

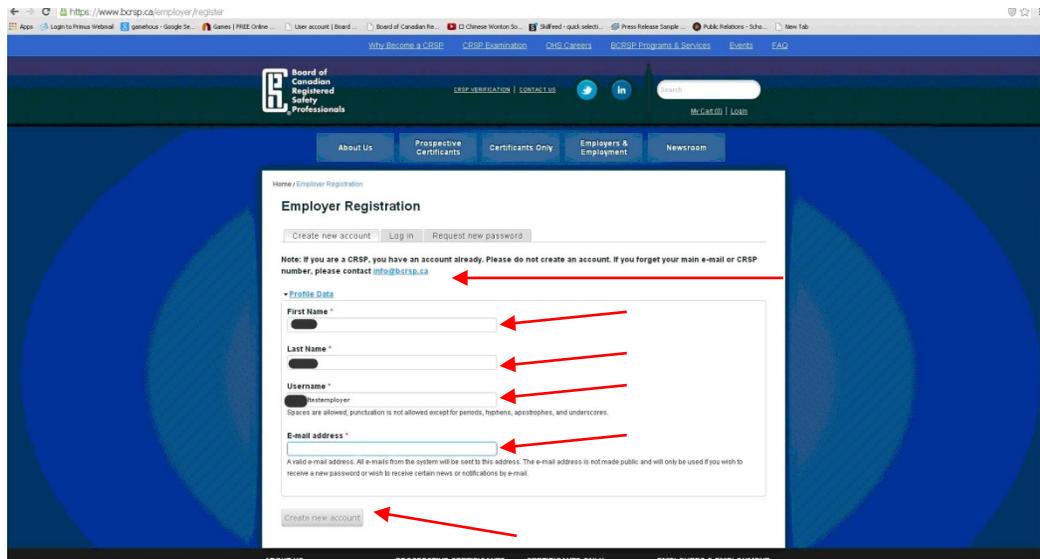
BCRSP Website – How Employers Post a Job

Go to www.bcrsp.ca

1. Employers require a user account to access the job posting portion. If the Employer does not have an account then do the following:
2. On the main homepage go to the lower right and select Employers & Employment box.



3. Select the first link Create an account to post a job - Employer Registration page appears



4. Put first name, last name, username, email address.
5. Select the button at the bottom **create a new account**.
6. Once Employer creates the account, a confirmation Thank you message appears on the page and a link is sent to the email.

Thank you for applying for an account. Your account is currently pending approval by the site administrator.

In the meantime, a welcome message with further instructions has been sent to your e-mail address.



Thank you message appears at top of page

7. Employer receives message sent to their email stating Pending admin approval (see example message below)

Subject: Fw: Account details for **Testemployer** at Board of Canadian Registered Safety Professionals (pending admin approval)

Testemployer,

Thank you for registering as an authenticated user, employer at Board of Canadian Registered Safety Professionals. Your application for an account is currently pending approval. Once it has been approved, you will receive another e-mail containing information about how to log in, set your password, and other details.

If you have not received another e-mail within 48 hours, please feel free to contact us at inquiries@bcrsp.ca

-- Board of Canadian Registered Safety Professionals team

8. On the Admin side - it takes 24- 48 hours to activate on our end to activate an employer

9. Once activated on the Admin side, another email is sent to the EMPLOYER stating that their account is now active (see message below).

Testemployer,

Your account at Board of Canadian Registered Safety Professionals has been activated.

You may now log in by clicking this link or copying and pasting it into your browser:

<https://www.bcrsp.ca/user/reset/32677/1389464335/ssYxjZD0EenlZsY9NEx9pY2GTzPXHEI-bNBNUOVaBM>

This link can only be used once to log in and will lead you to a page where you can set your password.

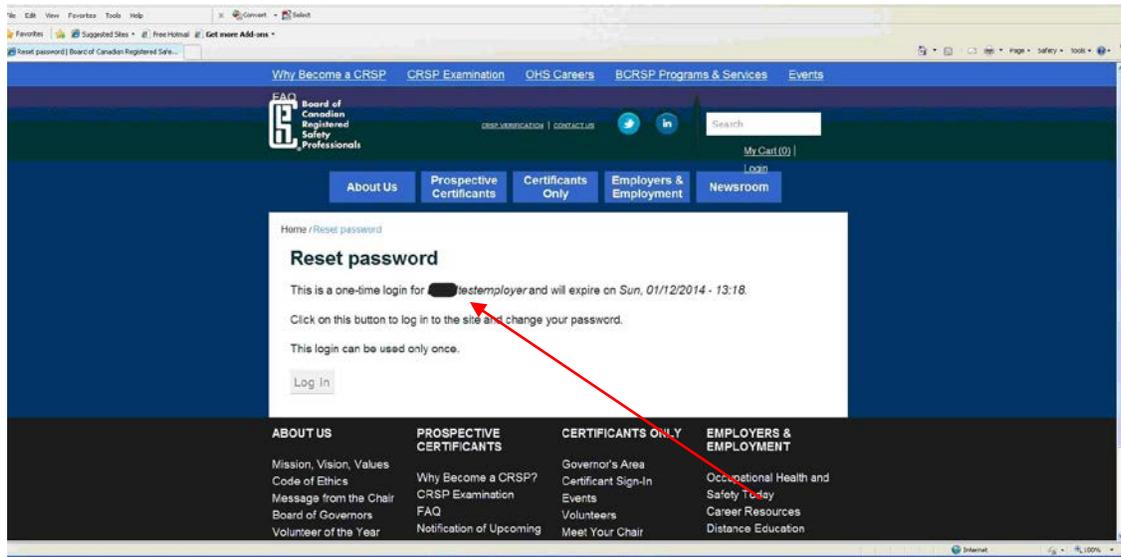
After setting your password, you will be able to log in at <https://www.bcrsp.ca/user> in the future using:

