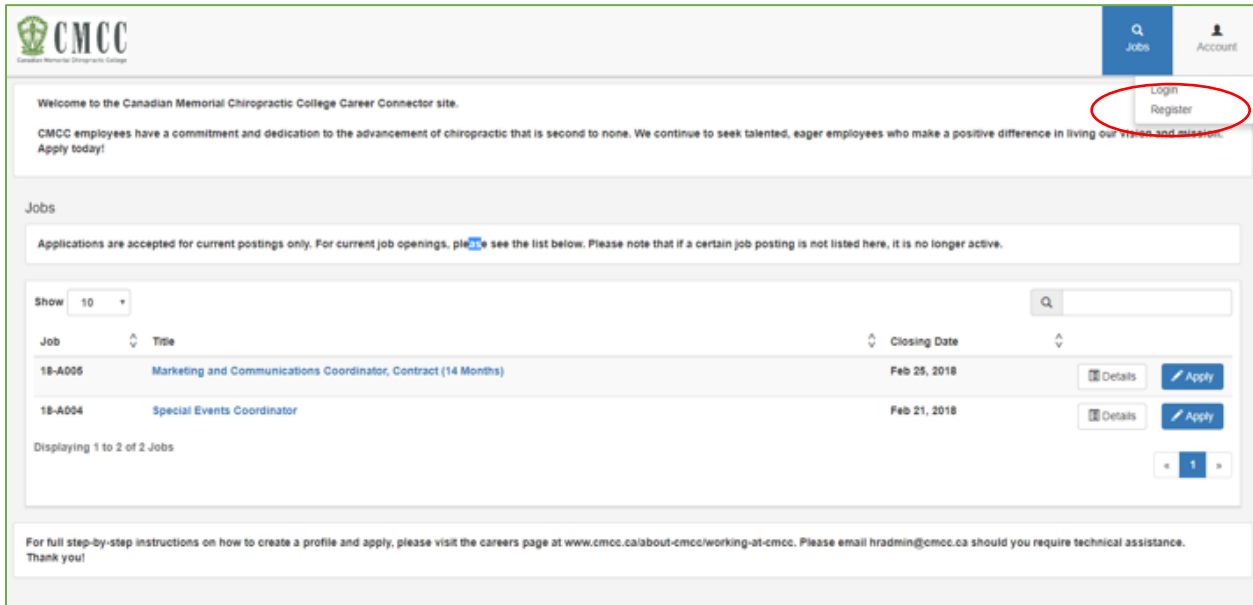


Applying For Jobs – External Applicants/New Users

Thank you for your interest in the Canadian Memorial Chiropractic College. Before you can apply online, you first need to register with our careers site. You will need a valid email address to confirm registration. Once you have an account, you can add more information to your profile and add your cover letter/resume. If you encounter issues completing your application, please contact hadmin@cmcc.ca.

Step 1: Access the <https://careers.cmcc.ca> page.

Step 2: To create your CMCC profile, go to **Account** on the top right corner of the screen and click **Register** from the drop down menu.



Welcome to the Canadian Memorial Chiropractic College Career Connector site.

CMCC employees have a commitment and dedication to the advancement of chiropractic that is second to none. We continue to seek talented, eager employees who make a positive difference in living our vision and mission. Apply today!

Jobs

Applications are accepted for current postings only. For current job openings, please see the list below. Please note that if a certain job posting is not listed here, it is no longer active.

