

# What's Inside.



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## Searching for Jobs

#### **Searching Job Requisitions**

You can easily search for roles using the search bar. The search bar will allow the user to search by "Job Title, Job Category, Keywords"

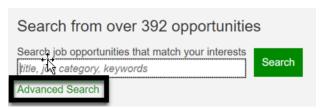


Search results will appear in either a drop-down list or auto-populate in bar in bold font

Click on Search to retrieve results

#### **Creating saved searches**

Click on Advanced Search



Select search criteria using keywords, location, grade level, business line, etc.

As a user, you can search from any field singularly or a combination of fields for a narrow search result

Keyword: Informative word(s) of significance for the type of role desired

Auto Reg ID: TDO posting number

Province/State: Search by Province (Canada) or State (US)

City: Search by specific city

Job Category - Primary: Job category Job Title: Specific job title desired

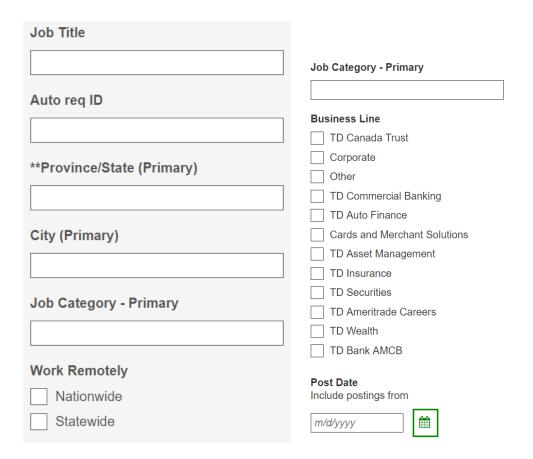
Business Line: option for business line of choice

Short Term Assignment: Do you want a role that is for a short period of time

Time Type: Is the desired role full time or part time Level: Search roles from LO1 to Executive level roles Posting Date: Search roles posted on a specific date Language: Search roles in either English, French, or both

Work Remotely: Use search criteria only for US. For Canada, please use "remote" in keyword search





### Select Save this search in the upper right hand corner



Choose your Search Frequency by selecting how often you'd like to receive search results and enter your email address. Results will be emailed to you at your requested time interval.



#### Save Search

\* Search name

I want to receive updates

Never
Daily
Weekly
Bi-weekly
Monthly

\* Email address

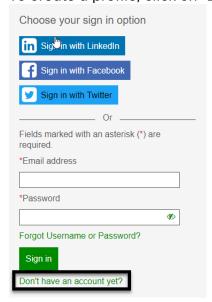
hame@email.com

## Candidate Profile

### **Creating a Profile**

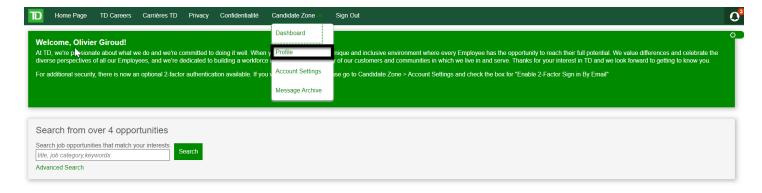
Creating a candidate profile is the best way to store your Contact Information, Education History, Work Experience and Skills as well as track submitted applications, save job searches and upload resumes and cover letters.

To create a profile, click on "Don't have an account yet" from the login screen.



You will be presented with Profile screen and can view or edit your Profile information for accuracy.

