



The following are instructions for new users to create a TalentFlow profile and to apply for the Operations Firefighter 2012 career opportunity. If you have completed the online application in 2008, 2009 or 2010, please reference the instructions for returning users.

Registration

1. Start by navigating to the Toronto Fire Services recruitment website:

<http://www.toronto.ca/fire/recruitment>

2. Under the *2012 Operations Firefighter* heading, click '**Online Applications**'
3. Click the '**Operations Firefighter 2012**' Job Title
4. Review the job posting and click '**Apply Online Now**'
5. Click the link '**Click here**' to register

Register Now!

[Click here](#) to register!

6. Complete all mandatory fields with red text and marked with an asterisk. **Please ensure an accurate Email Address is entered.**
7. You will be asked to complete a '**Getting To Know You**' survey. The survey is optional and you are only required to complete questions marked in red with an asterisk. Once complete, click '**Save and Continue**'
8. When complete, click '**Submit Registration**' at the bottom of the page.



Record the User Name and Password that you input during the registration process. **DO NOT** share your User Name and Password with anyone.

9. You will be asked to complete four steps to setup your **Personal Profile**.

■ **Completing Your Personal Profile**

Step 1: Contact Information, Education and Experience

1. Complete all mandatory fields in red text marked with an asterisk
2. When complete, click '**Save and Continue**'

Step 2: Salary, Employment Type and Job Type Status

You are now at **Step 2** of the **Personal Profile**. Complete all mandatory fields in red text marked with an asterisk

1. A default Job Location is provided
2. Enter a minimum salary of \$1.00
3. Employment Type and the Job Type Status are pre-populated
4. Select your employment eligibility status and enter your availability
5. When complete, click '**Save and Continue**'

Step 3: Adding a Resume

You are now at **Step 3** of the **Personal Profile**. Complete all mandatory fields in red text marked with an asterisk

1. Enter a title for your profile. Your profile title can be anything you like, i.e. *Fire Resume*. This is for your personal reference only.
2. There are two different ways you can attach your resume to your profile:
 - You can upload your resume from a file (Microsoft Word is recommended) using the '**File Manager**' button.
 - You can type/copy and paste your resume in the Resume text box.

Uploading a Resume

To upload your resume from your data files using the **File Manager**:

1. Click '**File Manager**'
2. Click the '**Add New**'
3. Click the '**Browse**' button and select the file you want to upload, click '**Upload**'
4. Click the '**Return & Attach**'

Depending on the format of your uploaded document, your resume may appear in the resume text field.

DO NOT modify your resume in the text field as the changes will not be reflected when you apply to a job. Your resume will be submitted exactly as it appeared when uploaded.



*If you click on the '**Delete Profile**' button, you will delete the personal profile that was just created. You will have to re-enter all your information again.*

5. Click '**Save and Continue**' and your resume will be displayed
6. Your resume will be displayed
7. Click '**Continue**'. This will take you to **Step 4** of the Registration process

Type or Copy/Paste Resume

1. You can type your resume into the text box provided. Use the tools at the top of the text box to format your resume (i.e., bold, add bullets etc.). You can also cut and paste from a word document
2. Once complete, click '**Save and Continue**'
3. You will be able to preview and edit your resume. Once it is finalized, click '**Continue**'. This will take you to **Step 4** of the Registration process

Step 4: Core Skills and Job Positions Inventory

You are now at **Step 4** of the **Personal Profile**. This is the last step! This is a Core Skills and Job Positions inventory.



*If you click on the '**Delete Profile**' button, you will delete the personal profile that was just created. You will have to re-enter all your information again.*

1. Select all applicable Core Skills from the drop down and select the number of years using each skill. If you have additional Skills you would like to add, click '**Add More Skills**'
2. Select all applicable Job Positions from the drop down and select the number of years in each position. If you are a new graduate, select the job titles that you WANT to work in, and select "**Academic Only**" for Years of Experience
3. When complete, click '**Save and Continue**'
4. To **Remove** a Core Skill or Job Position selection, go to the Remove column and place a checkmark in the field you wish to remove. Click '**Save and Continue**' and the field will be removed

▣ Submitting Your Application

You are now ready to complete the application process.

1. Confirm the job you have selected is '**Operations Firefighter 2012**'
2. Ensure your newly created profile (including your resume) has been selected



Please note, submitting a Cover Letter with your application is optional.

3. Enter a title for your cover letter
4. You can type your cover letter into the text box provided. Use the tools at the top of the text box to format your cover letter. You can also cut and paste from a word document
5. Complete the **Questionnaire**. **You must complete the questionnaire in order to submit your application and complete the application process.** Questions which are marked with an asterisk are mandatory.



Once submitted, your responses to the questionnaire cannot be edited.

6. Ensure the correct **Profile** and **Cover Letter** are selected and review your **Questionnaire** for accuracy



Once you Confirm and Submit your application, you will not be able to revise it.

7. Click '**Confirm and Submit Application**'

Congratulations! You have successfully submitted an online application for the **Operations Firefighter 2012** career opportunity. An acknowledgement screen appears thanking you for your application and also provides confirmation of the Job ID # and Job Title that you have applied for. You will also receive an email confirmation to your registered email address.

▣ Review Your Application


1. Click on the '**Application History**' link
2. Ensure that '**Operations Firefighter 2012**' is listed in your application history




If you delete your application you will not be able to re-apply.

Technical Assistance

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

 Monday – Friday, 8:30am – 8:00pm EST

 1-877-223-1833

 support@talentflow.com

For all other inquiries please contact City of Toronto staff :

 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 on line, please call 416-392-8665 (accessibility issues only) or email jobshelp@toronto.ca for assistance.