

Québec Emploi Website User Guide

Job Seekers

Table of contents

1. Access Québec Emploi with clicSÉQUR	1
2. Create an Applicant Profile.....	1
3. Search for Job Offers.....	8
4. Submit an Application	9
5. Withdraw an Application.....	11

1. Access Québec Emploi with clicSÉQUR

The government authentication service clicSÉQUR – Citoyens keeps your personal information secure whenever you access the **Québec Emploi** website.

To log in to **Québec Emploi**, you must enter your user code and password on the clicSÉQUR – Citoyens login page.

If you do not have a clicSÉQUR – Citoyens account, you can easily create one by consulting the page [How can you create a clicSÉQUR account?](#).

Once you are connected, the **Québec Emploi** terms of use will be displayed. We ask that you read them carefully. By agreeing to them, you are confirming that you will respect the terms of use of the **Québec Emploi** online service.

2. Create an Applicant Profile

Finalize Registration

The **Finalize registration** page is displayed only when you sign in for the first time. Fields marked with an asterisk are mandatory.

Québec Québec emploi

Finalize registration

Use of personal information
All personal information collected is used in accordance with section 65 of the Act respecting Access to documents held by public bodies and the Pr...

Name *

Email address *

☒ Confirm email address

You must also confirm your email address using the **Confirm email address** button. Click on **Send me a confirmation code**. You will then receive a verification code at that address.

Email validation

Email to validate
globetrottier@yahoo.ca

Cancel Send me a confirmation code

Enter the code and click on **Confirm email**.

Email validation

✓ The code was sent successfully

Email to validate
globetrottier@yahoo.ca

Code *

Cancel Confirm email

Once the email address is confirmed, you will have to choose the type of job you are looking for. For residents of Québec, 3 types of job are available: regular, student and internship. "Regular" is the default setting for residents of Canada.

Students and interns must enter their permanent student code.

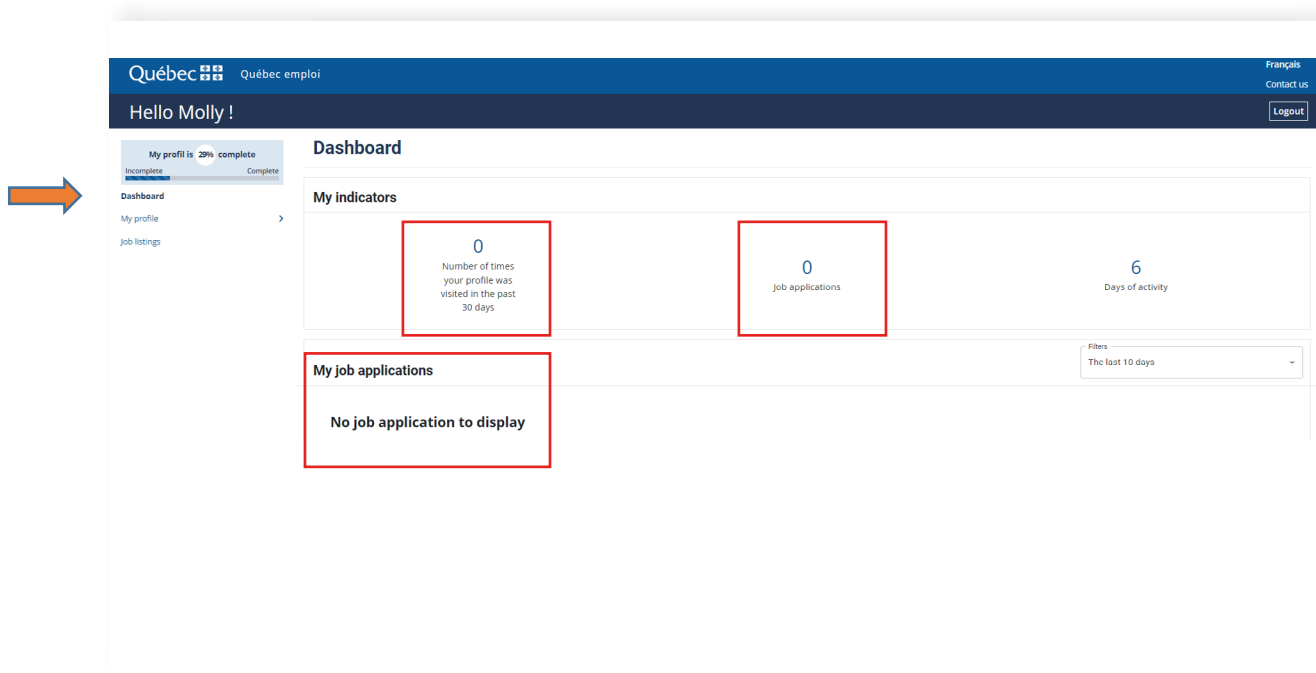
Foreign applicants who live outside Canada must provide data from their Certificat de sélection du Québec (CSQ – Québec selection certificate) issued by the Ministère de l'Immigration, de la Francisation et de l'Intégration.