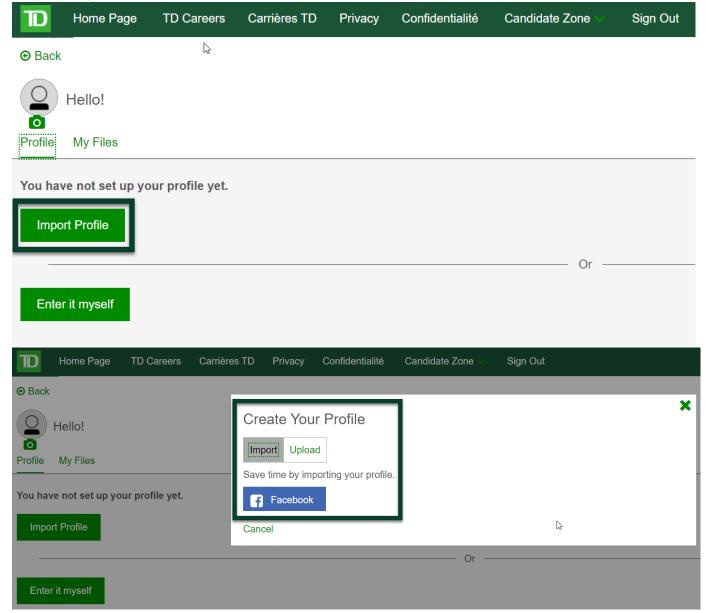




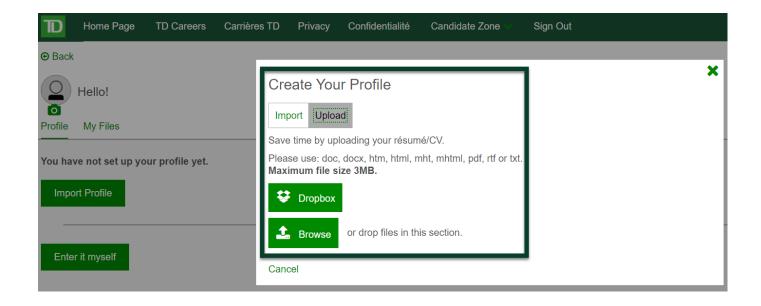
To create your profile using the "Import Profile" option:

When using "Import" social media, you can only use Facebook

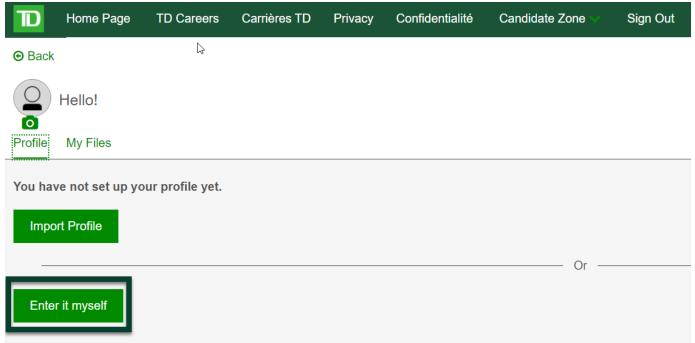
When using "Upload", you can use your resume to create your profile



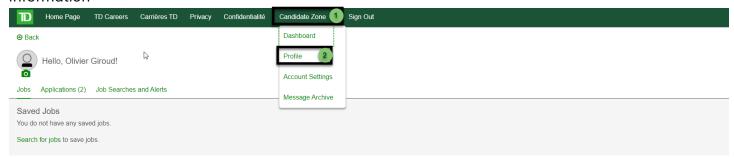




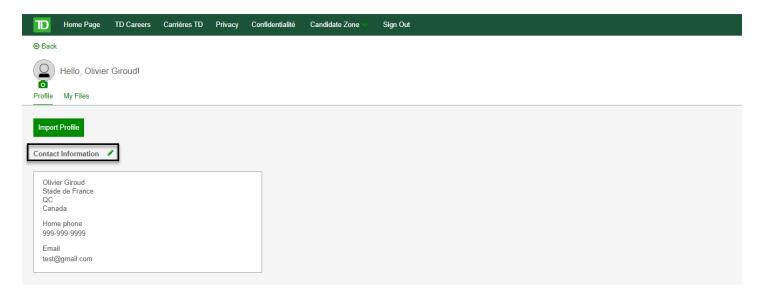
You can also manually enter your details to create your profile



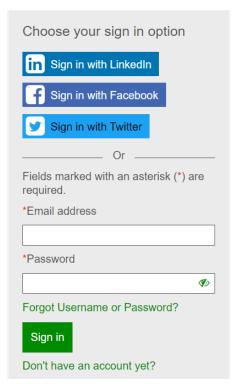
Once your profile is created, you can view and edit this information in the same section under "contact information"







## **Logging In**



If you originally used one of your social media accounts (LinkedIn, Facebook, Twitter) to sign in, you will need to continue to use those credentials to sign in by clicking on the appropriate icon.

