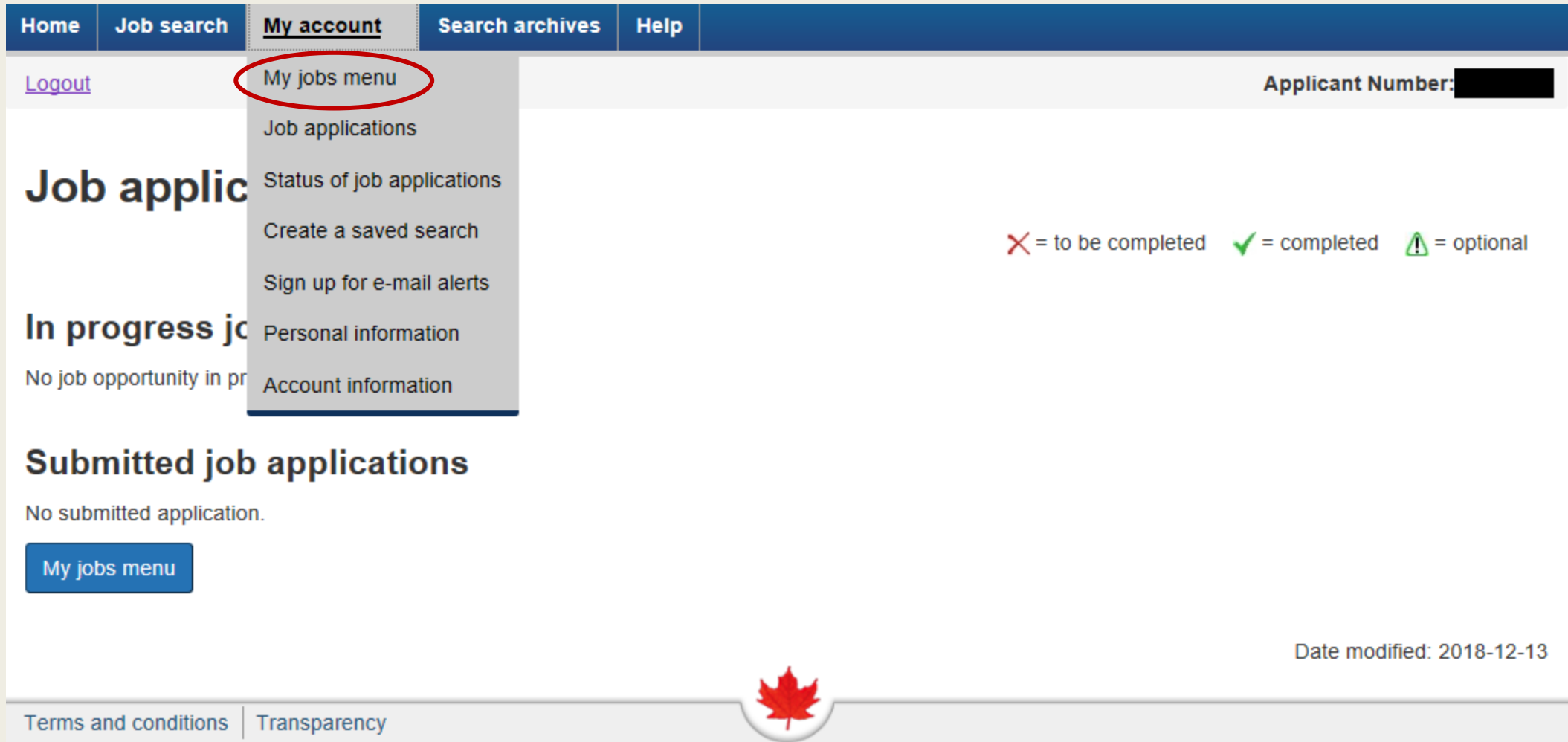
- [Job applications](#)
- [Status of job applications](#)
- [Create a saved search](#)
- [Sign up for e-mail alerts](#)
- [Personal information](#)
- [Account information](#)

Please Note: Using your browser's navigation buttons "Forward" and "Back" may cause unpredictable results. Please use only the navigation buttons which appear in the Public Service Resourcing System screens.

Date modified: 2018-12-13

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Note: To return to the “My jobs menu” at any time, select it from the “My account” dropdown.



The screenshot displays a web application interface with a navigation bar at the top. The navigation bar includes links for Home, Job search, My account, Search archives, and Help. The 'My account' dropdown menu is open, showing options: My jobs menu (circled in red), Job applications, Status of job applications, Create a saved search, Sign up for e-mail alerts, Personal information, and Account information. The main content area features a 'Logout' link, an 'Applicant Number' field, and sections for 'Job applications', 'In progress jobs', and 'Submitted job applications'. A legend indicates that a red X means 'to be completed', a green checkmark means 'completed', and a green warning triangle means 'optional'. A 'My jobs menu' button is located at the bottom left of the main content area. The footer contains links for Terms and conditions and Transparency, a red maple leaf logo, and the text 'Date modified: 2018-12-13'.