username: Testemployer
 password: Your password

-- Board of Canadian Registered Safety Professionals team

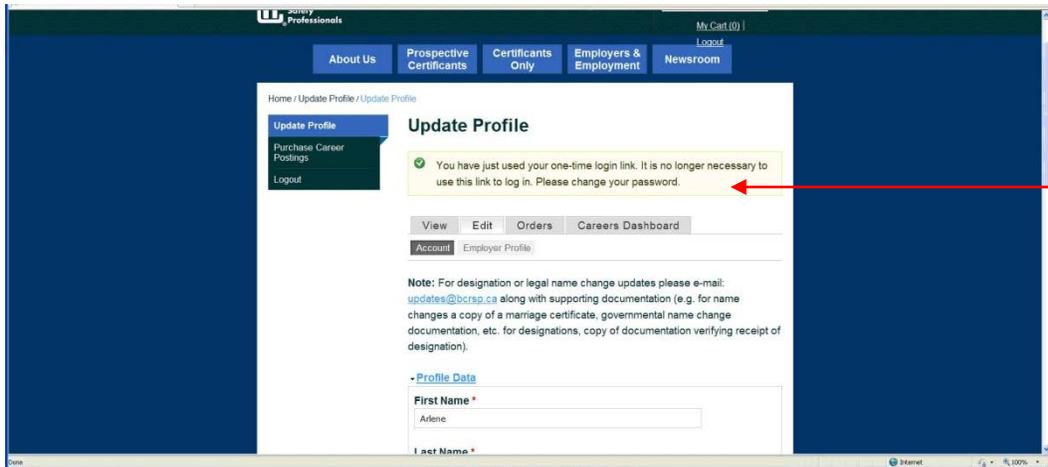
This is just a test link; you will have your own unique link