## **My Files**

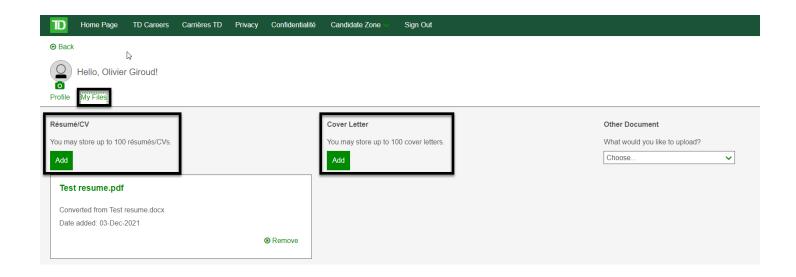
You to store, maintain, and track up to 100 versions of resumes/CVs and cover letters. You can also upload other documents including licenses, certifications, transcripts and reference letters

To upload a Resume or Cover Letter:

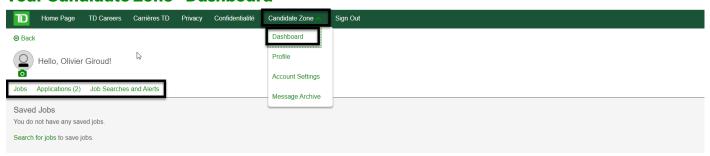
Navigate to 'Candidate Zone' and click 'Profile' from the drop-down menu Click the My Files tab

You can upload your Resume/CV and/or cover letters from this screen





#### Your Candidate Zone - Dashboard



#### **Jobs**

Displays all jobs you have saved to view or submit at a later date.

You can search for jobs directly through this tab.

#### **Applications**

Saved Applications - View saved job application drafts you started, but have not submitted Submitted Applications - Completed Job Applications that you have submitted in the past 60 days.

#### Job Searches and Alerts

Search agent manager allows you to create, edit and run your saved searches. Saved searches can be configured to have the newest results of your search e-mailed to you on a regular basis.

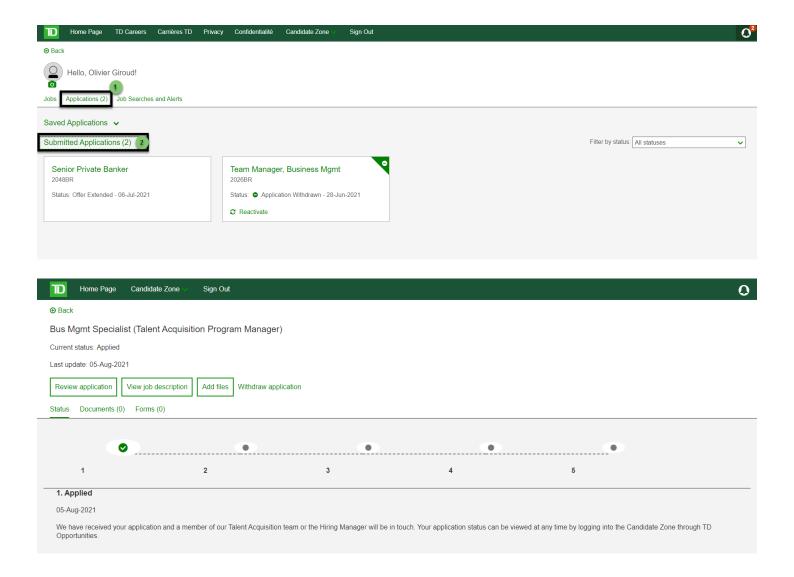
#### **Tracking your application**

Once submitted, an application cannot be changed. You can track the status of your application in real time under the Application Status section.

Click on the Applications tab and Submitted Applications to view your completed job applications. Navigate to the job that you would like to check and click on the Title.

You will see the Application Tracker indicating what step in the process your application is currently on.





## Withdrawing/Reactivating a submitted job application

To withdraw or reactivate a submitted job application, navigate to 'Candidate Zone' and click 'Dashboard' from the drop-down menu

Click the Applications tab (1) and Submitted Applications (2) to view your completed job applications



Navigate to the job you would like to withdraw from and click Withdraw (3) to withdraw your submitted job application(s). You will be prompted to confirm the withdrawal.



