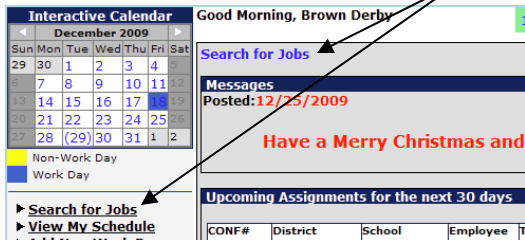


Search for Jobs Online

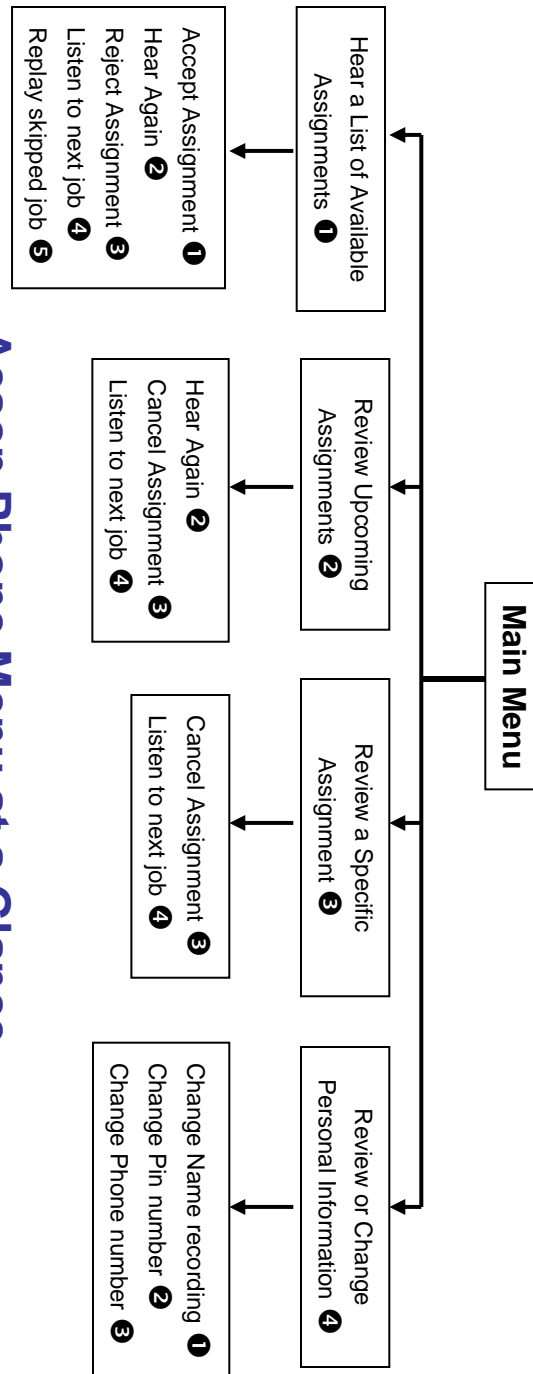
1. In your Internet browser address bar enter: www.aesopcanada.com
2. In the upper right hand corner, enter your **ID and PIN numbers**:
 - ID = phone # (include 902)
 - PIN = last 4 digits of phone #
3. Click the **“Search for Jobs”** link in the action menu to the left or just below your name to see a list of assignments.



4. Click the **“Details”** link to view more information on the assignment. For multiple day assignments, Aesop will list the employee’s name once and then all dates. Click:
 - **“Accept Job”** if you would like to accept the job.
 - **“Reject Job”** if you do not want to accept the job. If you **reject** the assignment, you will **not be able to view it again later**.
 - **“Cancel”** if you are not making a decision at this time to accept or reject the job.
5. You will receive a **Confirmation Number** when you have accepted an assignment.

www.aesopcanada.com

Aesop Phone Menu at a Glance



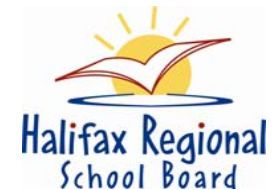
User Guide for Custodians and Casuals

The AESOP Substitute Management system has been used by HRSB since November 2008 to secure substitutes for Teachers, Secretaries, EPAs, and Library Support Specialists.

Effective May 30th, 2012, Property Services will begin using AESOP to secure day to day replacements for Caretakers.

This guide will outline how:

- Search for jobs online
- Search for jobs by phone
- Respond when the system calls you with a job



Contacts:

Search for jobs by phone- **1.877.264.6562**
 Search for jobs online – www.aesopcanada.com
 Aesop help:
aesop@hrsb.ns.ca or 464-2000, ext. 2110

When Aesop calls you

When you answer the phone, say “**Hello**” and Aesop will present the following options:

If you are interested in a job, Press **1**

Aesop will play you the School District Name and the School Name.

Enter your Pin number followed by the pound key (#)

Aesop will now read off all the details of the assignment.

- To accept the assignment, Press **1**
- To hear the assignment again, Press **2**
- To reject but allow additional Calls today, Press **3**
- To reject this assignment and prevent additional calls today, Press **4**

i When you have successfully accepted an assignment Aesop will play back the **confirmation number**.

To prevent further calls today, Press **2**

If you are unavailable, Press **3**

To prevent Aesop from ever calling, Press **9**

- If you select this option then Aesop will never call you again.

www.aesopcanada.com

When you call Aesop

1. Dial 1.877.264.6562
2. Enter your **ID number** followed by the pound key (#)
3. Enter your **PIN number** followed by the pound key (#)



Pressing the star key (**) will always take you back one menu level anywhere in the phone system.

To Hear a List of Available Assignments, Press **1**

Aesop will play you a list of up to five available jobs.

- To accept the assignment, Press **1**
- To hear the assignment again, Press **2**
- To reject this assignment and not hear it again, Press **3**
- To listen to the next assignment, Press **4**
- To replay a bypassed assignment, Press **5**
- To return to the Main Menu, Press **6**



IMPORTANT: When you have successfully accepted an assignment Aesop will always give you a **confirmation number**.

1.877.264.6562

When you call Aesop

To Review or Cancel your Upcoming Assignments, Press **2**

- To review your assignments for the next 7 days, Press **3**
- To return to the previous menu, Press *****

Aesop will now read off all the details of the assignment.

- To hear this again, Press **2**
- To cancel this assignment, Press **3**
- To listen to the next assignment, Press **4**
- To return to the Main Menu, Press **6**

To Review or Change your Personal Information, Press **4**

- To review or change your name recording, Press **1**
- To change your Pin number, Press **2**
- To change your phone number, Press **3**

Special Things to Note:

- The phone number that appears on Caller ID is: 1-877-264-6562.
- Typically, Aesop will **not** leave a message on your home answering machine.
- If you change your phone number your login ID # also changes.

Available 24/7