Once you have filled out all the mandatory fields, click **Continue** on the **Finalize registration** page in order to access the **Dashboard** page of **Québec Emploi**.

Dashboard

The dashboard contains information that will be of use to you, such as the number of times your profile was visited in the past 30 days, the number of job applications you have made and the list of applications that you are considering.

The menu on the left allows you to access the various pages that must be filled out in order to create your Applicant profile. To increase your chances of being noticed by an employer, fill out all of the pages featured in this menu.



Personal Information

This page lets you enter your contact information (first name, last name, address, telephone number). It also gives you an opportunity to consent that your profile may be shown to employers registered with **Québec Emploi**. If you agree, employers will be able to contact you by email or telephone with job listings that match your profile. They will have access to your résumé and cover letter if those documents are found in your profile.

The consent box can be unchecked at any time should you no longer wish your profile to be visible to employers.

Québec Québec emploi

Hello Molly!

My profile is 30% complete

Personal information

Use of personal information

All personal information collected is used in accordance with section 65 of the Act respecting Access to documents held by public bodies and the Protection of personal information. If you wish, you can authorize us to make this information available to employers at the end of the registration.

First name * Molly

Last name * CR

Place of residence * Resident of Québec

Type of work sought * Regular

Email address melissac@palmiers.com

Change my email address

My privacy and communication preferences

☒ I wish to receive job offers. By clicking here, I confirm that I understand that my profile can be accessed by all employers registered with Québec emploi and that these employers can send me job offers that match my profile. Employers will have access to my résumé and cover letter.

☒ I wish to use the personalized job search tool to look for jobs. This tool will allow me to view job listings that match my profile, sorted by relevance. These listings will be presented in the Positions listed section of the profile.

Language of correspondence * French

Telephone number

Phone type * Home

Phone number * 500 000 0000

Address

Address * 225 Rue des Forges, Trois-Rivières

Number 225 Street Rue St-Jude

City Gatineau

Postal code J8B 1C6

Country * Canada

Province * Québec

Apartment

Additional information

You can add additional information. Use the buttons to rank your information in order of importance.

Add information

Cancel Save

Accessibility policy | Privacy policy | Terms of use | Powered by Monitaur

Québec Québec emploi

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You can delete your profile completely on the Québec Emploi platform.

Québec Québec emploi

Hello Molly!

My profile is 30% complete

Personal information

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Country * Canada

Province * Québec

Apartment

Additional information

You can add additional information. Use the buttons to rank your information in order of importance.

Add information

Cancel Save

Accessibility policy | Privacy policy | Terms of use | Powered by Monitaur

Québec Québec emploi

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Profile deletion

Important! You are about to permanently delete your Québec Emploi profile and the data associated with it. Do you really want to delete your profile permanently?

Cancel Continue

Professional Information

Use this page to add professional information such as the date from which you are available and the minimum and maximum number of hours you wish to work per week.

You can also upload your résumé and cover letter by clicking on the **Add a document** button at the bottom of the page.

Québec Québec emploi Français Contact us Logout

Hello Molly!

My profile is 20% complete

Dashboard

My profile

Personal information

Professional information

Job preferences

Workplace location preferences

Education

Skills

Languages

Job listings

Professional information

Fields marked with an asterisk (*) are mandatory.