Home Job search **My account** Search archives Help

Logout **My jobs menu** Job applications Status of job applications Create a saved search Sign up for e-mail alerts Personal information Account information

Applicant Number: [REDACTED]

Job applications

In progress jobs

No job opportunity in progress

Submitted job applications

No submitted application.

My jobs menu

X = to be completed ✓ = completed ⚠ = optional

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15. To add your educational information, select “Education.”

Home Job search My account ▾ Search archives Help


[Logout](#) Applicant Number: [REDACTED]

Personal information

- ✓ Name and identification
- ✓ Address
- ✓ Contact information
- ✗ Education
- ✗ Languages
- ✗ Résumé

Date modified: 2018-12-13

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16. Select “Grade School” and click “Add.”

Education

Required fields are marked with an asterisk (*).

Education Level

| Academic Level | Area of Study | Specializations | Years | Length | Year/Month | Action |
|----------------|---------------|-----------------|-------|--------|------------|--------|
| None | | | | | | |

* Education Level:

Grade School
Secondary School
College or Cégep
University

Back

Add

Date modified: 2018-12-13



17. If you have completed Grade School, select “Yes” and click “Save.” If not, specify how many years you spent in Grade School and click “Save.” You will be returned to the Education menu.

Education Level

Required fields are marked with an asterisk (*).

Grade School

Enter your Education information. See [help](#) for more detailed instructions.

***Have you completed Grade School?**

Yes

No

If No, how many years have you completed?

Please Specify

1 Year

2 Years

3 Years

4 Years

5 Years

6 Years

7 Years

8 Years

Back

Save



18. Select “Secondary School” and click “Add.”

Education

Required fields are marked with an asterisk (*).

Education Level

| Academic Level | Area of Study | Specializations | Years | Length | Year/Month | Action |
|----------------|---------------|-----------------|-----------|--------|------------|--|
| Grade School | N/A | N/A | Completed | N/A | N/A | Modify Delete |

* Education Level:

Secondary School
College or Cégep
University

Back

Add



19. If you have a Secondary School Diploma, select “Yes” and click “Save.” If not, specify how many years you completed in Secondary School and click “Save.” You will be returned to the Education menu.

Education Level

Required fields are marked with an asterisk (*).

Secondary School

Enter your Education information. See [help](#) for more detailed instructions.

*Do you have a Secondary School Diploma?

Yes
No

If No, how many years have you completed?

Please Specify
1 Year
2 Years
3 Years
4 Years
5 Years

Back

Save



20. Select “University” and click “Add.”

Education

Required fields are marked with an asterisk (*).

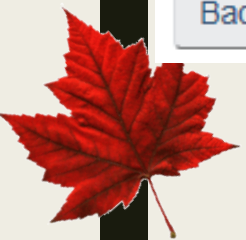
Education Level

| Academic Level | Area of Study | Specializations | Years | Length | Year/Month | Action |
|----------------|---------------|-----------------|-----------|--------|------------|--|
| Grade School | N/A | N/A | Completed | N/A | N/A | Modify Delete |
| High School | N/A | N/A | Completed | N/A | N/A | Modify Delete |

* Education Level:

Back

Add



21. Enter your University Education Level – part 1 of 2

Education Level

Required fields are marked with an asterisk (*).

University

Enter your Education information. See [help](#) for more detailed instructions.

***Academic Level:**

University credits
University Certificate or Diploma
Bachelor's degree
Graduate Diploma (DESS)
Master's degree
Doctorate
Post-Doctoral studies

***Area of Study:**

Please Specify

Education Institution

You can type part of a word in this filter to reduce the institution selection options:

***Education Institution:**

Please Specify

Areas of study include:

Please Specify

Administration Sciences
Agriculture, Food Sciences, Forestry and Fisheries
Arts, Languages and Literature
Communications, Media and Information Sciences
Computer Science, Information Management and Information Technology
Education, Tourism, Recreation and Leisure
Engineering, Technology, Architecture and Planning
Law and Protection Services
Medical, Health and Animal Sciences
Pure, Natural and Applied Sciences
Sciences
Social Sciences and Humanities
Technology
Trades
Water, Environmental, Earth and Atmospheric Sciences



21. Enter your University Education Level – part 2 of 2

*Month Completed or to be Completed:

Please Specify

*Year Completed or to be Completed:

*Number of Years Completed:

*Program Length in Years:

Back

Continue



22. Select your specializations from your degree program and click “Continue.”

College or University Education

Following is the information you have completed in the college or university fields. Verify the information to ensure it is correct. If not, select **Back** and return to the previous screen to make your modifications.

See **HELP** for more detailed instructions.

| | |
|---|--------------------------------|
| Academic Level: | University credits |
| Area of Study: | Social Sciences and Humanities |
| Education Institution: | University of Winnipeg |
| Month and Year Completed or to be Completed: | May - 2020 |
| Number of Years Completed: | 2 |
| Program Length in Years: | 4 |

List of Specialization Groups

Select one or more of the Specialization Groups listed below where you think your specialization or specializations may be listed. The Specialization Groups may assist you to refine your search for your specializations. After you make your selection, press on the **Continue** button at the end of this screen to view the list.

