

## JobMatchNB - A short guide for job seekers: creating your profile

**Note:** For the best experience, we recommend that you use an updated browser like: Chrome, Firefox, Edge, or Safari.

- If you are a job seeker living abroad, please visit [www.WelcomeNB.ca](http://www.WelcomeNB.ca) to access the supports you need to obtain your eligibility to work in Canada. Once ready, we welcome you to join the JobMatchNB network to start looking for opportunities.

### **STEP 1 – Creating your JobMatchNB Job-Seeker Account**

- Navigate to [jobmatchnb.workingnb.ca](http://jobmatchnb.workingnb.ca) and select your preferred region from the list.
- Click on “Create an Account” then select “Job-Seeker”.
- Sign up with a social media account, or provide the following information on the Job-Seeker Sign Up Form:
  - First and last name
  - Email address
  - Password (needs to be 8 characters long, must include 1 number, and upper- and lower-case letters)
  - Postal Code
  - Location
- Click “Sign up” (a confirmation email “Welcome to Magnet” will be sent to the provided email address).

- To activate your account, click on the “Activate Your Account” link in the confirmation email. *If the email does not arrive within five minutes, please check the junk folder and if not received, contact Support at: [support@whoplusyou.com](mailto:support@whoplusyou.com)*

### **STEP 2 – Creating your profile**

**Note:** The  icon is available if you have questions or need clarifications pertaining to a category.

Sign into your account.

- You will be given the option to upload an existing resume (.pdf or .doc format) or create your profile manually.
- If you choose to create your profile manually you need to provide either an education record or work experience record. You are also required to provide the languages for which you have working proficiency, and countries in which you are eligible to work.
  - You will then be brought to your home page where you can add more details to your profile, view and track your opportunity matches, etc.



- Opportunity Preferences
  - Tailor the job invites you receive (filter jobs by different locations, levels, function areas, etc.).
  - Jobs that do not correspond fully with your preferences are placed in the “Additional Opportunities” section of your home page.
- Certifications/Skills
  - Add your certifications provided by a recognized authority and additional skills and qualifications for the employers to know (note: if an option is not in a list, it can be requested using the “Can't find the entry you're looking for? Click Here to suggest it.” link below the text-entry field.)

Your matching profile is now complete.

### **JobMatchNB Key Feature: Active Job Search and Applying to Jobs**

- Job seekers can search for jobs that are posted specifically or exclusively on JobMatchNB (i.e Magnet network) by using different keywords (Location, Job Type, Employer name, etc.)
  - To perform a search, enter keywords and/or a location.
  - Add filters to hone-in on the right job type, level, and functions to find yourself the perfect job.
- Job Bookmarks tab
  - Allows job seekers to save and manage job applications in one place.
  - Use the *Create Bookmark* feature to track and manage jobs you've applied to outside of JobMatchNB.

### **Common Questions**

- i. Why does JobMatchNB have multiple communities and which one do I choose? The JobMatchNB network includes multiple interconnected “online” communities that cover the entire province. As a job seeker, when choosing a community to sign up or sign in from, simply choose the one where you either currently live or the one where you most likely want to find work in.

This initial community choice simply connects you (or affiliates you) with the most likely area of interest. Regardless of which community you choose, you will be matched to opportunities and receive invitations to apply from across the province, or even across Canada based on your job preferences in your profile. To find out more about affiliations and the benefits of affiliating with multiple communities, visit the affiliations guide [here](#).

- ii. Is my profile and resume private?
  - Yes, your profile is completely private until you decide to share the information with employers.
  - The employer can only get access to your information once you apply to the position.
  - Once a connection is made with an employer, the employer will be able to contact you through the system.
  - You can break the connection at any time by withdrawing your application.
- iii. I have made a profile but have not been receiving jobs
  - It takes up to 24 hours after you created your profile for the system to start matching you with job.
  - Remember to check your **Opportunity Preferences** under the My Profile tab as it may limit the job offers you receive.
  - Make sure your profile is sufficiently detailed.

For help or to obtain additional information, please contact your [local WorkingNB Office](#) (Workingnb.ca) and speak to one of our Employment Counsellors.