Date available *

2023-04-28

Minimum number of hours per week *

20

Maximum number of hours per week *

70

Schedules *

☒ Day
☐ Evening
☐ Night

Availability *

☐ Weekdays
☒ Weekend

Documents

Protect your personal information.
Make sure you do not disclose to employers any personal information that could be used to steal your identity. Only submit the necessary information once the hiring process is over.

[Add a document](#)

Your résumé and cover letter will be verified by the Placement Assistance Centre. The documents will be published after the short period required for this verification.

Documents

Protect your personal information.
Make sure you do not disclose to employers any personal information that could be used to steal your identity. Only submit the necessary information once the hiring process is over.

The document is being validated and is currently unavailable for consultation. The document will be accessible as soon as the validation process is completed. Thank you for your patience.

Type of document *

Résumé

Attachment (a .txt, .pdf, .doc or .docx file extension no larger than 10 MB) *

about_blank.pdf

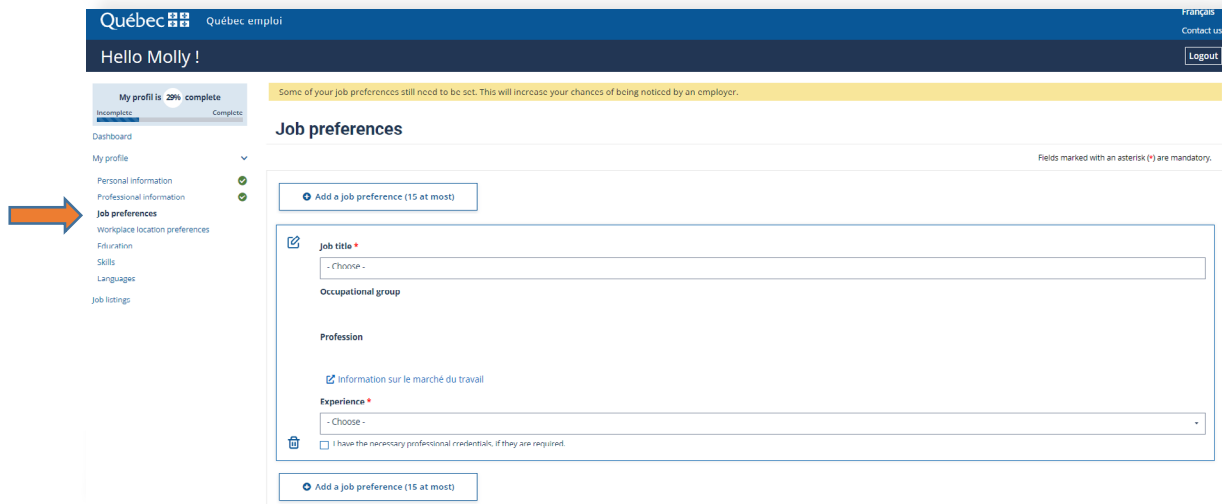
[Download attachment](#)

[Add a document](#)

Job Preferences

The **Job preferences** page is key to letting employers know which positions you are looking for.

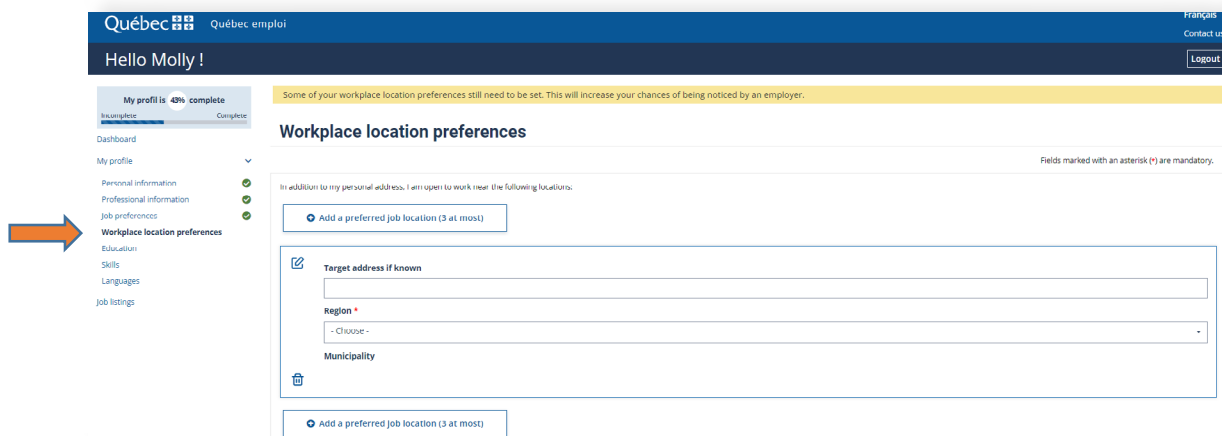
The **Job title** field contains a list based on the National Occupation Classification. Choose the job that interests you and add how many months or years of experience you have. You can add more than one job and rank them by order of preference.



