

Frequently Asked Questions

Q: Can I search for current open positions without creating a profile?

A: Yes, you can search current open positions at any time. If you wish to apply to a position, you must create a profile.

Q: How do I create additional profiles under my user name?

A: You can create additional profiles by clicking on "Add Additional Profile" under the "Profile" section. This allows you to create a title for your new profile, select a job stream and upload a new resume and cover letter. You will then be able to add new core skills and job positions to your profile based on the job stream you select.

Q: How many additional profiles can I create in the system under my user name?

A: You can create up to three additional profiles.

Q: When I upload a copy of my resume it does not keep the same formatting as my word document. What can I do to keep the formatting of my resume consistent?

A: Choose "enter your resume directly in the box below", click on "Format Text Resume" and copy and paste your resume on to the system. This will keep all the formatting consistent.

Q: What are some examples of documents I should include in the "Business Documents" section of my professional profile?

A: You can include reference letters, samples of writing, samples of past work material (newsletters, spreadsheets, reports) or copies of degrees, awards or certificates.

Q: If there is information I have left out of my application, how can I make sure that this information is included?

A: You can make changes to your personal and professional profile at any time. Any changes you make will be included in your application.

Q: What are matched jobs?

A: If your previous experience and skill set matches a current job posting, the Public Affairs Bureau may invite you to apply for an open position. If you are invited to apply, you will see this invitation to apply under your "Matched Jobs" section. From there, you will be able to apply to the job, or decline the invitation.

Q: What are interview written test requests?

A: If you are selected for an interview you may be required to complete a written test. This test will be sent to you via email.

Q: How will I be contacted to attend an interview?

A: PAB HR will phone you to invite you to an interview. Then, you will receive a confirmation email including details about the date, time and location of the interview.

Q: What will happen to my profile if I don't log on to the PAB Online Application System (OAS) for an extended period of time?

A: If you have not logged on for a period of six months you will receive a notification email from PAB OAS to ask if you would like to keep your profile active. If you do not log on within two weeks your profile will be deleted.

Q: Why is it mandatory for me to disclose my title in the contact information?

A: If you do not wish to include your title, select the "none" button.

Q: Who has access to my personal and professional information that I have included in my profile?

A: As soon as you create a user name and account, PAB HR and hiring directors/managers will have access to your personal and professional information you supply in your profile.

Q: What will my personal and professional information be used for?

A: PAB will be using your personal and professional information in two ways:

- 1) To review your qualifications, past work experience and skills in order to assess your fit with the position you applied for, whether it be a specific posting or a general resume.
- 2) To search for suitable applicants and match them to new job opportunities at PAB. PAB HR will then send out an invitation to apply.