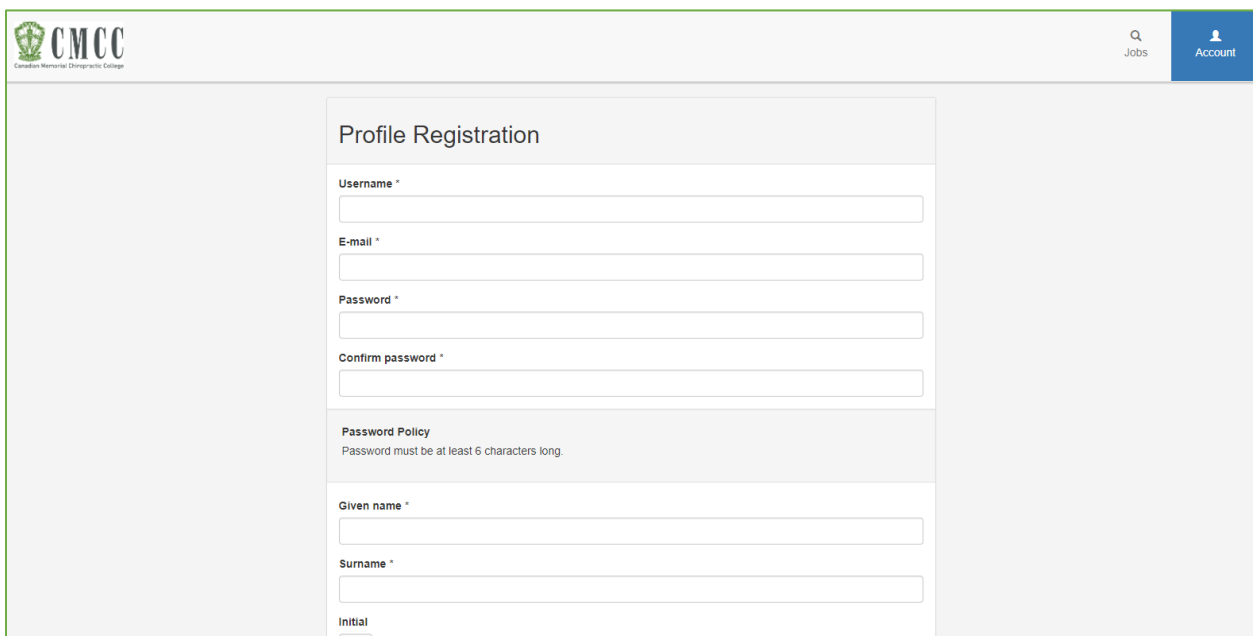
Show 10

Job	Title	Closing Date	
18-A005	Marketing and Communications Coordinator, Contract (14 Months)	Feb 25, 2018	Details Apply
18-A004	Special Events Coordinator	Feb 21, 2018	Details Apply

Displaying 1 to 2 of 2 Jobs

For full step-by-step instructions on how to create a profile and apply, please visit the careers page at www.cmcc.ca/about-cmcc/working-at-cmcc. Please email hadmin@cmcc.ca should you require technical assistance. Thank you!

Step 3: You will be redirected to the **Profile Registration** page. Enter your personal information for your profile and click **Register** at the bottom of the page. Fields marked with a red asterisk (*) are required.



Profile Registration

Username *

E-mail *

Password *

Confirm password *

Password Policy
Password must be at least 6 characters long.

