

JobConnect

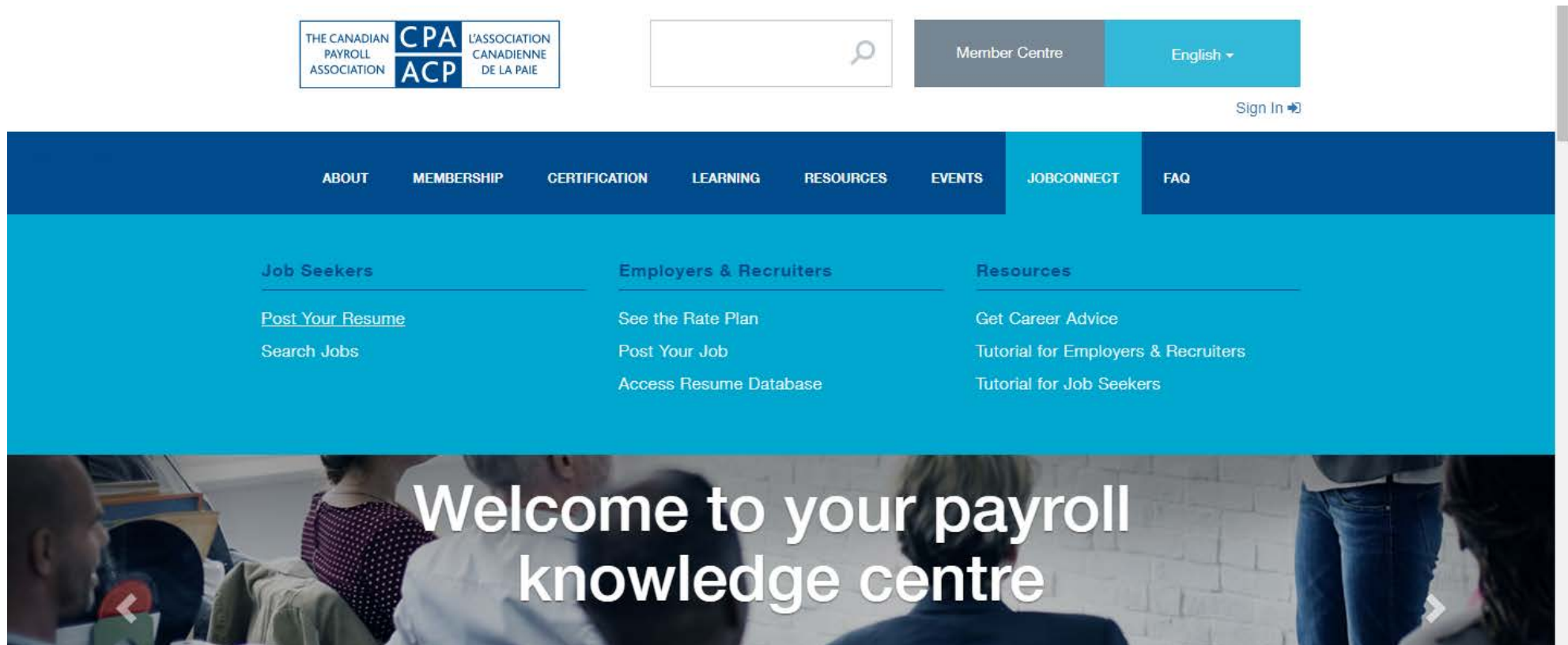
Posting Instructions

For Employers



Step 1

- Visit payroll.ca and click on hover over JobConnect on the main menu with your mouse. Click on [JobConnect](#).



The screenshot displays the payroll.ca website interface. At the top left is the logo for The Canadian Payroll Association (CPA/ACP) and L'Association Canadienne de la Paie. A search bar is located in the center, and a 'Member Centre' button is on the right. Below the search bar is a 'Sign In' link. The main navigation menu includes 'ABOUT', 'MEMBERSHIP', 'CERTIFICATION', 'LEARNING', 'RESOURCES', 'EVENTS', 'JOBCONNECT', and 'FAQ'. The 'JOBCONNECT' menu is expanded, showing three sub-sections: 'Job Seekers' with links for 'Post Your Resume' and 'Search Jobs'; 'Employers & Recruiters' with links for 'See the Rate Plan', 'Post Your Job', and 'Access Resume Database'; and 'Resources' with links for 'Get Career Advice', 'Tutorial for Employers & Recruiters', and 'Tutorial for Job Seekers'. At the bottom, a banner image shows a group of people in a meeting, with the text 'Welcome to your payroll knowledge centre' overlaid. The IECT logo is visible in the bottom right corner.

Step 2

- Click on Employers & Recruiters and then choose either Post Your Job (member) or Post Your Job (non-member)

Job Seekers

Employers & Recruiters



JobConnect for Employers & Recruiters

Choose from the most qualified candidates in payroll – Whether or not you're a member, you can post your job and find your next hire with the CPA. Discounted rates are one of the many benefits of membership, and signing up is quick and easy!



POST YOUR JOB (MEMBER)

POST YOUR JOB (NON-MEMBER)

SEE THE RATE PLAN

Need some help?

