

# Chemical Institute of Canada Job Board

## Account Features

### Searching Employment Opportunities

1. To view employment opportunities, toggle over the “Job Seeker” button, and click on “Job Search” to view the current jobs available.



2. Job seekers will be able to see the title of the employment opportunity, location, description, and apply for the opportunity by clicking on the “Apply” button. On the left-hand side of the page, job seekers will see features including Median Salary, Cost of Living Index, Median Apartment Rent, Safety Index, and Cost of Utilities in the city where the employment opportunity is located.

**Senior Chemical Engineer - Water Treatment**

WSP in Canada  
Edmonton, Canada

**APPLY**

**Job Location**  
Edmonton, Canada

<b>Median Salary</b> Net Salary per month	<b>\$4,196</b>
<b>Cost of Living Index</b>	59/100
<b>Median Apartment Rent in City Center</b> (1-3 Bedroom)	\$1,598 - \$2,610
<b>Safety Index</b>	53/100
<b>Utilities</b>	
Basic (Electricity heating, cooling, water, garbage for 915 sq ft apartment)	\$189 - \$426
High-Speed Internet	\$60 - \$131

**Description**  
Job Description

**The Opportunity:**

We are seeking a Senior Chemical Engineer to join our water treatment team in any of our Canadian Offices. The successful candidate will be involved in a variety of water and wastewater treatment projects in the areas of industrial, mine water and municipal.

**Why choose WSP?**

- We value and are committed to upholding a culture of inclusion and belonging
- Our Flexible Work Policy – we recognize the importance of balance in our lives and encourage you to prioritize the balance in yours. We will support you on and off the job so you can be fully present in both your work and home lives.
- A Canadian success story - we're proud to wear the red and white of this beautiful country and show the world what

## Job Seeker Features

1. Once a job seeker has applied for an employment opportunity, the job seeker can access the “My Account” setting on the Job Board. Toggle over the “Job Seekers” button and click on “My Account”.



- The “My Settings” feature allows job seekers to customize their account preferences and manage their profile settings, such as updating personal details, contact information, professional summary, and account deactivation.

### Settings

Account Type	Name	Options	View
Job Seeker		Deactivate	▼

- The “My Contact Requests” feature allows you to move forward with potential employment opportunities. This feature allows job seekers to manage and respond to contact requests from potential employers. When an employer is interested in a job seekers’ resume, they can send a contact request, which includes details about the job opportunity they think the job seeker might be a good fit for. The job seeker can then choose to respond to these requests by either accepting or declining the opportunity. Accepting a request opens a conversation with the employer and allows them access to the job seekers’ contact information and to discuss next steps.

### My Contact Requests

You currently have no contact requests.

- The “My Messages” feature allows job seekers to manage and track communications with potential employers. When an employer is interested in the resume or application of a job seeker, they can send messages directly to the job seeker through the job board and the job seeker may send messages back to them.

### My Messages

Viewing 1 - 1 of 1 Messages

Subject	From
📧 Welcome!	Admin

5. The “My Job Applications” feature allows job seekers to track and manage all the jobs they have applied for through the platform. This feature provides a location where job seekers can view the status of your applications and keep track of any follow-up actions that may be needed.

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## My Job Applications

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You currently have no applications.

6. The “My Saved Jobs” feature allows job seekers to bookmark job postings they are interested in but may not be ready to apply for immediately. When job seekers come across a job posting they want to save, the job seeker can click on the starred bookmark icon. This action saves the job to the job seekers’ account, which makes it easy to find to apply for the job later.

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## My Saved Jobs

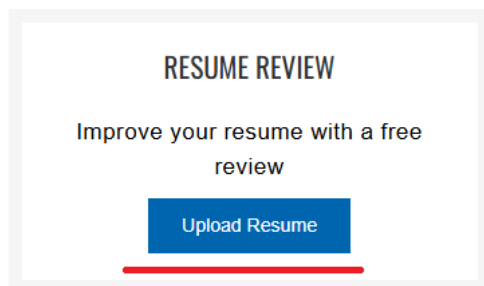
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You currently have no saved jobs.