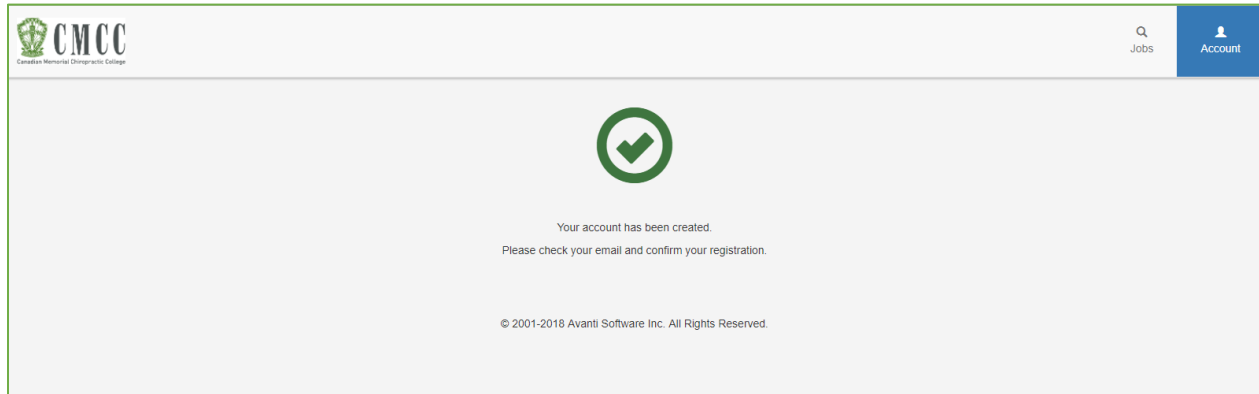
Given name *

Surname *

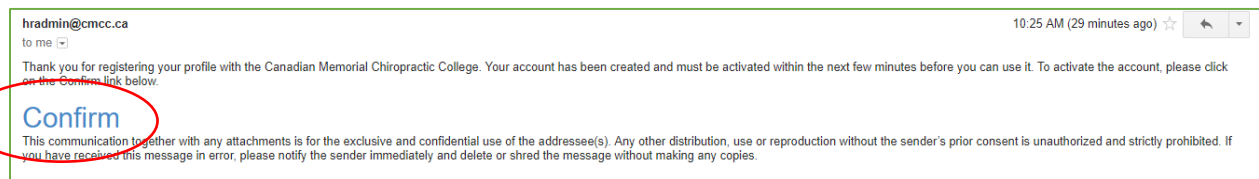
Initial

Applying For Jobs – External Applicants/New Users

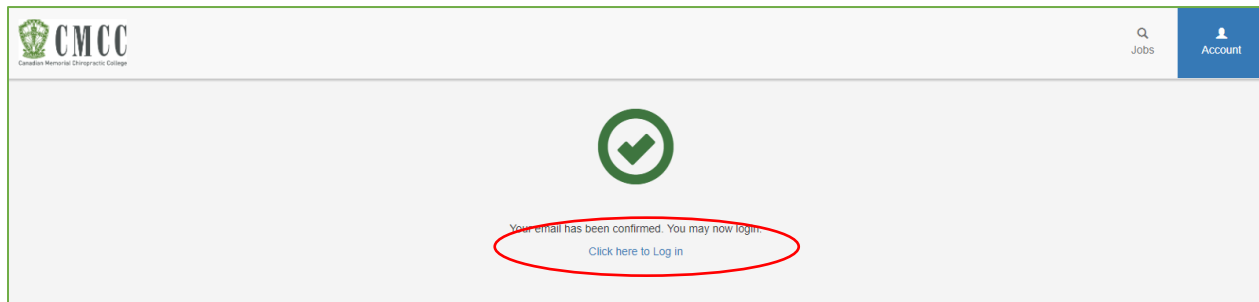
Step 4: Once you click **Register**, the system message below will appear. Please check your email and confirm registration.



Step 5: From the body of the email sent to you from our automated system, click **Confirm**.

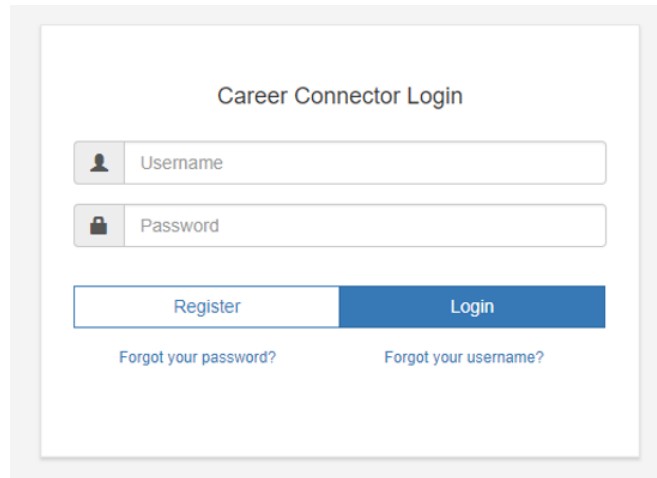


Step 6: You will be re-directed to the CMCC Career Connector page indicating that your email has been confirmed. Select the hyperlink **Click here to Log in**.



Applying For Jobs – External Applicants/New Users

Step 7: Enter your **Username** and **Password** (created during registration) to log in to your CMCC account.