[Tutorial for Employers and Recruiters](#)

You're in good company! [See who's posting](#)

Not a CPA Member?

Signing up is quick and easy,
and you'll get even more
benefits!

Step 3

- If you're a member, login with your CPA Number and Password (JobConnect has member discounted posting prices). Non members will skip this step.

The screenshot shows the top navigation bar of the CPA website. On the left is the CPA logo with the text 'THE CANADIAN PAYROLL ASSOCIATION' and 'L'ASSOCIATION CANADIENNE DE LA PAIE'. In the center is a search bar. On the right are 'Member Centre' and 'English' dropdown menus, and a 'Sign In' link.

Below the navigation bar is a dark blue menu with the following items: ABOUT, MEMBERSHIP, CERTIFICATION, LEARNING, RESOURCES, EVENTS, JOBCONNECT, and FAQ.

The main content area is divided into two columns:

- Log In to Your CPA Account:** This section contains two input fields. The first is labeled 'CPA Number' and has a red 'Required Field' label below it. The second is labeled 'Password' and also has a red 'Required Field' label below it. At the bottom of this section is a blue button labeled 'CPA LOGIN' and a link that says 'Forgot password/CPA number'.
- Become a CPA Member:** This section starts with the text 'Haven't joined the CPA yet?'. Below that is a paragraph: 'There are many benefits to becoming a CPA Member. It's really easy to get started.' At the bottom of this section is a blue button labeled 'APPLY NOW'.

Step 4

Choose the job posting package that is right for you. You can pick a single posting, resume database access or a job posting package.

The screenshot shows the JobConnect website interface. At the top, there is a navigation bar with "Register Today" and "Help" links. Below this is a section titled "HIRING SOLUTIONS" with a sub-header "Job Connect is designed to help employers pinpoint specialized...". There are four green arrows pointing down to the package options. The package options are: "Job Posting Packages", "Resume Database Access", "Packaged Promo Deal", and "Employer Logo Suite". Below these are four package cards: "Single Job" (\$225 for members), "3-Job Pack" (\$608 for members, marked as "POPULAR"), "5-Job Pack" (\$900 for members), and "10-Job Pack" (\$1,575 for members). Each card includes a "GET STARTED" button.

Package	Price for members	Price for non-members
Single Job	\$225	\$300
3-Job Pack (POPULAR)	\$608	\$810
5-Job Pack	\$900	\$1,200
10-Job Pack	\$1,575	\$2,100



Step 5

Once you've chosen what to purchase, complete the profile and billing information



[Register Today](#)

[Help](#)

[employer home](#) > [register now](#)

Employer Sign-Up

Primary Contact

First Name

Last Name

Email Address

Work Phone

Password

(minimum 8 characters)

I'd like to receive occasional updates and information regarding changes to Canadian Payroll Association JobConnect™ features, pricing and promotions.



Step 6

After you have completed your purchase and are logged in, you'll be directed to the employer home. Click Post a job.

JOBCONNECT™

[Toolbox](#) [Post a Job](#) [Sign out](#) [Help](#)

you are here > employer home > toolbox

TOOLBOX

Welcome Jamie Finlay from JobConnect™

Candidate Management	Customize
Review Applicants Old(New): 0 (55)	Edit Username and Password
Search Canadian Payroll Association JobConnect™ Candidates	Add/Edit Personal Defaults
Candidate Administration	Edit Company Defaults
Recruiters Administration	Add/Edit User
	Add/Edit Auto-Acknowledgement Emails
	Edit Candidate Update Reminder
	Niche Site Setup
	Client Administration
	Niche Site Customer Admin

Invoice/Receipt History	Reports
Invoice/Receipt History	Employer Statistics Report
	Candidate Action History

Jobs Management

- [Post a Job](#)
- [View/Edit My Jobs](#)
- [Purchase additional jobs or services](#)

Canadian Payroll Association JobConnect™ summary:

You have **12** posted jobs
Your firm has **12** posted jobs
Your firm has unlimited job posts

Step 7

Complete all the fields on the job posting page



[Toolbox](#) [Post a Job](#)

[Sign out](#) [Help](#)

you are here > employer home > toolbox > post a job

POST A JOB

Please fill in the required information for your job post. All fields are required unless otherwise indicated.

Internal Tracking

Reference Number

(this optional field lets you create a unique ID number so you can reference your job more easily)

Job Author

Job Details

Job Title **(English)**

Job Title **(French)**

Job Category

Open Positions

Start Date



(DD-MMM-YYYY or ASAP)

Posting Date



(DD-MMM-YYYY)

Expiry Date

(DD-MMM-YYYY)

Job Type*

Permanent

Contract

Full-Time

Part-Time



Step 8

When your posting is completed, either preview the job posting to review or hit post job to submit. Your job will then be posted for 30 days.

