

Chemical Institute of Canada Job Board

How to Register

Are you ready to be opened to a portal of employment opportunities and to access a hub that will be your best friend on the journey to new employment? Welcome to the Chemical Institute of Canada Job Board!

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



2. Next, you will need to create an account. To do this, toggle over the “Job Seekers” button on the top right-hand corner, and once the drop-down menu appears, click on “My Account”.



3. To create your account, 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. Congratulations! You are now officially signed up as a Job Seeker!

Create a new account

YOUR INFORMATION

First Name *

Last Name *

Email Address *

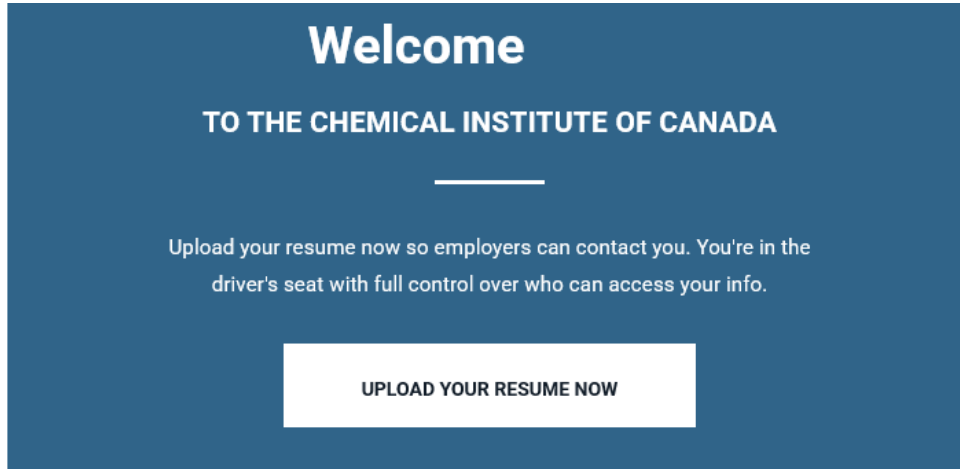
Password *
Password must be between 6 and 25 characters.

I agree to the terms of the [Usage Agreement](#) *

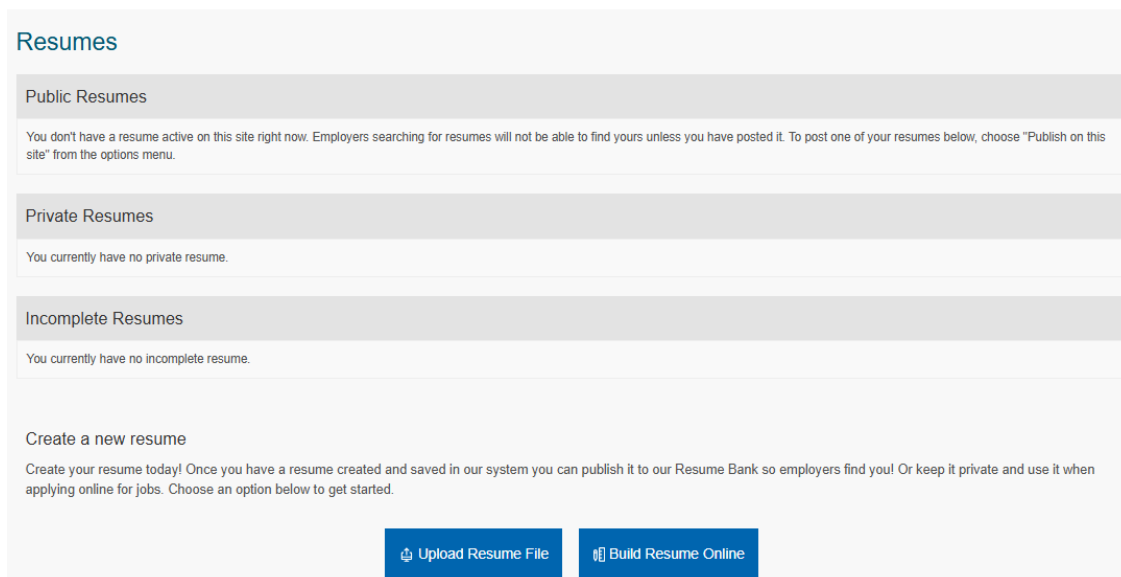
I agree to the terms of the [Privacy Policy](#) *

[Create my account](#)

- Next, you will receive an automated email from our YMCareers host confirming your account and inviting you to upload your resume. Click on “Upload Your Resume Now” to upload your resume.



- A new page will open which takes you to the “Resume/Cover Letters” page. Here you can either (1) select “Upload Resume File” which allows you to upload a resume from your files on your desktop/laptop/smartphone device, or (2) select “Build Resume Online”, which allows you to build your resume from scratch.



- If you choose “Upload Resume File”, you will be taken to another page. Click on the “Choose file*” button, choose the file you want to upload, and click on the “Upload Resume” button. Your resume is now associated with your account.

Upload Your Resume Document

No file selected

*Required field

- If you choose “Build Resume Online”, you will need to build your resume from scratch. Fill out all the parameters on the page with an asterisk beside it and feel free to fill in the non-asterisk parameters, if you feel comfortable. Note: Filling out all parameters increases the likelihood of gaging interest from employers.

Create a New Resume

Complete your resume by filling in each section. Employers will find your resume using the information you enter below. The more information you fill in, the more searchable your resume becomes.

Resume Settings

This is for your own reference. It will not be visible to employers.

Resume Name *

Contact Information

This contact information will only be shown when you release it to an employer.

| | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| First Name * | Last Name * | Suffix | E-mail Address * | Phone |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Fax | Web site | LinkedIn | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | |

- Once you have reached the end of the “Build Resume Online” page, if you tick the white box, you have the option to make your resume public and searchable to employers. This is not mandatory. Once you have finished filling out all of the parameters of the “Build Resume Online” page, click on the “Save My Resume” button, to save your resume in your “Resumes” page.

Save Your Resume

Make my resume public and searchable by employers.

Cancel

Save My Resume

*Required field

- Congratulations! You are now ready to start searching for employment opportunities on the Chemical Institute of Canada Job Board!