Career Connector Login

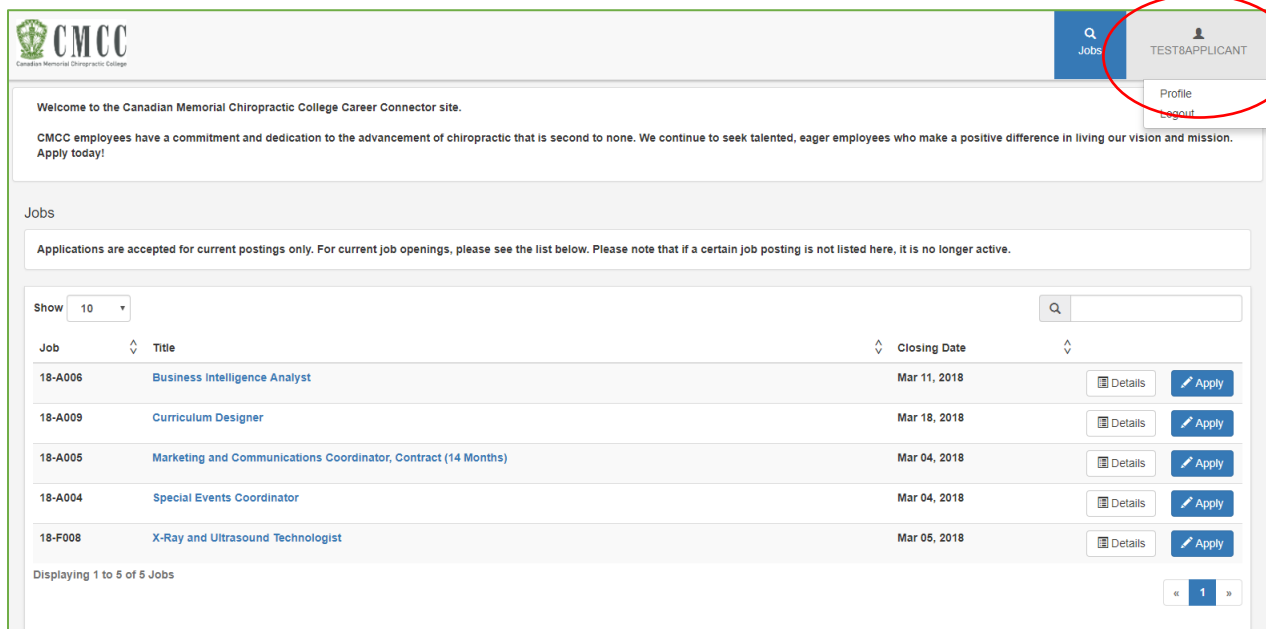
Username

Password

Register Login

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

Step 8: Once you have logged in, you will be redirected to the **Jobs** screen. Click on your user account found on the top right corner of the screen and click **Profile** from the dropdown menu.



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Jobs

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Show 10

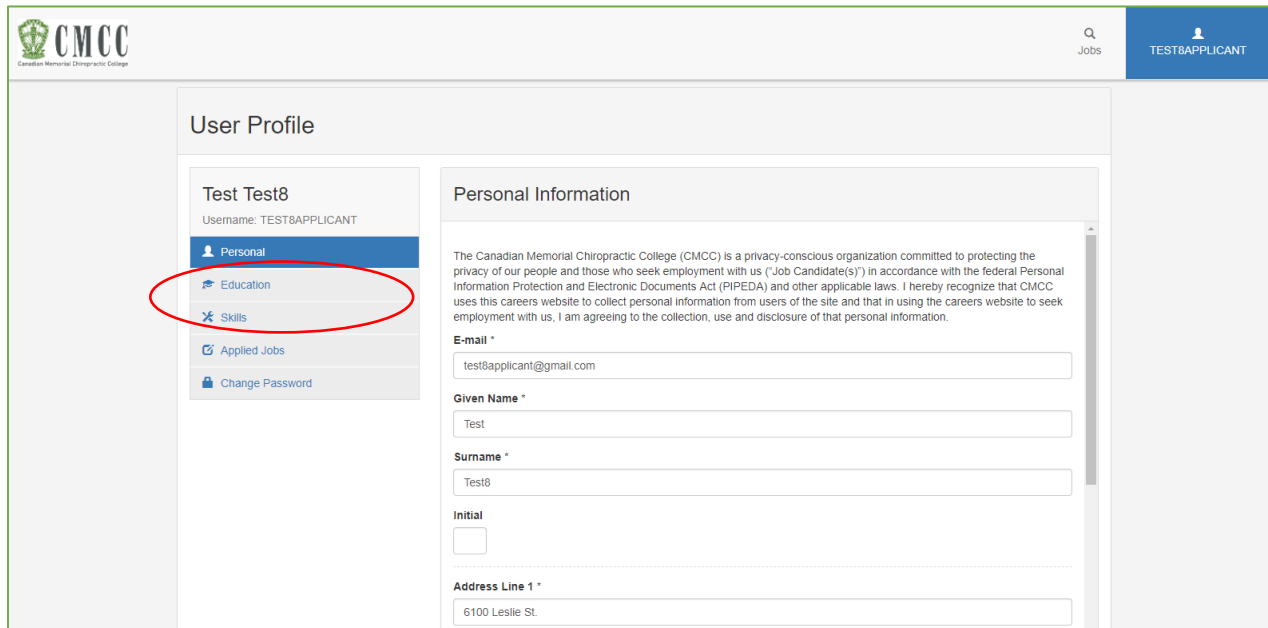
Job	Title	Closing Date	
18-A006	Business Intelligence Analyst	Mar 11, 2018	Details Apply
18-A009	Curriculum Designer	Mar 18, 2018	Details Apply
18-A005	Marketing and Communications Coordinator, Contract (14 Months)	Mar 04, 2018	Details Apply
18-A004	Special Events Coordinator	Mar 04, 2018	Details Apply
18-F008	X-Ray and Ultrasound Technologist	Mar 05, 2018	Details Apply