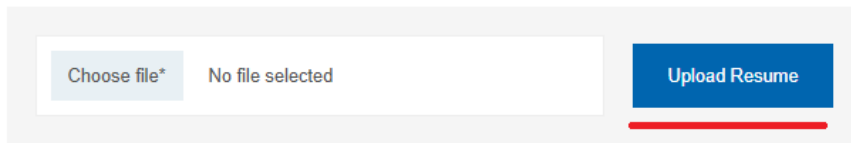
## Resume Review Feature

A job seekers free Job Board Account comes with one free resume review! This feature is designed to help job seekers improve their resumes by providing feedback on its strengths and areas for improvement, helping you to better showcase your skills and experiences to potential employers.

1. If a job seeker did not upload a resume during their account registration, the job seeker will need to do so to take advantage of this feature. The job seeker must log in to their account on the [Job Board webpage](#) and on the bottom right corner, click on “Upload Resume”.

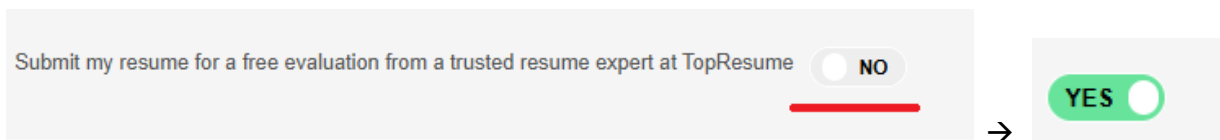


## Upload Your Resume Document

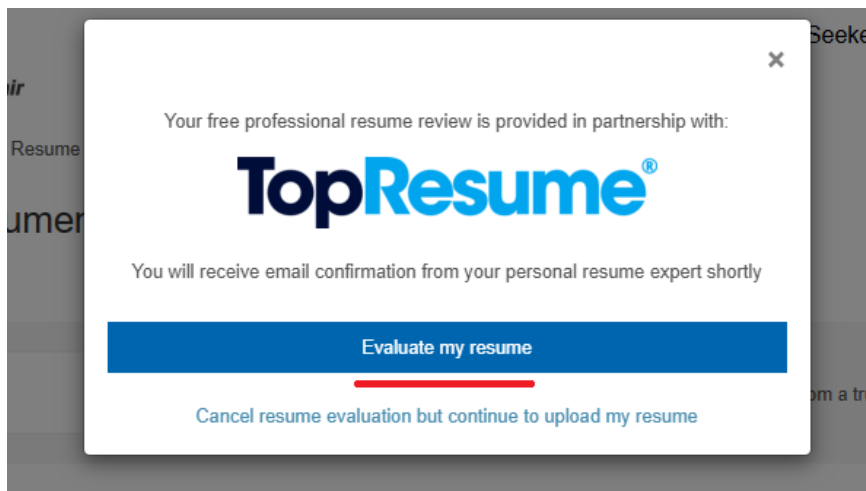


\*Required field

2. Select the toggle on the right hand side of the page and change the “No” into “Yes”.



3. Once the toggle is change to “Yes”, a pop-up will appear. The job seeker can press the “Evaluate my resume” button to confirm that they would like their resume evaluated by the TopResume service.



4. Once the resume has been submitted for review, the job seeker will receive an email from TopResume acknowledging the receipt of the resume. The experts who will review the resume will provide feedback on: Design & Formatting, Content & Structure, Keywords & Skills and Applicant Tracking System (ATS) Compatibility.

Note: It will take about 3 business days to receive feedback. Resume feedback will come from our partners at TopResume. The Chemical Institute of Canada is not able to check on the status of the resume evaluation. The Job Seeker account comes with one complementary resume evaluation.