TORONTO Human Resources

TALENTFLOW®

HOW TO EDIT YOUR PROFILE

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Accessing TalentFlow

1. Start by navigating to the City's employment website:

<div style="text-align:center">

toronto.ca/employment

</div>

2. Click on the link for **Current Opportunities, Summer Opportunities** or **Ongoing Opportunities**.

Current Opportunities	**Summer Opportunities**	**Ongoing Opportunities**

Using the Job Search Agent

Job Search Agents allow you to set up automatic search agents that will look for new jobs that match your criteria. When a new job is posted that matches your criteria, you will be automatically notified by email. You can store up to five different Job Search Agents at any one time.

1. From your Job Seeker Desktop, click **'Job Search Agents'**.
2. Click **'Add Job Search Agent'**.
3. Assign the Job Search Agent a name. This name will not affect the search in TalentFlow.
4. Select whether you want to search using a **Keyword** search or a **Job Title** search.
5. Complete the remaining information fields. These are optional and not required in order to save your agent.
6. Click the **'Save Search Agent'**.
7. You can view existing agents by clicking on the titles, and you can view jobs that match your search criteria by clicking **'view'**.

Modifying an Existing Resume

Prior to applying for a job, you may want to change an existing resume, delete or even add a new one. This is done through the Job Seeker Desktop and is called Modifying your Profile.

> *You can store up to three profiles including resumes.*

Modifying an Uploaded Resume

To modify your existing resume, click on the **Edit** link in the profile section of your Job Seeker Desktop. This will take you to the **Edit Professional Profile** section.

1. Here you can upload an updated resume from a file using the **'File Manager'** button.

    > *Please upload your resume in Word format or a Word document saved as an accessible PDF.*
    > **DO NOT** *upload a scanned picture of your resume.*

2. Click the '**Update'** button.

3. Click the '**Choose File'** button and select the file you want to upload and click **'Upload'**.

4. Click the '**Return & Attach'**.

Depending on the format of your uploaded document, your resume <u>may</u> appear in the resume text field.
<u>DO NOT</u> 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.

> *WARNING: If you click 'Delete Profile', 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 *(please ignore any formatting issues).*

6. Click **'Continue'**.

7. What you will then see is the Core Skills and Job Positions inventory. You can make changes here or click **'Save and Continue'** at the bottom of the screen.

8. To **Remove** a Core Skill or Job Position selection, go to the Remove column and place a check mark in the field you wish to remove. Click **'Save and Continue'** and the field will be removed.

You will be returned back to your Job Seeker Desktop with a confirmation message that you have been successfully edited your profile.

Modifying a Typed or Copy/Pasted Resume

To modify your existing resume, click on the **Edit** link in the profile section of your Job Seeker Desktop. This will take you to the **Edit Professional Profile** section.

1. You can modify your resume in 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 your resume 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.

4. What you will then see is the Core Skills and Job Positions inventory. You can make changes here or click **'Save and Continue'** at the bottom of the screen.

5. To **Remove** a Core Skill or Job Position selection, go to the Remove column and place a check mark in the field you wish to remove. Click **'Save and Continue'** and the field will be removed.

Adding a New Resume

To add a new resume, click on the **Add Additional Profile** link in the profile section of your Job Seeker Desktop. This will take you to the **Edit Professional Profile** section. Enter a title for your Profile.

There are three different ways you can attach your resume to your profile:

- You can upload your resume from a file (Microsoft Word is recommended).
- You can use the "Resume Builder" to build a resume.
- You can type/copy and paste your resume in the Resume text box.

Uploading a Resume

To upload your resume from your computer:

1. Click '**File Manager**'.

2. Click '**Add New'**.

3. Click the '**Choose File'** button and select the file you want to upload and click **'Upload'**.

4. Click the '**Return & Attach'**.

Depending on the format of your uploaded document, your resume <u>may</u> appear in the resume text field. <u>**DO NOT** </u> 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.