Displaying 1 to 5 of 5 Jobs

« 1 »

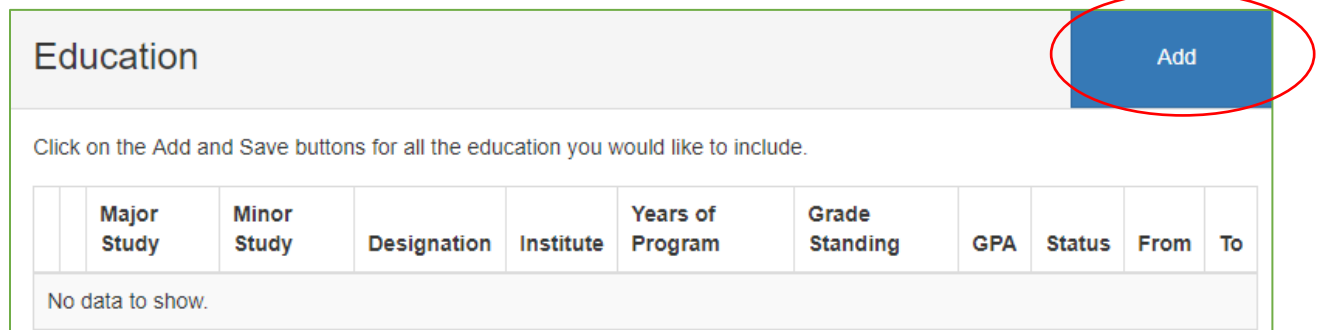
Applying For Jobs – External Applicants/New Users

Step 9: Your **User Profile** page will appear, with a menu bar. Here, you can complete your profile by populating the **Education** and **Skills** menus.



The screenshot shows the 'User Profile' page for a user named 'Test Test8' with the username 'TEST8APPLICANT'. On the left, a navigation menu includes 'Personal', 'Education', 'Skills', 'Applied Jobs', and 'Change Password'. The 'Education' item is circled in red. The main content area is titled 'Personal Information' and contains a privacy notice, an 'E-mail' field with 'test8applicant@gmail.com', 'Given Name' (Test), 'Surname' (Test8), an 'Initial' field, and an 'Address Line 1' field with '6100 Leslie St.'.

Step 10: Once you click on the **Education** menu item, you will be able to add your information. This menu allows you to insert, view and modify your education. To insert an entry, click **Add** and enter your information. Click **Save** to save your education information to your profile. To add multiple entries, repeat this step.

