

## Chemical Institute of Canada Job Board - How to Register and Account Features

Are employers ready to be opened to a portal with an abundance of job seekers and to access a hub that will be the best place to find new employees? Welcome to the Chemical Institute of Canada Job Board!

To access the, the employer must click the “Job Board” button on the top right-hand corner of the [Chemical Institute of Canada main website](#). Employers can also bookmark the link to the [Chemical Institute of Canada Job Board site](#).



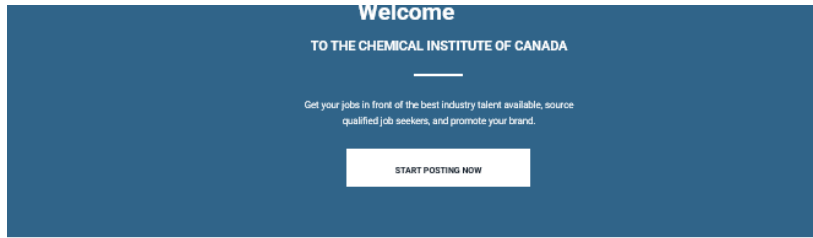
Once employers are on the Job Board site, they will need to register to have access to exclusive features and capabilities on the site. To do this, employers can toggle over the “Employers” button on the top right-hand corner, and once the drop-down menu appears, click on “My Account”.



To create a new account, employers must fill in all the parameters on the form, agree to the Usage Agreement and the Privacy Policy, and click on the “Create my Account” button.

A screenshot of the "New Users Create an Account" registration form. The form is divided into two sections: "Your Information" and "Your Company's Information".  
**Your Information**  
\* First Name   
\* Last Name   
Job Title   
\* Email Address   
\* Re-enter Email Address   
\* Phone Number   
Ext   
Fax Number   
**Your Company's Information**  
\* Company

Congratulations! The employer is now officially signed up as an official Employer/Recruiter on the Job Board! The employer will receive an automated email from us that will confirm that they are signed up, and the next steps to best utilize their ‘Employer’ experience.



For employers to access pricing, they must go to the Employers tab and click on the “Products” button.



The Products page features the various packages available for Employers to choose. If any employers has any questions about the products, we encourage employers to reach out to the Customer Service team at 860-437-5700 or [clientserv@yourmembership.com](mailto:clientserv@yourmembership.com). Note: [CIC Members](#) receive a discount on Job Postings.

### Products / Pricing

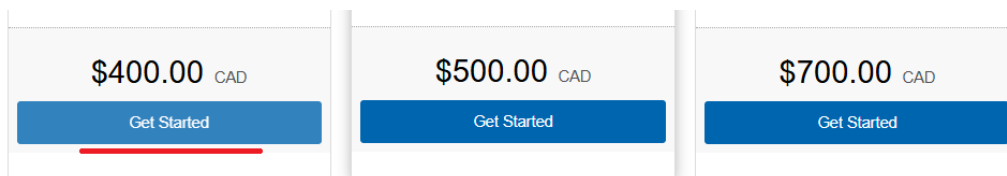
Below are the recruitment options we have available. When making your purchase, you have the option to pay online with a credit card or to be invoiced. If you have any questions, please contact Customer Service at 860-437-5700 or [clientserv@yourmembership.com](mailto:clientserv@yourmembership.com).

**CIC Members receive a discount on Job Postings.** Please [click here](#) to get your coupon code to enter during check out to receive your discount.

Advertising Agencies: Please note that these prices are Net.