- Administration Sciences
- Agriculture, Food Sciences, Forestry and Fisheries
- Arts, Languages and Literature
- Communications, Media and Information Sciences
- Computer Sciences, Information Management and Information Technology
- Education, Tourism, Recreation and Leisure
- Engineering, Technology, Architecture and Planning
- Law and Protection Services
- Medical, Health and Animal Sciences
- Pure, Natural and Applied Sciences
- Social Sciences and Humanities
- Trades
- Water, Environmental, Earth and Atmospheric Sciences

Back

Continue



23. From these general specializations, select more specific specialities and click “Save.” The following is a sample if you select “Social Sciences and Humanities” from the previous page.

Specializations

Select your specializations by placing a check mark in the appropriate box. After you have completed your selections, select the **Save** button to record your selections and return you to the main Education screen. Your selections will be displayed in the table on the main Education screen.

If you are modifying your selections, either select a specialization or remove the check mark from the appropriate specialization and select a new one. If you do not find the specialization you are looking for in the list, select the **Back** button to return you to the previous screen and try another Specialization Group.

| Social Sciences and Humanities | Specializations | |
|--------------------------------|-----------------------------------|--------------------------|
| Area and Cultural Studies | Area and Cultural Studies | <input type="checkbox"/> |
| | Asian Studies | <input type="checkbox"/> |
| | Canadian Studies | <input type="checkbox"/> |
| | Ethnology | <input type="checkbox"/> |
| | First Nations Management | <input type="checkbox"/> |
| | Native Studies | <input type="checkbox"/> |
| | Preservation of Cultural Heritage | <input type="checkbox"/> |
| | Quebec Studies | <input type="checkbox"/> |
| | Rural Studies | <input type="checkbox"/> |



24. If you have multiple degrees or studied at college, repeat the process. Otherwise, press “Back” to return to the “Personal information” menu.

Education

Required fields are marked with an asterisk (*).

Education Level

| Academic Level | Area of Study | Specializations | Years | Length | Year/Month | Action |
|--------------------|--------------------------------|-------------------------------|-----------|--------|------------|--|
| Grade School | N/A | N/A | Completed | N/A | N/A | Modify Delete |
| High School | N/A | N/A | Completed | N/A | N/A | Modify Delete |
| University credits | Social Sciences and Humanities | Economics Social Geography | 2 | 4 | 2020/May | Modify Delete |

* Education Level:

College or Cégep
University

Back

Add



25. To add your language information, select “Languages.”

Home Job search My account ▾ Search archives Help


[Logout](#) Applicant Number: [REDACTED]

Personal information

- ✓ Name and identification
- ✓ Address
- ✓ Contact information
- ✗ Education
- ✗ Languages
- ✗ Résumé

Date modified: 2018-12-13

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26. Languages – part 1 of 2

Languages

Required fields are marked with an asterisk (*).

* What is your first official language?

- English
- French

Please choose a language proficiency that best describes your ability to work:

* Language Proficiency - English:

- None
- Beginner
- Intermediate
- Advanced

* Language Proficiency - French:

- None
- Beginner
- Intermediate
- Advanced



26. Languages – part 2 of 2. Press “Save” and then “Back” to return to the “Personal information” menu.

*** Which official language would you like us to use when communicating with you?**
...

English
 French

*** Which official language would you like to use in an interview?**
...

English
 French

*** Which official language would you like to use for a written exam?**
...

English
 French

[Back](#) [Save](#)

Date modified: 2018-12-13



27. To add your résumé, select “Résumé.”

Home Job search My account ▾ Search archives Help


[Logout](#) Applicant Number: [REDACTED]

Personal information

- ✓ Name and identification
- ✓ Address
- ✓ Contact information
- ✗ Education
- ✗ Languages
- ✗ Résumé

Date modified: 2018-12-13

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28. Copy and paste your résumé. Note, however, that this is less important than the résumé you can attach to your online applications

Résumé

Your résumé should include your experience and any other information about your volunteer or extracurricular activities.

A résumé allows the Selection Board to validate the depth and breadth of experience reported in an applicant's online application.

Please ensure information you provide is **free of third party personal information and references to your social insurance number**. Visit Help for further information.

Enter the information directly into the field or copy and paste it from another source. You cannot use the tab keys when entering the information directly. Certain web-based special characters such as HTML tags may also cause unpredictable results in your text, or prevent you from successfully applying.

The system will automatically disconnect you without warning after 60 minutes if there is no activity. You MUST save or move to a new screen to maintain your connection. Typing information without saving does not prevent you from being disconnected.

Note: A maximum of 32,000 characters can be entered in the box below.

Résumé:

Back

Save



And now your GC Jobs account is ready!

Personal information

- ✓ Name and identification
- ✓ Address
- ✓ Contact information
- ✓ Education
- ✓ Languages
- ✓ Résumé



Contact the
GC Student
Ambassador if
you have any
questions:

2018-19 GC Student Ambassador: Declan Moulden

- Email: gc.ambassador@uwinnipeg.ca
- Facebook: www.facebook.com/GCAmbassadorUW
- Twitter: [@GCAmbassadorUW](https://twitter.com/GCAmbassadorUW)

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media for more info
on public service
jobs