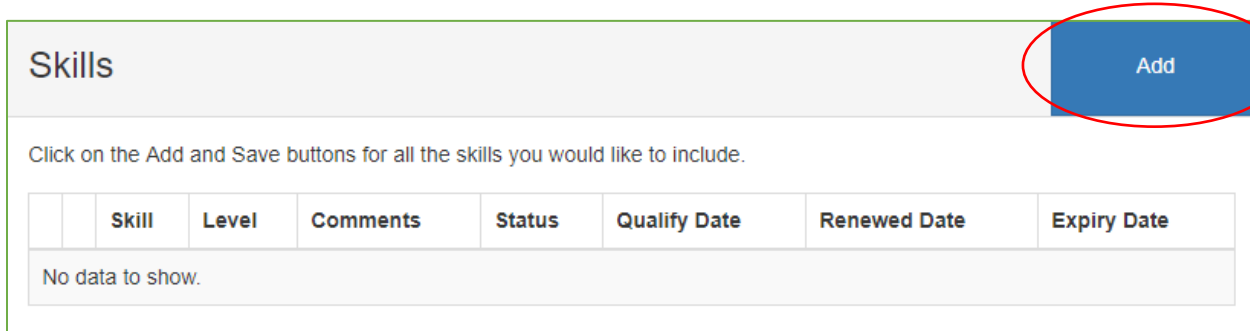


The screenshot shows the 'Education' page with a blue 'Add' button circled in red. Below the button is a message: 'Click on the Add and Save buttons for all the education you would like to include.' Below this is a table with the following columns: Major Study, Minor Study, Designation, Institute, Years of Program, Grade Standing, GPA, Status, From, and To. The table currently contains the text 'No data to show.'

Major Study	Minor Study	Designation	Institute	Years of Program	Grade Standing	GPA	Status	From	To
No data to show.									

Applying For Jobs – External Applicants/New Users

Step 11: You can now enter your skills information. The **Skills** menu allows you insert, view and modify your skills. To insert an entry, click **Add** and enter your information. Click **Save** to add this information to your profile. To add multiple entries, repeat this step.

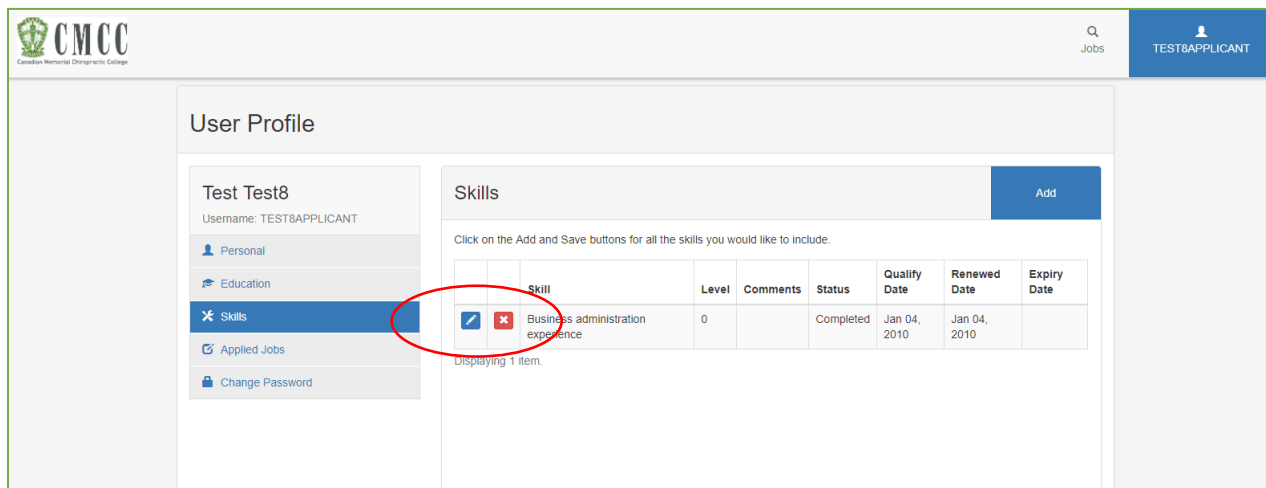


Skills

Click on the Add and Save buttons for all the skills you would like to include.

	Skill	Level	Comments	Status	Qualify Date	Renewed Date	Expiry Date
No data to show.							

Step 12: To modify or delete an entry that you have made in your profile, navigate to the **Education** or **Skills** menu and click on the **Modify** or **Delete** icons, whichever is applicable.