The screenshot shows the Québec Emploi website interface. The top navigation bar includes the Québec logo, 'Québec emploi', and links for 'Français', 'Contact us', and 'Logout'. A user greeting 'Hello Molly!' is displayed. A progress bar indicates 'My profile is 29% complete'. A yellow banner states: 'Some of your job preferences still need to be set. This will increase your chances of being noticed by an employer.' The left sidebar lists profile sections: Dashboard, My profile, Personal information, Professional information, Job preferences (highlighted with an orange arrow), Workplace location preferences, Education, Skills, Languages, and Job listings. The main content area is titled 'Job preferences' and includes a button 'Add a job preference (15 at most)'. Below this is a form with fields for 'Job title *', 'Occupational group', 'Profession', 'Information sur le marché du travail', 'Experience *' (with a dropdown menu), and a checkbox 'I have the necessary professional credentials, if they are required.' A note at the bottom right says 'Fields marked with an asterisk (*) are mandatory.'

Workplace Location Preferences

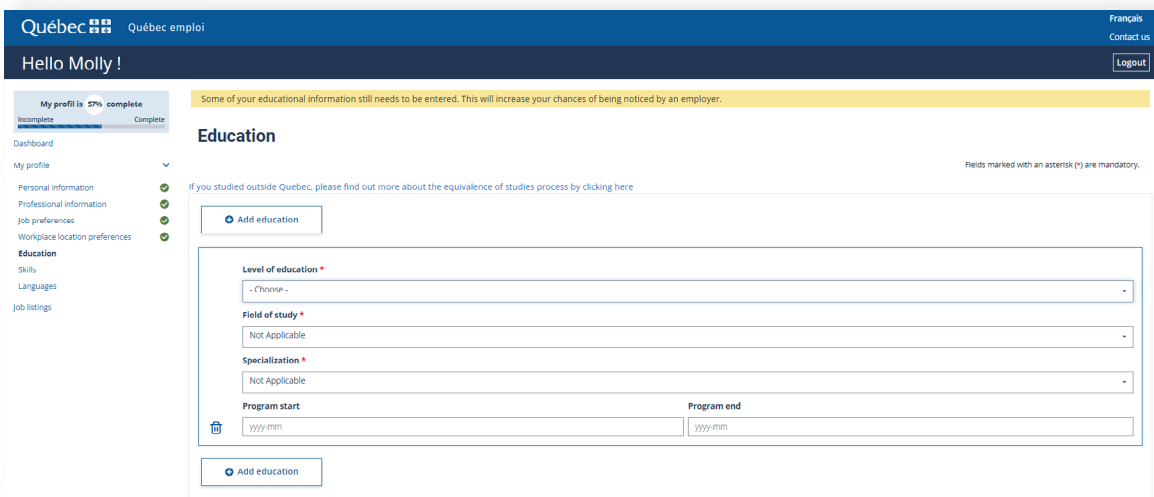
It is important that you fill in the requested information in the Workplace location preferences section to let employers know where you want to work.



The screenshot shows the Québec Emploi website interface. The top navigation bar includes the Québec logo, 'Québec emploi', and links for 'Français', 'Contact us', and 'Logout'. A user greeting 'Hello Molly!' is displayed. A progress bar indicates 'My profile is 43% complete'. A yellow banner states: 'Some of your workplace location preferences still need to be set. This will increase your chances of being noticed by an employer.' The left sidebar lists profile sections: Dashboard, My profile, Personal information, Professional information, Job preferences, Workplace location preferences (highlighted with an orange arrow), Education, Skills, Languages, and Job listings. The main content area is titled 'Workplace location preferences' and includes a button 'Add a preferred job location (3 at most)'. Below this is a form with fields for 'Target address if known', 'Region *' (with a dropdown menu), and 'Municipality'. A note at the bottom right says 'Fields marked with an asterisk (*) are mandatory.'

