

TALENTFLOW[®]

HOW TO APPLY

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The following instructions are for internal applicants applying for job opportunities using the online application form. Please ensure you have updated your profile prior to applying for a job.

Accessing TalentFlow from a City Computer

To access TalentFlow from a City computer (at work):

1. Click on the City's Internal Job Opportunities link on **InsideTO**.
2. The Internal Job Opportunities Job Seeker page will be displayed.

Accessing TalentFlow from an External Computer

Please note: You can **view** and **apply** to internal opportunities from any computer outside of work that has Internet access. You will have to confirm that you are an employee using your employee number and last name.

1. To access TalentFlow from a computer outside of work, start by navigating from the City's employment website:

www.toronto.ca/jobs

2. At the bottom of the page, click on the link **Toronto Public Service Employee Access**.
3. A validation page will appear. Enter your **Last Name** and **Employee Number**.
4. The Internal Job Opportunities Job Seeker site will be displayed.

Your employee number can be found on your pay stub. If you have problems validating your employee number, please send an email to jobshelp@toronto.ca.

Searching For Job Opportunities

You will now be able to view a listing of Internal Job Opportunities. You can also search and apply to jobs by logging into TalentFlow using the login name and password you created during the registration process and view and apply from the Job List. Click on the **Job List** link under the **Jobs Management** section.

1. To search, select from the menus provided in the **Search Open Positions** section and click the **'Search'** button.

*You can also search by **Key word**. Enter a word in the key word search text field and click the **'Search'** button. Jobs will be displayed based on your selected criteria.*

2. In the Search Results screen, you can click on any of the Search Results column headings to sort the results.
3. To view the details of a job posting, simply click on one of the Job Titles.

Applying For Job Opportunities

1. To apply, click **'Apply Online Now'** from the top or bottom right-hand side of the job posting.
2. You will be prompted to log in using your TalentFlow **user name** and **password**.
3. The **Job Confirmation** screen will display. This screen confirms the job posting you are applying for.
4. Select a **Profile** to attach to your application. Your profile includes your resume and a cover letter and must be updated prior to submitting your application. You can select the correct resume and cover letter using the radio buttons beside each saved document from your Desktop.

You cannot make changes to your profile after you have submitted your application.

5. Select a **Cover Letter**. Enter a title. It can be whatever you like, i.e. *Accounting Assistant 1, the Job ID*, etc., as this is for your personal reference only. You must add a cover letter using the File Manager. Please ensure you have a Word or PDF format version of your cover letter to add to your profile.
6. Complete the **Pre-Screening Questionnaire**. You must complete the questionnaire (prior to submitting your application) and complete the application process (questions marked with an asterisk are mandatory). Please choose your responses carefully. Once your application is submitted, your responses cannot be changed.
7. At the bottom of the page, click the **'Preview Application'** button. You will be able to view your attached documents as well as your Pre-Screening Questionnaire answers. Please carefully preview what you have selected and attached. After reviewing your application, click the "Confirm and Submit Application" button.

*Please note that once you confirm and submit your application, you will **NOT** be able to revise it.*

Congratulations! You have successfully submitted an online application for an Internal Job Opportunity. An acknowledgement screen appears thanking you for your application and also providing confirmation of the Job ID # and Job Title that you have applied for. An email confirmation will also be sent to your registered email address.

Reviewing Your Application

From the onscreen "**Thank You**", you can review the Job Posting and the Questionnaire by clicking on the [Application History](#) link. **Note:** Once you submit the questionnaire, it cannot be changed.

To view the job posting again, click on the Job title.

If after reviewing the Job Posting, you want to return to the Application History screen, you can do so from your Job Seeker Desktop.

Technical Assistance

If you experience any **technical difficulties** during the application process, you can contact TalentFlow Support (provided by Zylog Systems Canada Ltd.):

8:30 a.m. - 8 p.m., EST, Monday – Friday

1-877-223-1833

support@talentflow.com

For all other inquiries, please contact City of Toronto staff at:

jobshelp@toronto.ca

In accordance with the Accessibility for Ontarians with Disabilities Act (2005), the provision of accessible formats and communication supports for persons with disabilities is available upon request. If you encounter a problem registering or applying o line, please call 416-392-8665 (accessibility issues only) or email jobshelp@toronto.ca for assistance.

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