User Profile

Test Test8
Username: TEST8APPLICANT

- Personal
- Education
- Skills**
- Applied Jobs
- Change Password

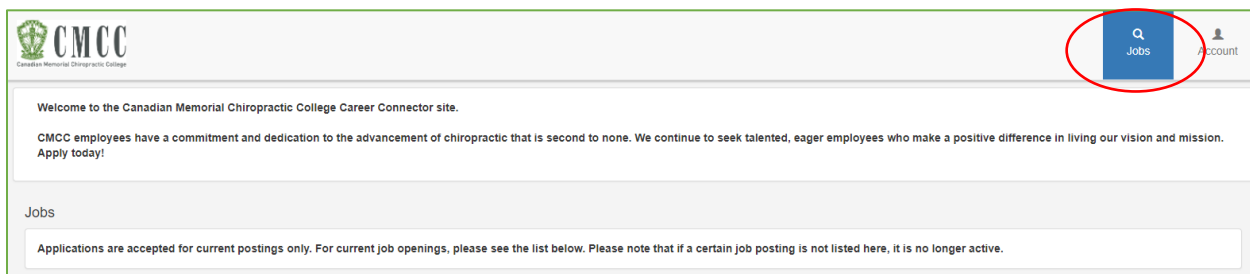
Skills

Click on the Add and Save buttons for all the skills you would like to include.

	Skill	Level	Comments	Status	Qualify Date	Renewed Date	Expiry Date
	Business administration experience	0		Completed	Jan 04, 2010	Jan 04, 2010	

Displaying 1 item.

Step 13: You can now apply to the current postings. Click on **Jobs** in the top right corner of the screen. To display the details of the job, click on the **Details** icon or click on the link corresponding to the **Title** of the job posting.



Jobs

Account

Welcome to the Canadian Memorial Chiropractic College Career Connector site.

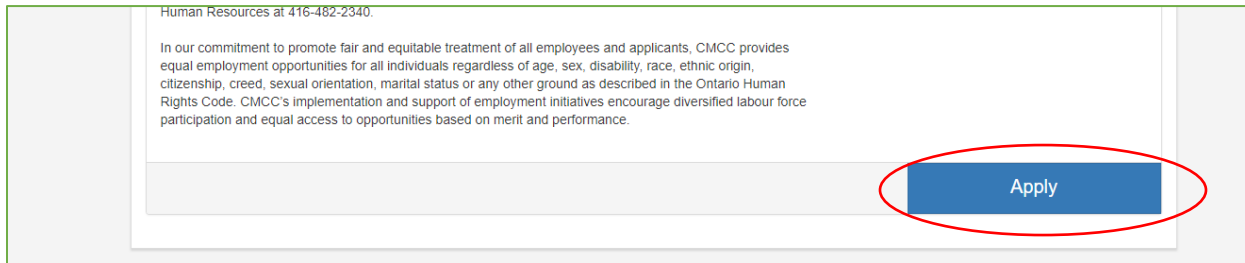
CMCC employees have a commitment and dedication to the advancement of chiropractic that is second to none. We continue to seek talented, eager employees who make a positive difference in living our vision and mission. Apply today!

Jobs

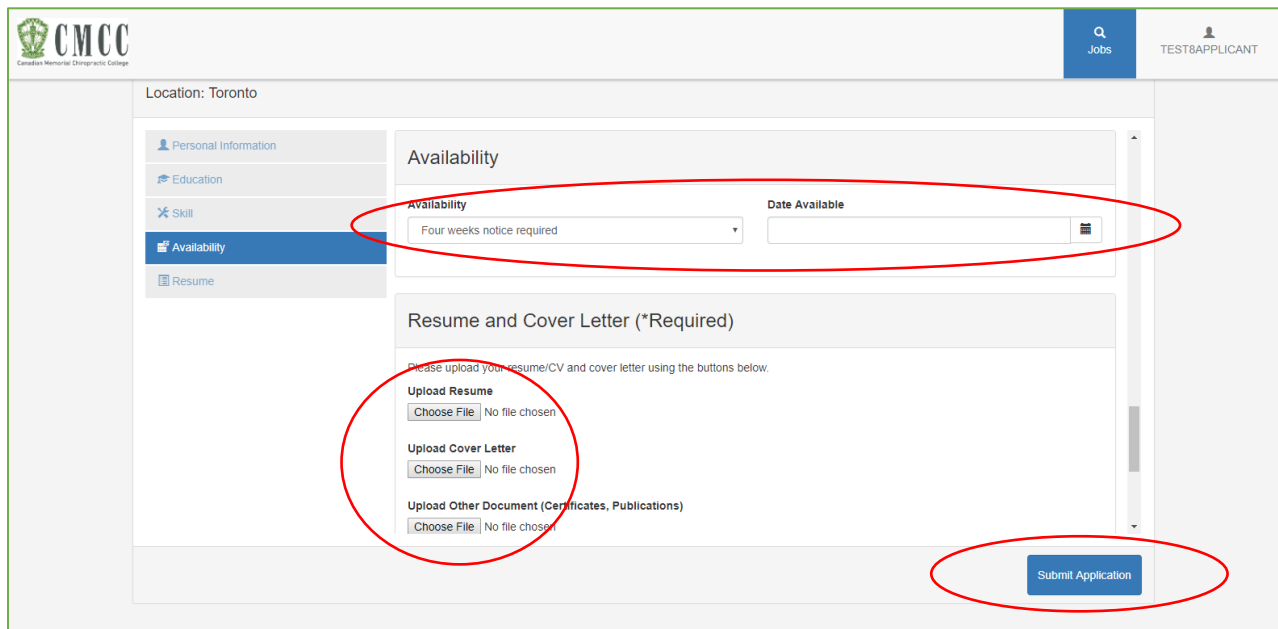
Applications are accepted for current postings only. For current job openings, please see the list below. Please note that if a certain job posting is not listed here, it is no longer active.