Education

This page allows you to indicate the training programs you have taken.



Québec Québec emploi

Hello Molly !

My profile is 57% complete

Some of your educational information still needs to be entered. This will increase your chances of being noticed by an employer.

Education

If you studied outside Quebec, please find out more about the equivalence of studies process by clicking here

Fields marked with an asterisk (*) are mandatory.

Level of education *

Field of study *

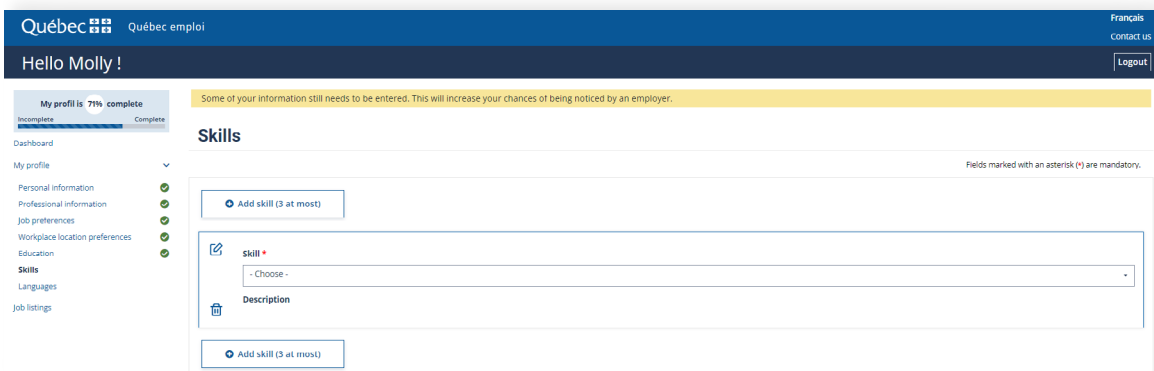
Specialization *

Program start Program end

Add education

Skills

This page lets you indicate 3 skills from a list of 23. A description of each skill is displayed automatically.



Québec Québec emploi

Hello Molly !

My profile is 71% complete

Some of your information still needs to be entered. This will increase your chances of being noticed by an employer.

Skills

Fields marked with an asterisk (*) are mandatory.

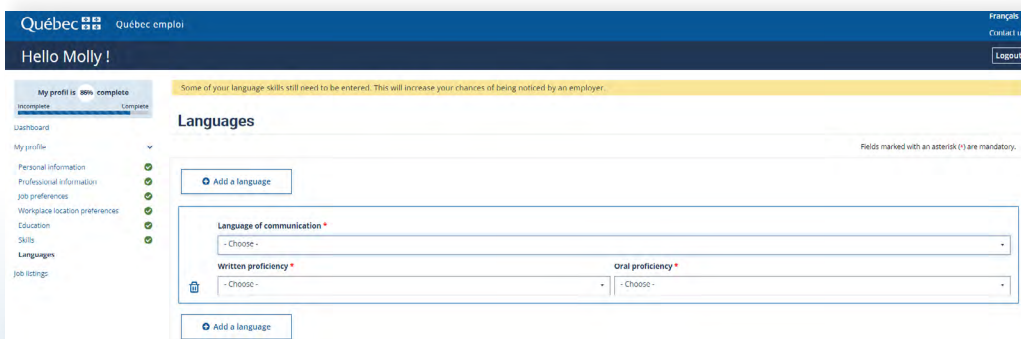
skill *

Description

Add skill (3 at most)

Languages

Add the languages that you know and specify your level of written and oral proficiency for each one.



Québec Québec emploi

Hello Molly !

My profile is 86% complete

Some of your language skills still need to be entered. This will increase your chances of being noticed by an employer.

Languages

Fields marked with an asterisk (*) are mandatory.