	★ Most Popular	
<p>Job Posted and Emailed to thousands of Chemical Professionals</p> <p>Job Flash™ Package</p> <ul style="list-style-type: none"> <li>Job Emailed to thousands of Chemical Professionals</li> <li>Posted for 30 Days</li> </ul> <p><b>\$400.00</b> CAD</p> <p>Get Started</p>	<p>Job Flash™ Package Plus Upgrades</p> <p>Premium Job Flash™ Package</p> <ul style="list-style-type: none"> <li>Job Emailed to thousands of Chemical Professionals</li> <li>Posted for 30 Days</li> <li>Remains High in Search Results</li> <li>Highlighted to Stand Out</li> </ul> <p><b>\$500.00</b> CAD</p> <p>Get Started</p>	<p>Premium Job Flash™ Package Plus Premier Job Sites and Search Engines</p> <p>Ultimate Recruitment Package</p> <ul style="list-style-type: none"> <li>TalentBoost Upgrade Distributes Job to Network of Premier Job Sites and Search Engines</li> <li>Job Emailed to thousands of Chemical Professionals</li> <li>Posted for 30 Days</li> <li>Remains High in Search Results</li> <li>Highlighted to Stand Out</li> </ul> <p><b>\$700.00</b> CAD</p> <p>Get Started</p>

Once the employer has found a package option that best suits them, they may click on the “Get Started” button to begin the process of posting a job.



The employer must pick the type of job posting option and fill in all of the parameters (job basics, descriptions, details) required to post the job. Once all parameters have been filled, the employer may click “Continue” to complete payment and confirm the posting being live.

Post / Create A Job

CIC Members receive a discount on Job Postings. Please [click here](#) to get your coupon code to enter during check out to receive your discount.

Use the form below to post your job opening. If you have any questions or encounter any problems, please contact us at 866-437-5706.

\* indicates required field

Type of Job Posting	Duration	Cost
<input type="radio"/> 30 Day Job Posting	30 days	\$300.00 CAD
<input type="radio"/> 60 Day Job Posting	60 days	\$550.00 CAD
<input type="radio"/> Internship - 30 Day	30 days	\$50.00 CAD
<input checked="" type="radio"/> Job Flash™ Package	30 days	\$400.00 CAD
• Job Emailed to Thousands of Chemical Professionals		
• Posted for 30 Days		
<input type="radio"/> Premium Job Flash™ Package	30 days	\$500.00 CAD
• Job Emailed to Thousands of Chemical Professionals		
• Posted for 30 Days		

Once the employer has posted their employment opportunity, they may keep track of all their posted opportunities on the “My Jobs “ page.



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My Jobs

Employers Job Seekers

- Home
- Products
- Post a Job
- My Account
- My Jobs

If there is a recruiter that is posting on behalf of their clients, the recruiter would go to the Employers tab and click on “My Clients”. On this page, the recruiter will be able to add new clients and recruit job seekers on their behalf. To add a new client, press on the “Add New Client” button.



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My Clients

Use this area to manage the recruitment for your clients.

You do not have any clients

Add New Client

Employers Job Seekers

- Home
- Products
- Post a Job
- My Account
- My Jobs
- My Clients
- Resume Bank
- My Candidates
- My Company

Once the employer presses the “Add New Client” button, they will be allowed to input all of the information necessary to include a new employer. Once they fill in the required parameters, they may click on the “Add my colleague” button to complete the addition of a new client.

### Add a New Colleague

This lets you connect with other accounts. You may want to connect with other employers in your company or with your recruiters and ad agencies. This will allow you to share jobs, candidates, etc.

Select Colleague Type

This will be my

Create Account / Check for Account

E-mail Address

Once an employer has posted a job opportunity, they are able to view resumes from candidates. If an employer finds a candidate they are interested in, they can submit their interest to them. If the job seeker is interested in the employer’s opportunity, we can connect the two for \$35.00 CAD, and if the candidate is not interested, the employer pays nothing.

Resume Bank

View complete resumes for free! If you find any candidates you are interested in, submit your interest to them. If the candidate is not interested, you pay nothing!

OFCCP data collection:

Resume Search

Keyword or Candidate ID

This Site's Results  Network Results

There were no results returned for your search.