TIP: You are only able to withdraw your application from jobs that are still 'Open' and where you have not been Declined or made an Offer. If the job is visible in the 'Submitted Applications' section, it is considered 'Open'

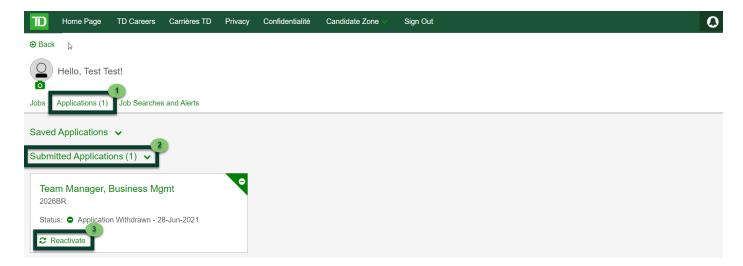
NOTE: Once you withdraw your application, you cannot reapply. You can only reactivate the original job application

#### To Reactivate a Job Application

Navigate to 'Candidate Zone' and click 'Dashboard' from the drop-down menu

Click the Applications tab (1) and Submitted Applications (2) to view your completed job applications

Navigate to the job you would like to reactivate and click Reactivate (3) to resubmit your original application Delete this box





TIP: You are only able to reactivate your application to jobs that are still 'Open'. If the job is visible in the 'Submitted Applications' section, it is considered 'Open'.

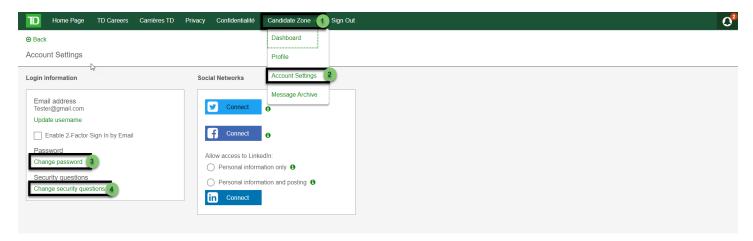
TIP: Reactivating your application will allow you to re-submit your original application only. You cannot submit a new application at this stage

### **Changing Password and Security Questions**

To change your Password and/or Security Questions, log into the Candidate Portal using the Sign In Feature.

Click on the Account Settings menu item under the Candidate Zone.

From there, under Login Information click on the Change Password (and/or Change Security Questions) links.

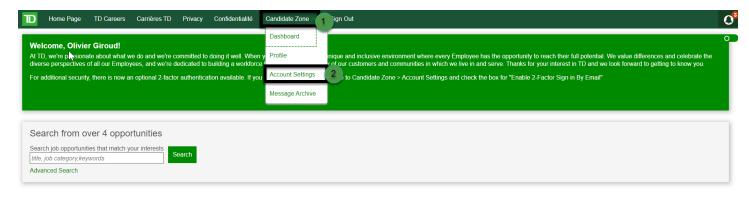


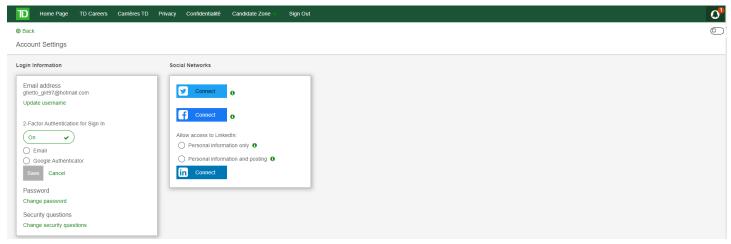
## 2-Factor Authentication for Sign In

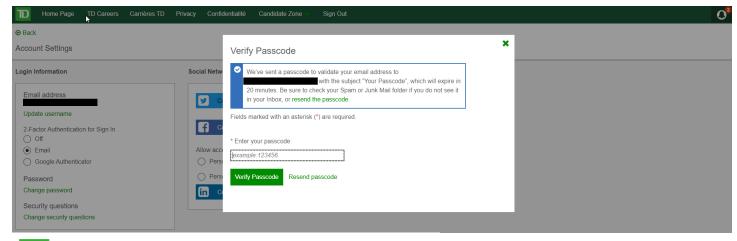
**Enabling/Disabling 2-Factor Authentication** 

- Navigate to 'Candidate Zone' and click 'Account Settings' from the drop-down menu.
- Select either:
  - o Off (to Disable 2-Factor Authentication)
  - o Email
  - Google Authenticator
- For either method (email or Google Authenticator), you will have to provide a passcode to enable the 2-Factor authentication initially, as well as every time you sign in.
- If you check the box for "Email". A passcode will be sent to your contact email (sample below)
- Enter the passcode to verify your identity and enable 2-Factor Authentication









TD

**TD Jobs** 

Your passcode is:



This email is to validate your email for account sign in. You can ignore this email if you did not submit this request.