> ***WARNING***: *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 of your information again.*

5. Click **'Save and Continue'** and your resume will be displayed *(please ignore any formatting issues).*

6. Click **'Continue'**. This will take you to <u>**Step 4**</u> of the Professional Profile process.

Using the Resume Builder

1. To build a resume click **'Resume Builder'** and follow instructions.

2. Once you have completed all applicable fields, 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 <u>**Step 4**</u> of the Professional Profile 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 <u>**Step 4**</u> of the Professional Profile process.

Core Skills and Job Positions Inventory

Step 4 of the ***Professional Profile*** (This is a Core Skills and Job Positions inventory.)

> ***WARNING***: *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 of your information again.*

1. Select at least one Core Skill from the drop down menu and at least one Job Position. Enter the number of years that you used that skill and the number of years you were in the position selected, respectively. If you have additional skills you would like to add, click on the link: 'Add More Skills'.

> *Core Skills & Job Positions are **not** being used for screening purposes.*

2. If none of the job positions options apply to you, select "**Other**".

3. To **Remove** a Core Skill or Job Position selection, go to the Remove column and place a check mark in the field you wish to remove. Click **'Save and Continue'** and the field will be removed.

4. When complete, click **'Save and Continue'**.

Modifying an Existing Cover Letter

Prior to applying for a job, you may want to update an existing cover letter, delete or even add a new one. This is done through the Job Seeker Desktop and is called modifying your Profile.

> *You can store up to five cover letters.*

Modifying an Uploaded Cover Letter

To modify your existing cover letter, click on the **Edit** link in the cover letter section of your Job Seeker Desktop. This will take you to the **Edit Cover Letter** section.

> *Please upload your cover letter in Word format or a Word document saved as an accessible PDF.*
> ***DO NOT** upload a scanned picture of your cover letter.*

1. Click the '**Choose File**' button and select the file you want to upload and click **'Re-Upload'**.

2. Click **'Save Cover Letter'** and you will be returned to the Job Seeker Desktop.

Adding a New Cover Letter

To add a new cover letter, click on the **Add Additional Cover Letter** link in the cover letter section of your Job Seeker Desktop. This will take you to the **Submit Cover Letter** section.

> *You are able to store up to five cover letters.*

Uploading a Cover Letter

To upload your resume from your computer:

1. Enter a **title** for your Cover Letter,

2. Click the '**Choose File'** button and select the file you want to upload and click **'Upload'**.

3. Click **'Save Cover Letter'** and you will be returned to the Job Seeker Desktop.

Modifying or Deleting Your TalentFlow Account

Updating Your Personal Data

To edit your Contact Information, Education and Experience, Job Location/Pay Information, Employment Eligibility, Availability or References:

1. From your Job Seeker Desktop, click **Edit** next to the appropriate selection.

2. Make appropriate changes/additions.

3. Click **'Save and Continue'**.

Changing Your TalentFlow Password

1. From your Job Seeker Desktop, click **Edit** next to "*Edit Username and Password*".

2. Enter your old password.

3. Enter your New password and Confirm Password.

4. Click **'Update'**.

Editing Your Security Question

> *If you forget your password, you will be required to answer your Security Question.*

1. From your Job Seeker Desktop, click **Edit** next to "*Edit Security Question*".

2. To change your Security Question, click on the drop down menu next to the "Select the Security Question" field and select a security question.

3. Input the answer to this Security Question in the text field next to "Security Answer".

4. Click **'Update'**.

5. To change your response to the existing "Security Question", input the new answer to this Security Question in the text field next to "Security Answer".

6. Click **'Update'**.

Deleting Your TalentFlow Account

1. Log in to TalentFlow using the username and password you created when you registered.

2. Click on **Edit** next to the "***Edit Username and Password***".

3. Click **'Delete Account'**.

> *Your account, including your stored resume(s) and cover letter(s), will be deleted.*
> ***Note:*** *If you wish to apply to a job online, you will have to go through the registration process again.*

Technical Assistance

If you experience any **technical difficulties** during the registration 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 on line, please call 416-392-8665 (accessibility issues only) or email jobshelp@toronto.ca for assistance.