Language of communication *

Written proficiency * Oral proficiency *

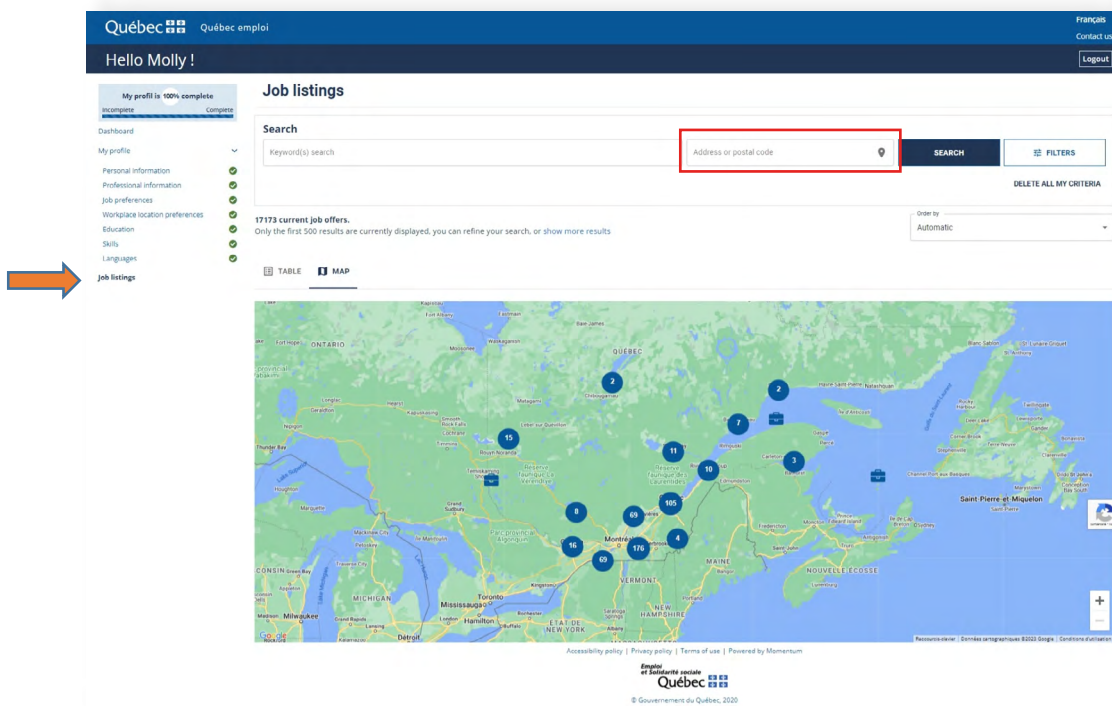
Add a language

Your Applicant profile is now complete and can be changed according to your status.

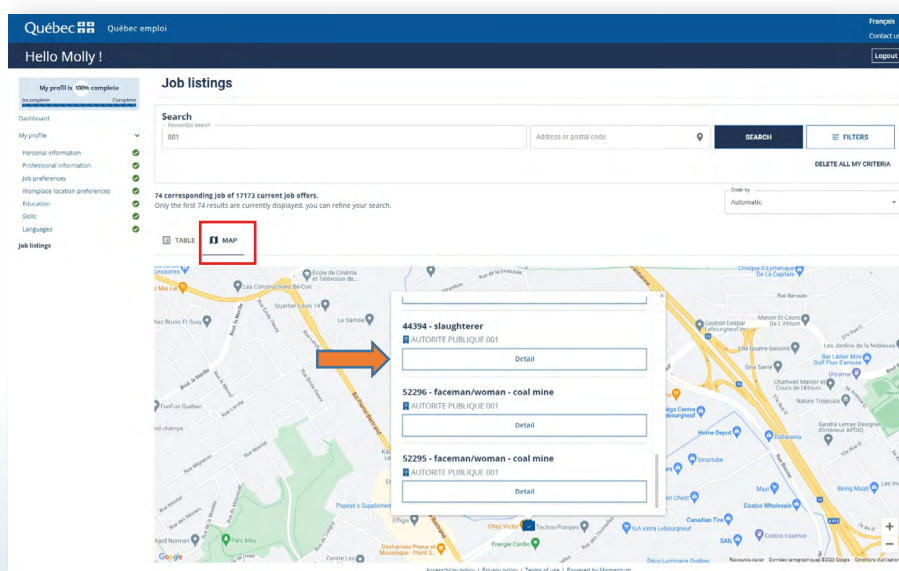
3. Search for Job Offers

You can search for current job offers using a number of criteria (filters) as well as geolocation.