Use this passcode to verify your email.

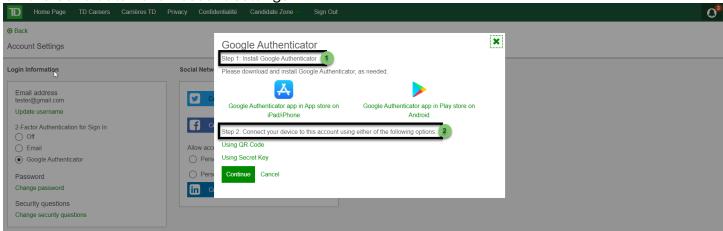
Passcode expires in 20 minutes.

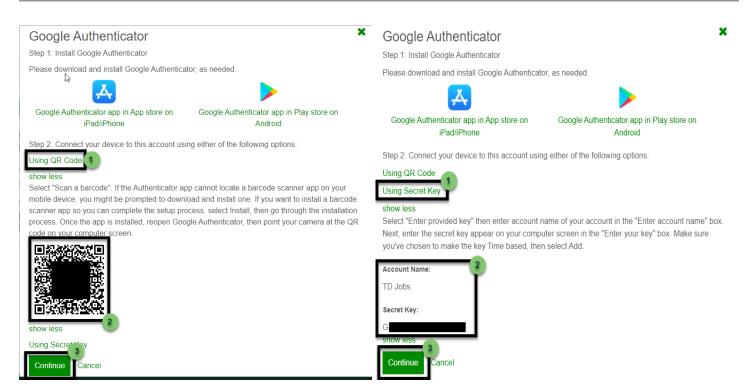
Do not reply to this email.



- If you check the box for "Google Authenticator", you will need to download the Google Authenticator app if you do not already have it
- On the popup screen from Candidate Zone Account Settings, select one of two options to verify your identity: 'Using QR code" or "Using Secret Key".
- On the Google Authenticator app, select the same option: "Scan a QR code" or "Enter a setup key/secret key". This will prompt you to scan the code or enter the secret key. Google Authenticator will generate a 6-digit code for the Careers@TD Jobs application.
- On the popup screen from Candidate Zone Account Settings: Click Continue, and then enter the 6-digit code from the Google Authenticator app to verify your identity and enable 2-Factor Authentication

On the Candidate Zone Account Settings:





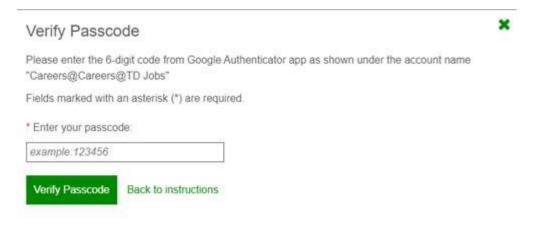
From the Google Authenticator app:







#### On the Candidate Zone Account Settings:



## Job Offers

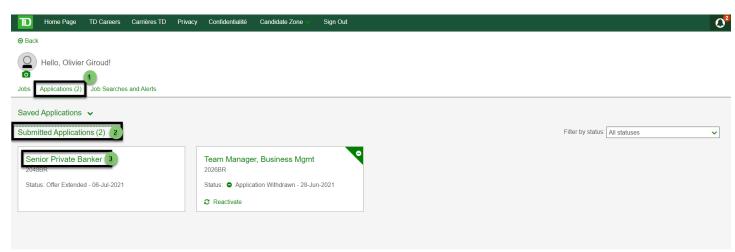
#### **Viewing offer letter**

Once you have received the email notification that the offer letter is posted, click the link in the email and access TD Opportunities.