The “My Candidates” page on the “Employers” tab grants employers the ability to find new candidates and to search through their existing candidates. Employers can search the Chemical Institute of Canada Resume Bank for the best candidates in the field, or, if they need more candidates, the “Network Resume Bank” gives employers access to over 125,000 candidates in the YMCareers database. Employers can search through their Candidate Pool and even look for a specific candidate on the Chemical Institute of Canada Job Board.

My Candidates

Use this area to find new candidates and to search through your existing candidates.

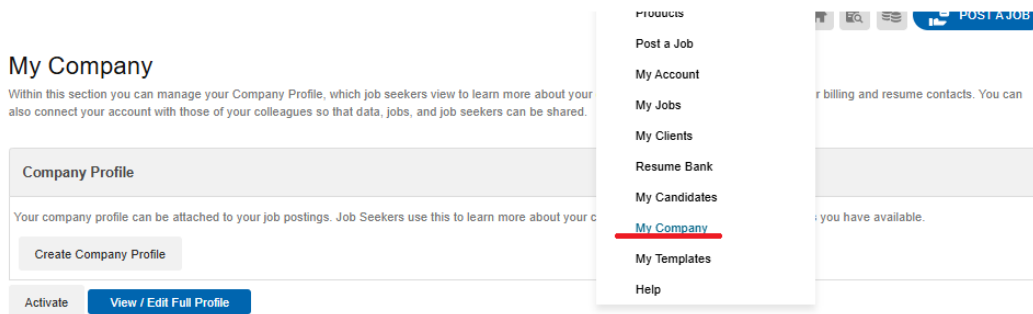
Search for Resumes

Search for Resumes on Chemical Institute of Canada

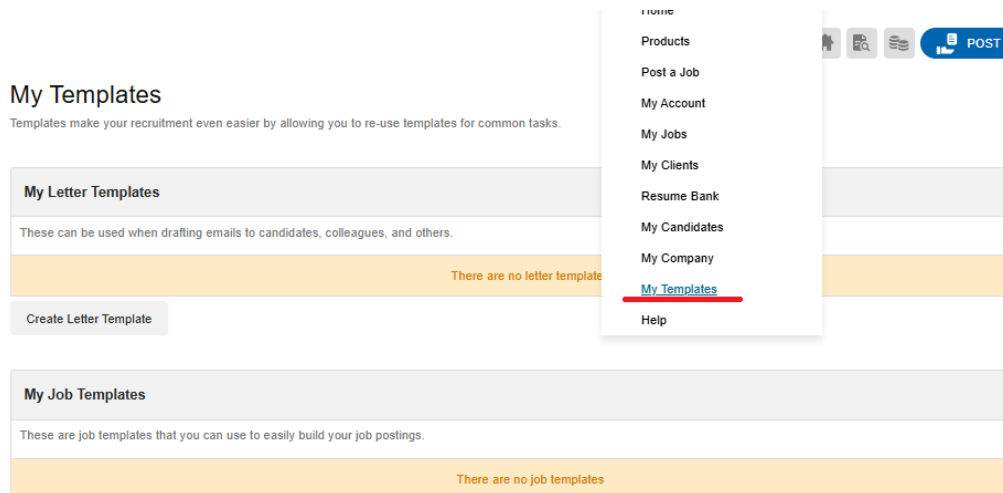
Need to find 125,000 pro...

Resume Bank gives y...

The “My Company” page in the Employers tab allows employers to create and manage their company profile. Candidates will be able to browse the employers profile to learn more about their company. On this page, employers can also add/manage their billing and resume contacts.



The “My Templates” page on the Employers tab, allows employers to create or upload templates that can be used for various communications tasks. For example, the “My Letter Templates” can have an offer or rejection letter that can be reused.



The last feature on the Employer tab is the “Help” page, which grants employers access to the YMCareers frequently asked questions that can help with any queries. However, if assistance is required, call the customer support team at 860-437-5700 or [clientserv@yourmembership.com](mailto:clientserv@yourmembership.com).