Contact Information

Company Name Hide

(if you hide Company Name, it will display as "Confidential" to candidates)

Contact Name Hide

Email Address Hide


Fax Number Hide


Company Website Hide


Title Hide

Phone Number Hide

Online Profile Pages Hide







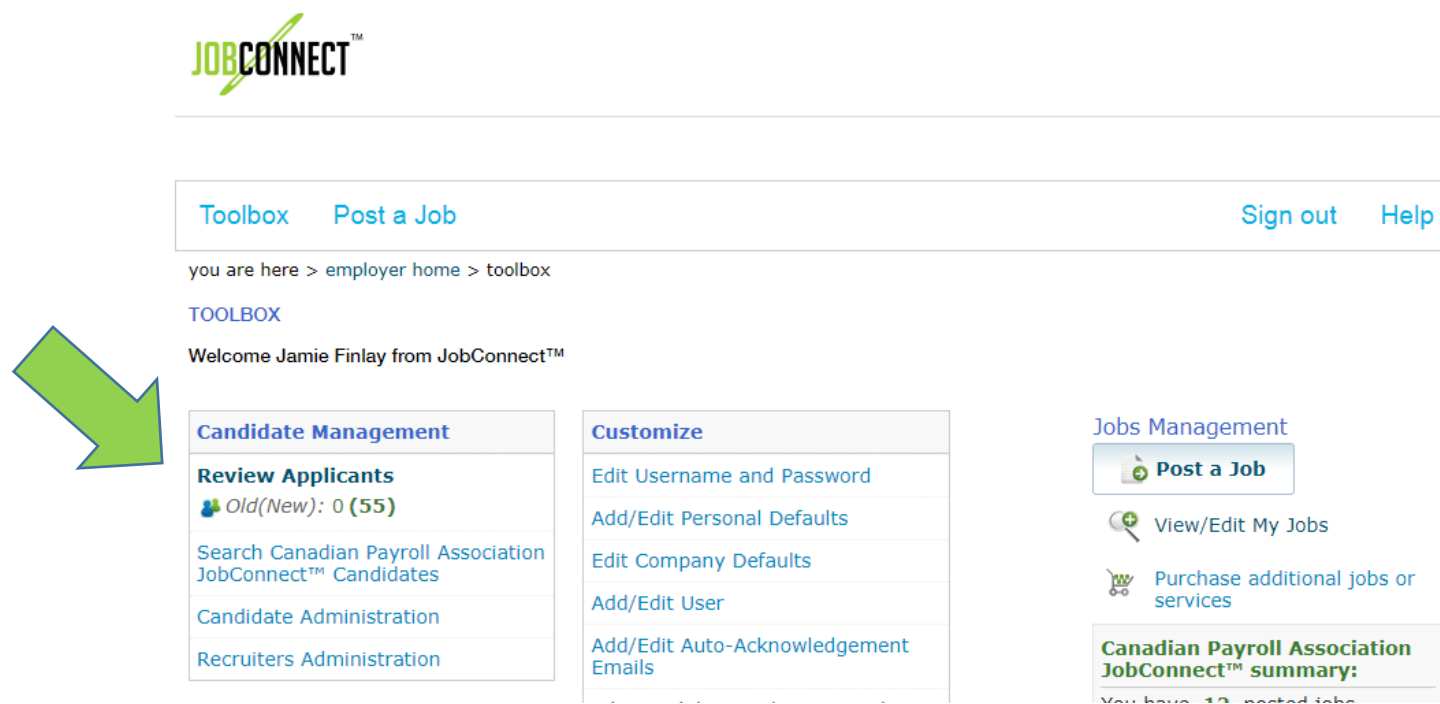
Online applicants

Do not send online applications to this email address (jamie.finlay@payroll.ca)

Powered by WORKOPOLIS
Niche Network
Privacy | Terms and Conditions

Step 9

If you've chosen email as the preferred application for candidates you'll receive emails. If you've asked them to submit resumes on JobConnect, you can review candidates on the employer dashboard



The screenshot displays the JobConnect employer dashboard. At the top left is the JobConnect logo. Below it is a navigation bar with 'Toolbox' and 'Post a Job' on the left, and 'Sign out' and 'Help' on the right. A breadcrumb trail reads 'you are here > employer home > toolbox'. Below this is a 'TOOLBOX' section with a welcome message: 'Welcome Jamie Finlay from JobConnect™'. A large green arrow points to the 'Candidate Management' section, which includes a 'Review Applicants' button with a person icon and the text 'Old(New): 0 (55)'. Other options in this section include 'Search Canadian Payroll Association JobConnect™ Candidates', 'Candidate Administration', and 'Recruiters Administration'. To the right of 'Candidate Management' is a 'Customize' section with options like 'Edit Username and Password', 'Add/Edit Personal Defaults', 'Edit Company Defaults', 'Add/Edit User', and 'Add/Edit Auto-Acknowledgement Emails'. Further right is a 'Jobs Management' section with a 'Post a Job' button, 'View/Edit My Jobs', and 'Purchase additional jobs or services'. At the bottom right, there is a 'Canadian Payroll Association JobConnect™ summary' box showing 'You have 12 posted jobs'.



Additional Questions?

For assistance:

Call Workopolis Toll Free: 1-888-641-4047

Email Workopolis: jobconnect@payroll.ca