Sign in, and if not already taken directly to your offer letter, then proceed to 'Candidate Zone' and click 'Dashboard' from the drop-down menu

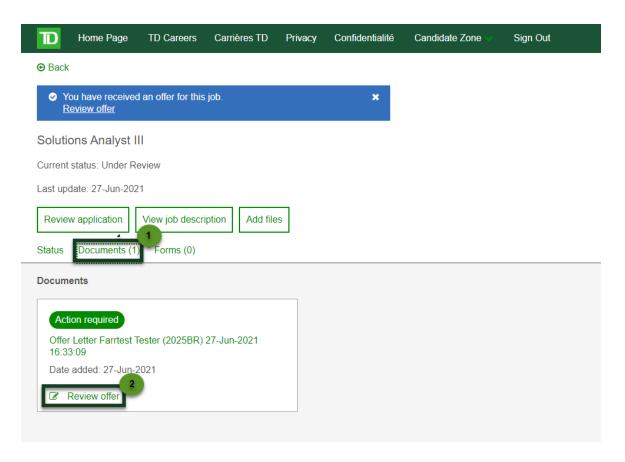
Click the Applications tab and Submitted Applications. You will be able to view all your completed job application(s)

Navigate to the job application that you have received the offer for and click the Job Title

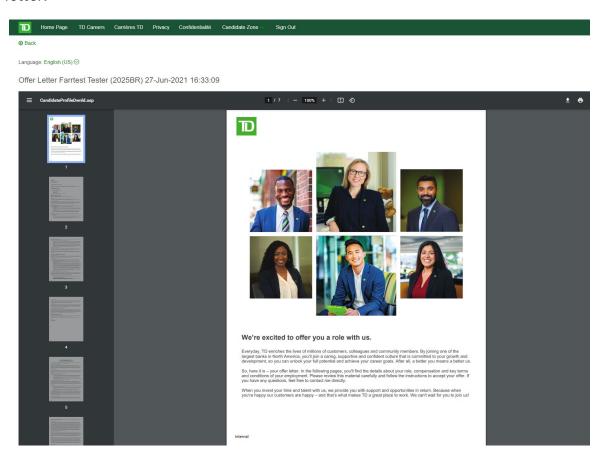


Click Documents (1) and then Review Offer (2)





The offer letter will open. We strongly encourage you to download and retain a copy of your offer letter.

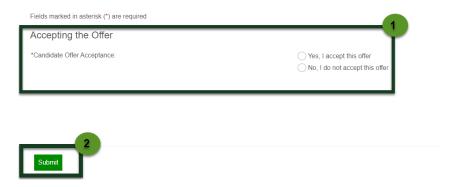




## **Accepting an offer**

Navigate to the bottom of the screen to submit your responses to the offer.

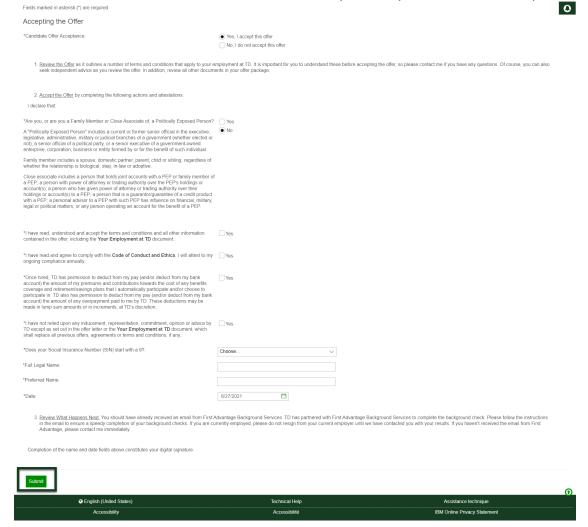
To accept scroll to the bottom of the offer until you see the offer acceptance fields. Click on I accept (1) and fill in all required fields. Click on Submit (2)



Enter all mandatory fields with valid information (red asterisk fields)

#### Click submit when completed

Note: There are different versions of offer acceptance questions based on your country





## **Declining an offer**

If you are not accepting the offer, please click on I do not accept (1) and fill in the required fields

#### Click Submit (2)

✓ English (United States)     Accessibility	recnnical Help  Accessibilité	Assistance technique  IBM Online Privacy Statement
● English (United States)	Technical Help	Assistance technique
Submit		
2		
*Date:	6/27/2021	
*Full Legal Name:		
reason of Decline.	Choose V	
*Reason for Decline:	No, I do not accept this offer	
*Candidate Offer Acceptance:	Yes, I accept this offer	
Accepting the Offer		
Fields marked in asterisk (*) are required		

# Troubleshooting

#### **Forgot Password**

I have forgotten my password or the ID I registered with or I do not remember the answers to my security questions.

Click the Forgot your username or password? link to request the information you require.

