

Create a Cover Letter

- Go to www.myhrsb.ca
- Login with your username and password
- Select “Careers at HRSB” in drop down menu
- Select the “Cover Letters” icon
- Select “New” to create a new cover letter
- Name your cover letter in the field provided
- Type the details of the cover letter or copy and paste from another document
- Click “Save”

Apply for Jobs

- Go to www.myhrsb.ca
- Login with your username and password
- Select “Careers at HRSB” in drop down menu
- Press the “Job Postings” icon
- Select the category of jobs you are interested in
- A list of current job postings will appear
- Click on the competition number for the job that interests you and the details will appear
- Click on the “Apply” icon to apply for the job
- From the dropdown menu on the right choose the resume and cover letter you wish to use for your application and then select “Apply”
- You will be given a confirmation number which should be noted and referenced whenever you have questions regarding your application.

It is not necessary to call to confirm your resume was received. Your confirmation number is proof that your application has been received successfully. You will receive a confirmation number for every position you apply for.

It is imperative that you ensure the information provided on your resume reflects your qualifications for the position.

You must also ensure your employee ID is correct prior to applying for jobs so that your seniority and contract status display properly when applications are reviewed (see back panel for detailed information on employee IDs).

No internet access or email address?

Internet access is available at these locations:

- Nova Scotia Public Libraries
Call 490-5753 for locations
Call 490-5780 to book a computer
- C@P Sites - Community Access Program
Call 1-866-569-8428 for locations
- Job Junction
Halifax Shopping Centre Annex - 455-9675
- Job Search Services
Cole Harbour Place - 435-0957

Free web-based email services:

- Hotmail - www.hotmail.com
- Canada.com - www.canada.com
- Gmail - www.gmail.com
- Yahoo - www.yahoo.com

IMPORTANT - Employee IDs:

If you have worked/currently work for HRSB it is imperative that you enter your employee ID (400#) correctly. Your ID matches your files in our system, i.e. which union you belong to, your seniority and contract status.

If you enter your employee ID incorrectly your seniority and contract status will not show correctly when applications are reviewed and you may display as an external candidate or you may not be able to apply to permanent positions.

Your ID can be verified by accessing the dropdown menu item “Correct my Employee ID #” on myHRSB or on the job postings page of *Careers at HRSB*.

Example of when to correct your ID:

If and when an employee moves into a term or permanent position, they will receive a new “400” number. An employee who works as a casual and a term will have two active “400” numbers. The employee ID used in *Careers at HRSB* should reflect the term position.

Your HRSB ID is:

- 8 digits long, i.e. 40099999
- Starts with “400”
- Found in upper-left corner of paystub



Halifax Regional
School Board

Applicant Guide

Careers at HRSB

Careers at HRSB is the Halifax Regional School Board’s new online resume and job application system. It allows applicants to manage all job application processes under one source. You can update your resumes and cover letters, view and apply for current job postings, and maintain a history of all of your applications with the HRSB.

This brochure will show you how to:

- Sign up for a myHRSB account
- Create a resume and cover letter
- Search and apply for job postings
- Apply for jobs

www.hrsb.ns.ca

Questions?

Email: careers@hrsb.ns.ca

Or

call 464-2000, ext. 2200

Sign up for a myHRSB account

If this is your first time using *Careers at HRSB*, you will need to register for a myHRSB account with an email address. If you need an email address, please see the back of this brochure for free email services.

- Go to www.myhrsb.ca
- Select “Register for a login”
- Select a username and fill in the required information (if you are already an employee, pay careful attention when entering your employee ID on this screen)
- Select “Register”
- Your password will then be emailed to you
- You must login within 24 hours, or your account will be deactivated
- Please change your password the first time you log in
- Record your username and password in a safe, accessible place



Accessing *Careers at HRSB*

- Go to www.myhrsb.ca
- Login with your username and password
- Select “*Careers at HRSB*” in drop down menu in the upper right hand corner

Important

Please review your resume and cover letter to ensure all information is accurate and up to date. The screening process is directly linked to the information provided in your application.

Create a Resume

- Go to www.myhrsb.ca
- Login with your username and password
- Select “*Careers at HRSB*” in drop down menu
- Select the “Resume” icon
- Select “New” to create a new resume
- Name your resume to help you keep track of multiple resumes
- Select the Type of resume:
 - “General Resume” to create a resume for multi-purpose use
 - “Teaching” resume must be used for teaching positions
 - “Educational Program Assistant” must be used for EPA positions
- Click “Save”
- Select and complete each of the following sections of the resume that are applicable:
 - Contact Information
 - Education
 - Experience
 - Teaching
 - Additional Qualifications & Experience
 - Training & Certifications
 - Work Related References
 - Questionnaires
 - Uploaded Files*
- Be sure to hit SAVE each time you update a section.

You may upload supporting files along with your resume for hiring personnel to see. These may include scans of reference letters, transcripts, or certificates or a custom-formatted copy of your resume (note - the online resume fields must also be completed).

To upload a file:

- Select “Uploaded Files”
- Name the document in the field provided
- Click “Browse” and select the document
- Click “Add”
- Save every time you add a file

The following file types are acceptable:

- Raw text (.txt)
- Microsoft Word 95 thru 2003 (.doc)
- Adobe Acrobat (.pdf)
- Image formats (.bmp .gif or .jpg)

Transfer a Resume

- Go to www.myhrsb.ca
- Login with your username and password
- Select “*Careers at HRSB*” in drop down menu
- Select the “Resume” icon
- Select “Transfer” to migrate your resume from the old system
- Scroll to the bottom of the page and enter your old resume ID # and password (If you do not remember your ID you can contact a HR representative for assistance - see contact information on front page)
- Select the type that best represents the contents of the resume you are transferring (i.e. “Teaching” Resume for resumes which will be used for applying to teaching positions)
- Select “Transfer”
- You will then receive a message saying your Transfer is “Complete”
- Click “Continue” at the bottom of the screen to go to the main page where you can access your resume via the “Resumes” screen. It will be called the same name it was on the old system.

Important

It is crucial that you review your resume for errors prior to applying for positions. An exact copy of the following sections will transfer: References, Contact Information, Union Information and Cover Letter. The Education and Previous Work Experience sections will transfer but may need some editing or confirmation of dates, etc.

Copy/Duplicate a Resume

- Go to www.myhrsb.ca
- Login with your username and password
- Select “*Careers at HRSB*” in drop down menu
- Select the “Resume” icon
- Select the resume you wish to duplicate from the drop down “Resume Name” menu
- Select “Copy” to make a duplicate
- Name the duplicate resume in the field provided and press “Copy”