

## How do I apply for a job at CMCC?

As of May 2017, we only accept applications through our online Applicant Tracking System (ATS). To get started in our ATS, please feel free to check out our user reference guide for instructions on creating an account and applying for jobs. External applicants can apply via Career Connector at <https://careers.cmcc.ca/>.

## I am a CMCC employee. How do I find internal jobs?

Internal postings will appear on our self-service portal under the **Job Postings** menu item. You will need an internal user account to access all current job postings. Once you've decided to apply, upload your attention-grabbing cover letter and resume.

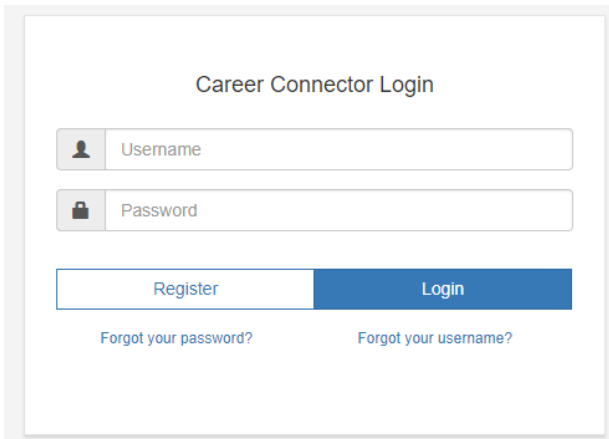
## I am a student with two user ID's for the self-service portal. Which one do I use to apply for jobs?

You can use either account to access the internal **Job Posting** link and apply for jobs.

## I forgot my username and password. How do I retrieve this information?

### Forgot Password

- From the main login page, <https://careers.cmcc.ca/Account/Login>, click on the **Forgot your Password** link.
- On the **Reset Your Password** page, enter the email address you registered with upon creating your profile.
- Click **Send**. You will receive a system message indicating that you should check your email to reset your password.
- From your email account, find the email sent from [hadmin@cmcc.ca](mailto:hadmin@cmcc.ca), and click on the **Reset Password** link.
- Enter your email address and your new password. Re-enter your new password and click on **Reset**. This will take you back to the login page where you can now enter your username and password.



Career Connector Login

Username

Password

Register Login

[Forgot your password?](#) [Forgot your username?](#)

## Forgot Username

- From the login page, <https://careers.cmcc.ca/Account/Login>, click the **Forgot your Username** link.
- On the **Recover Username** page, enter the email address you registered.
- Click **Recover Username**. You will receive a system message indicating your username was sent to your email address.
- From your email account, find the system message sent from [hadmin@cmcc.ca](mailto:hadmin@cmcc.ca), and click on the **Login** link. This will take you back to the login page where you can now enter your username and password.

## **Can I create a Career Connector account without applying for a job?**

Yes. You may want to create an account in order to set up a user profile. Once you have filled out the personal information, education and skills screens, please be sure to click *Save*. If you still have issues, contact us at [hadmin@cmcc.ca](mailto:hadmin@cmcc.ca) for further assistance.

## **Which internet browsers are most compatible with the ATS?**

The ATS supports the four major browsers (Chrome, Firefox, Safari and Internet Explorer). We recommend Chrome for best results. If you encounter formatting issues, check that you are using a supported version or try using another browser.

## **Am I able to see all the jobs I have applied for?**

Any jobs you have applied for will remain on your account. You can view your application history in the **Applied Jobs** section of your profile.

## **How do I know that my application was successfully received and saved by the system?**

You will receive an on-screen notification message confirming the successful receipt of your application.

## **Do I have to create a new account for every job I apply to?**

No, you do not have to create a new account for every job you apply for. Simply log in with your account and upload your cover letter and resume specific to the job posting. You can also update your profile if necessary.

## **I saw a job posted on different external sites and went to your site to apply, but it does not show up as part of the job postings. Why can't I see the posting?**

All current postings are posted on the careers site. If you do not see it listed, it is because the posting is no longer active. Applications are accepted online to ensure the efficiency of the recruitment process.