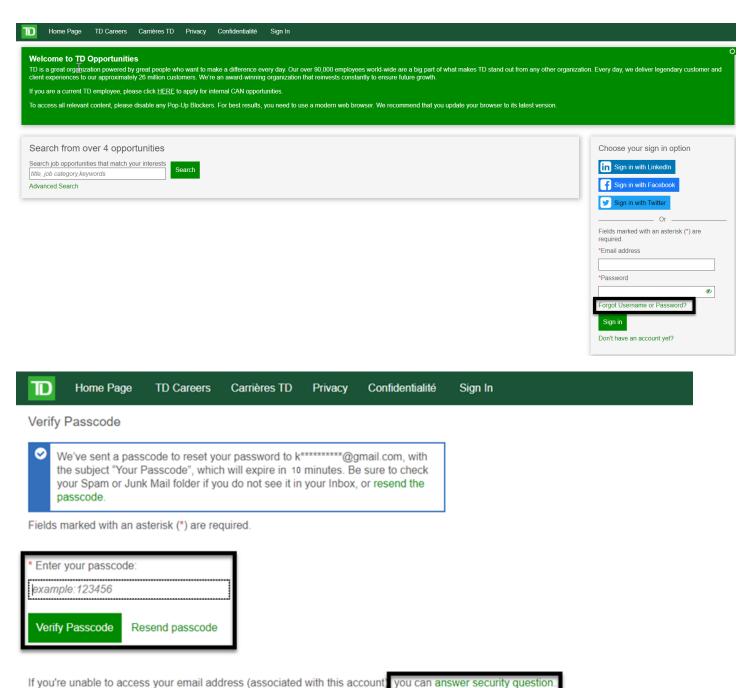
You will be automatically sent a passcode email to the contact email on file. If you do not have access to your email, you have the option to correctly answer one of the security questions originally selected. If you do not receive an email in your inbox, please be sure to check your junk mail in case the email was moved there.

#### Important Reminders:

- The passcode is valid for 10 minutes.
- You MUST keep the TD Opportunities browser page open while waiting for email the passcode is only valid for that browser session.
- You can request up to 5 resends of the code but after 5 unsuccessful attempts, you will only be given the option to use the security responses for authentication.
- Passwords and answers to your security questions are case-sensitive.
- If you originally used one of your social media accounts (LinkedIn, Facebook, Twitter) to sign in, you will need to continue to use those credentials to sign in by clicking on the appropriate icon.
- If you get locked out of your account, candidates can re-attempt to login again after 30 minutes.
- You are only allowed to reset your password once in a 24-hour period.



## If you still experience issues, please email us at: <a href="mailto:TD.TDOpportunitiesTechSupport@td.com">TD.TDOpportunitiesTechSupport@td.com</a>







#### **TD Jobs**

#### Your passcode is:



This email is in response to a request to recover a forgotten password. You can ignore this email if you did not submit this request

Use this passcode to reset your password.

Passcode expires in 20 minutes.

Do not reply to this email.

#### **Delete Your Profile**

- To enquire about profile deletion please email <u>TD.TDOpportunitiesTechSupport@td.com</u> for further support.
- Due to US regulatory requirements (EEO), we are unable to delete job application history for any candidates in the US or any applicant that has applied to a US job until 3 years after their last activity.

#### **Background Check Support**

For support with your background check you should contact your recruiter or First Advantage directly at <u>customer support@fadv.ca</u> or 1-844-227-1933.

#### **Resume Upload Issues**

If your files are in docx or pdf form, they should attach with no issues. We also advise to clear your cookies/cache and attempt applying via Chrome browser on a desktop.

#### **Additional Tips:**

- Is the file less than 3MB in size? If not, please reduce the file size (e.g. if images are embedded, include lower resolution or smaller images).
- What type of file is it? If not one of the listed file types, please convert or save as one of the listed types.
- How long is the filename, and are there any special characters in the file name? Try saving the file with a simple, short name before attempting the upload.

Should the above not support with your issue/solution, please following the steps below:

- Use Chrome or Safari browser
- Clear your browser cache including cookies and cached images/files (you can exclude the browsing history from the clear), close all browser windows, and then start over.
- Try using another device to apply to your role (laptop, desktop, cell phone, tablet, etc)
- If you are still encountering the issue below, please take a screenshot capturing the error. Please include the entire browser window.
- Please email a description of the problem with a screenshot to <u>TD.TDOpportunitiesTechSupport@td.com</u> for further support.