Applying For Jobs – External Applicants/New Users

Step 14: Once you have read through the job posting, click **Apply** found on the bottom section of the page.

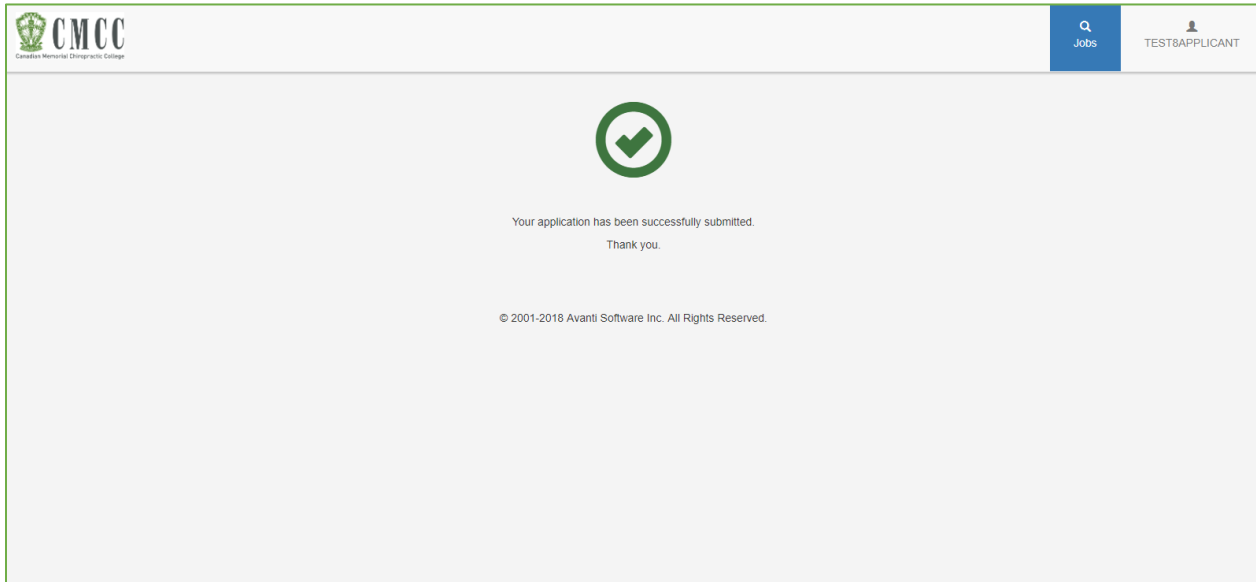


Step 15: You will be redirected to the **Availability/Resume** section of your profile. Click **Availability** and enter your information using the dropdown and date calendar. Once you complete that step, upload your **Resume** and **Cover** letter using the buttons provided. Note: Uploading your documents is a required step of the submission process. Scroll further down the page. From the dropdown menu beside **How did you hear about us?** please select the applicable recruitment source option. To apply for the job, click **Submit Application**.



Applying For Jobs – External Applicants/New Users

Step 16: You will immediately receive an on-screen notification message confirming the successful receipt of your application.



Last updated: March 2018, Version ID: 1.1