

Job Postings Steps for Members of BioTalent Canada's Association Partners

Step 1: Create Account

If you do not already have an account created with BioTalent Canada, click on the [Sign In](#) button at the top of the page and follow the instructions below. If you already have an account with BioTalent Canada, skip to **Step 2**.

Account Creation Tip: will more than one person be posting jobs for your business? You can Invite other members of your team to your Organization profile.

Image 1 – Click on the **Sign In** button at the top of the page to set up your account.



Image 2 - click on **Register** at the bottom of the login page.

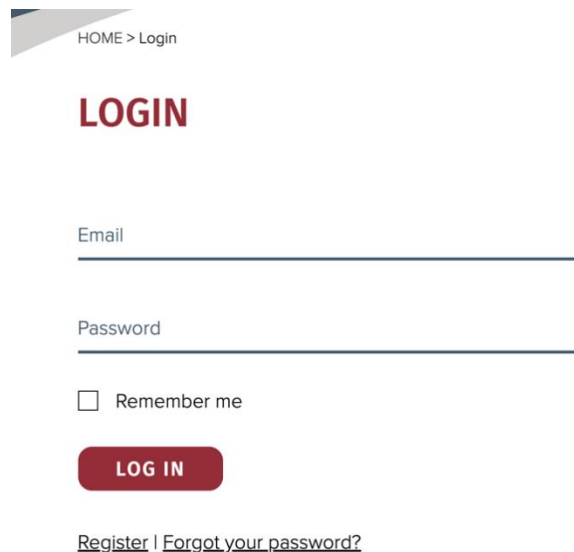


Image 3 - On the **Create an Account** page, fill in the form as required.

CREATE AN ACCOUNT

Complete the form below to create an account with BioTalent Canada.

Email*

Title*

Image 4 - Want to keep up with the latest BioTalent Canada news, updates and funding programs for your business? Subscribe to receive BioTalent Canada emails.

I consent to receive BioTalent Canada news. I am aware I can unsubscribe at any time.

Accept [Terms and Conditions](#) *

Image 5 – Once the account is created, you will be signed in and should see your **Dashboard**.

MY DASHBOARD

PROFILE

RESUME BUILDER

BIOSKILLS RECOGNITION PROGRAM

THE PETRIDISH™

COURSES

ORGANIZATIONS

TRANSACTION HISTORY

Image 6 - Click on Organizations and then **+ Add organization**.

[+ Add organization](#)

Image 7 – Fill the **Add organization** form as required with as much information as possible. If you already have an organization on the website, you will be added to that account.

Add organization

* indicates a required field.

Organization name*

Address

Step 2: Contact BioTalent Canada

If you already have a BioTalent Canada account, or you have just created one, email **Jules, Client Support Representative**, at jbahanyi@biotalent.ca to get your free job postings.

Once you have contacted Jules, and he places your free job postings into your account, you're ready to go! **Step 3** will show you where your job postings are located, and how to post.

Step 3: Post a Job: .

Did you know: Job postings in ON, QC and NS will automatically be posted on the respective provincial The PetriDish job boards.

Posting your positions can be done in three easy steps.

First, log in to your BioTalent Canada account and go to **My Dashboard** to access the job postings loaded into your account. **NOTE:** When you log in, you will automatically be taken to the **My Dashboard** page. If you were already logged in, you can find your dashboard by clicking on the **My Dashboard** button at the top of the page.

Image 8 – The **My Dashboard** button at the top of the page will take you to where you can access the job postings loaded into your account. Once you are in your dashboard, you will also be able to edit or update your profile, view past purchases, and view your message notifications.



[Sign Out](#) [Français](#) [Dashboard](#) [About Us](#) [Partners](#) [Employee Benefits](#) [News](#) [Events](#) [Contact](#) 

[JOBS – THE PETRIDISH™](#) [BIO-ECONOMY](#) [TALENT MANAGEMENT](#) [PROFESSIONAL DEVELOPMENT](#)



Image 9 – Your dashboard under **The PetriDish** is where you can post a job, or purchase more, and see how many job postings you have available. You can also review past purchases. Your message bank is also on your dashboard. This is where you will receive notifications from BioTalent Canada regarding new applicants and order notifications (once a day, an email is sent to you when new messages are available).

MY DASHBOARD

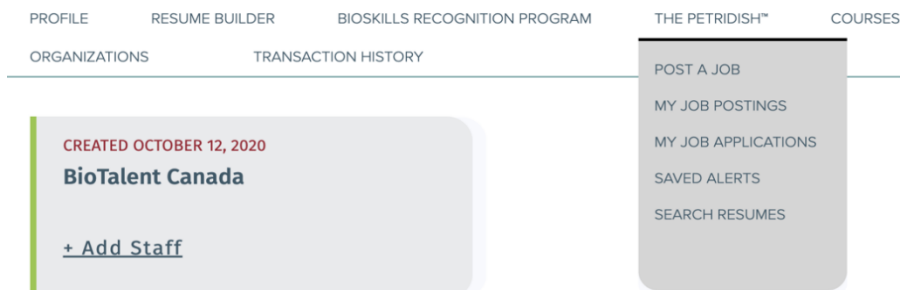


Image 10 - After clicking the **Post a job** button, you will be taken to the **New Job posting** page. This is where you will input the Job Title, Location, and Job Details. The page is laid out to make the process easy for you.

New Job Posting

ORGANIZATION*

Please select an organization. If your organization is not listed, go to “Organizations” on your dashboard and click “Add organization” to add your organization details.

Image 11 - If you are planning on having applicants apply directly to, for example, your company’s website or email (not through the applicant depository in your BioTalent Canada account), make sure you check off **“want users to apply through an external source”** located at the bottom of the page. Make sure to enter the **URL** or **email** to where you would like to redirect the applicant.

- Accepting BioReady™ candidates
- Co-op student (i.e. Work Integrated Placement) posting only
- I want users to apply through an external source

[Cancel](#)

[Français](#) [Save draft](#) [Preview](#)

[PUBLISH](#)

Image 12 - If you choose to receive applications through your BioTalent Canada account, you can view the applications to your job posting by clicking **My job postings** under **The PetriDish** within your **Dashboard**.

Job postings are automatically set to close 30 days after the date of posting.

MY DASHBOARD

PROFILE RESUME BUILDER BIOSKILLS RECOGNITION PROGRAM THE PETRIDISH* COURSES

ORGANIZATIONS TRANSACTION HISTORY

CREATED OCTOBER 13, 2020
BioTalent Canada
[+ Add Staff](#)

POST A JOB
MY JOB POSTINGS
MY JOB APPLICATIONS
SAVED ALERTS
SEARCH RESUMES

Job Posting Tip: Planning on copying the job details from an existing document? Word documents work best for copying and pasting information into the various fields. Basic formatting options exist within the information fields, so unformatted text works best for transferring the information.

It's also best to paste as plain text and format within the website. This is best for bullets, etc.

Questions? We're here to help!

Have questions or need help with your job postings? Contact **Jules** by email at jbahanyi@biotalent.ca or call him at 613-235-1402 ext. 220.