To **geolocate** available jobs, enter your postal code in the **Address or postal code** field. You will then be able to view the locations where jobs are available under the Map tab.



Click on the map results to display a summary of the jobs available. Click on **Detail** for a full description of the job offer, which you can share and print.



Québec Québec emploi

Hello Molly!

My profile is 100% complete

Back to the list of jobs

52296 - faceman/woman - coal mine

Apply on Québec emploi

Employer: AUTORITE PUBLIQUE 001
Website: www.ap01.qc.ca
Address of the workplace: 825 Boulevard Lebourgneuf, Québec, Québec, Canada, G2J0B9

Name of job: faceman/woman - coal mine
Number of positions: 1
Contact person: Dominic Caron
Telephone: (441) 444-4444

Company description
The information in this section has been provided in French only (see the French page). To receive an English version of the job offer, click on the Translate a job offer button.

Job description
The information in this section has been provided in French only (see the French page). To receive an English version of the job offer, click on the Translate a job offer button.

Languages
• French Spoken and Written - Poor

Experience
1-2 years

Number of hours	Offer type	Job date of employment	Job length
33 hours	Student	November 30, 2021	Casual
Job type	Schedule	Availability	
Part time	Night	Weekend	
Minimum salary	Maximum salary	Salary base	
45.00\$	54.00\$	Week	

Published since
November 16, 2021

Print Translate a job offer

4. Submit an Application

The results of your search will also be listed under the **Table** tab.

Job listings

Filters

Keyword(s)
(Search for a job listing number, job listing title, employer, city, job title, profession or occupational group.)

Address or postal code

Administrative region
- All regions -

Exclude employment agencies and labour market intermediaries.

Job offer
- All job offer -

Job type
- All job types -

Job length
- All lengths -

Level
- All levels -

Field
- All fields -

Job listings posted
- All positions -

Delete filters Apply filters

To apply for a job that interests you, simply click on the **Apply** button or directly on the title of the job listing.

Québec Québec emploi

Hello Molly!

My profile is 100% complete

Back to the list of jobs


52296 - faceman/woman - coal mine

Apply on Québec emploi

Employer: AUTORITE PUBLIQUE 001
Name of job: faceman/woman - coal mine

Print Translate a job offer


When you apply for a job and your profile matches the requirements of the job you are applying for, the following message is displayed:



Your profile meets every requirements for this position.

Do you want to apply for this position?

If your profile does not match the requirements of the job you are applying for, the following message is displayed:



Your profile does not match the requirements of the job you are applying for

Missing requirements

Job offer type Student	Required experience 1-2 years	Requires professional qualification Non required
----------------------------------	---	--

Do you still wish to apply for this job?

Once you apply for a job, a confirmation message is displayed.

Job listings

▼ Filters

Keyword(s)
(Search for a job listing number, job list...)

Address or postal code
H2G2V1

☐ Exclude employment agencies and intermediaries.

Job length
- All lengths -

Level
DES (high school diploma)

Administrative
- All regions -

Job type
Full time

Field
- All fields -

Application successful!

Congratulations, your application has been saved successfully.

You can now consult other job offers or update your profile.

An email is sent to the employer to inform them that your application has been received. If your application is chosen by the employer, they will contact you by email.

To follow up on your applications, click on **Dashboard** in the menu on the left of your account.

5. Withdraw an Application

To delete an application, go to **Dashboard**. Click on the **Withdraw** button for the position that is no longer of interest to you. An email will be sent to the employer to inform them that your application has been withdrawn.

indicators

0

Number of times
your profile was
visited in the past
30 days

1

Job applications

40

Days of activity

job applications

listing number and description

Employer name

Registration
deadline

Offers status

Applied on

947 - réceptionniste-téléphoniste

LABORATOIRE PIERRE MARCHILDON INC

2021-07-31

Ongoing

2021-06-23

Withdraw