10. Employer selects the link and it will go to the BCRSP password login page :

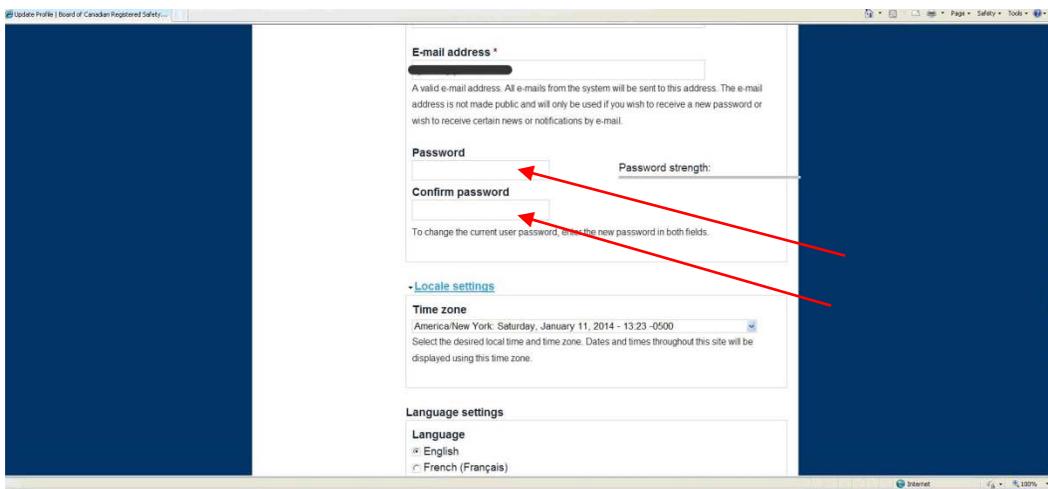


11. Employer selects Login button at the bottom of the Reset password page.

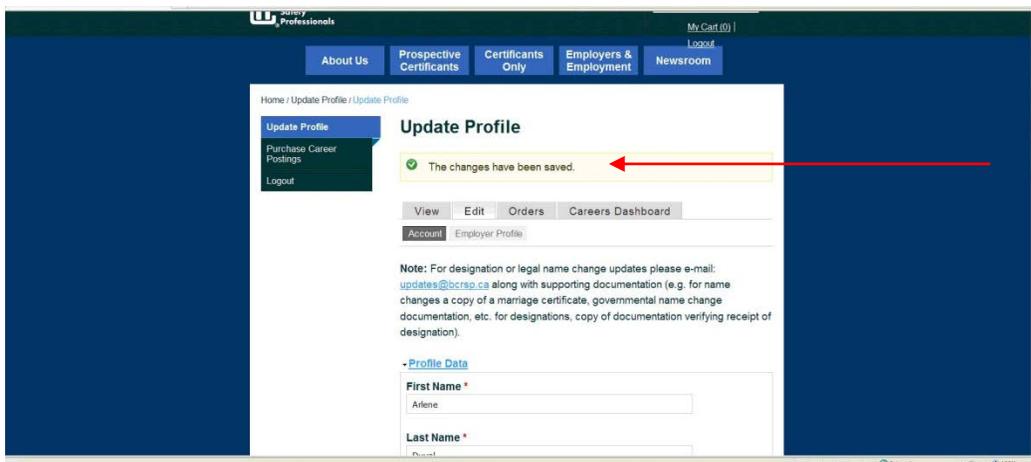
12. Message appears that the login link is used & Employer resets password.



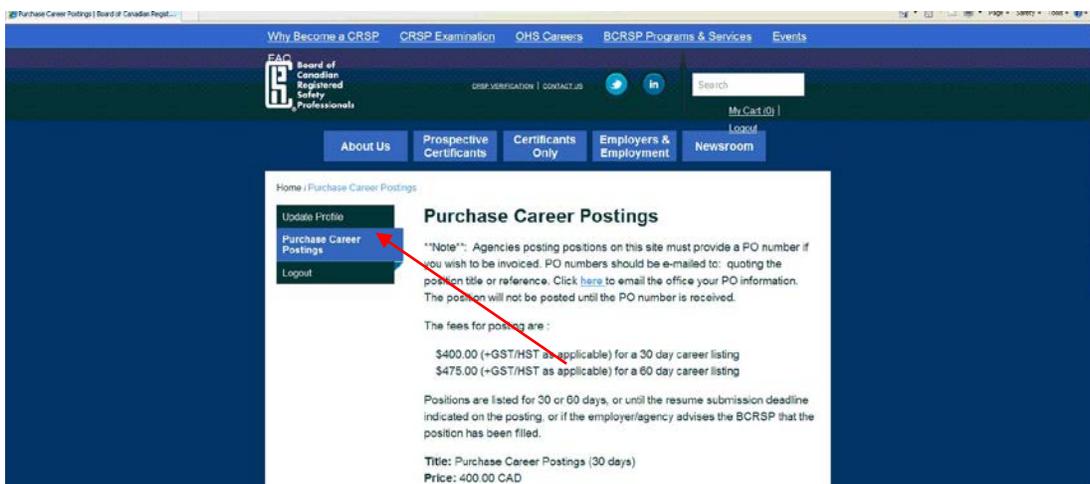
13. Employer enters password and selects SAVE. The confirmation note appears (see below).



14. Confirmation note appears once password is selected.

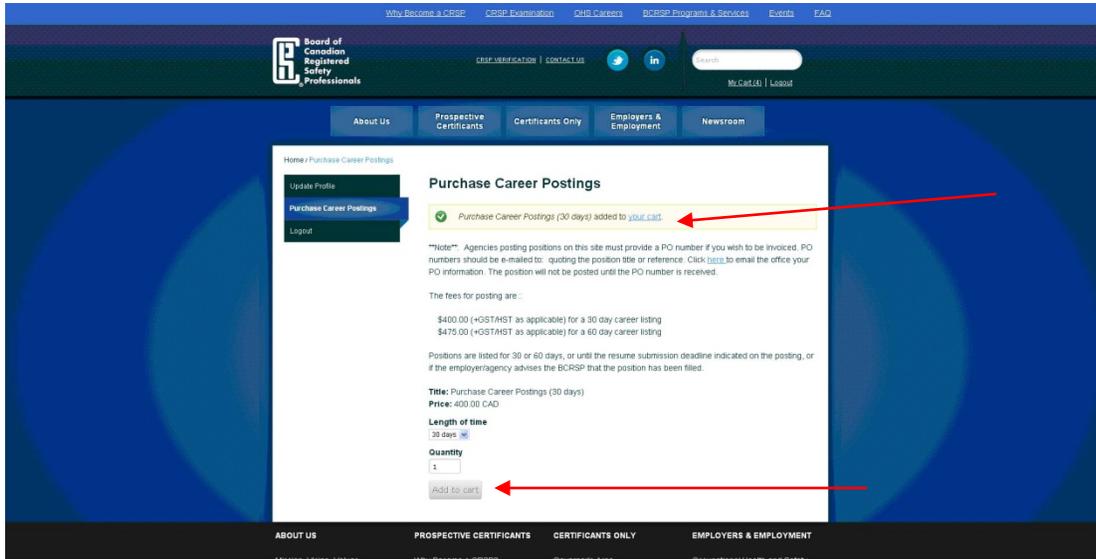


15. From here, the employer can select Purchase Career Posting to post a position (see below)

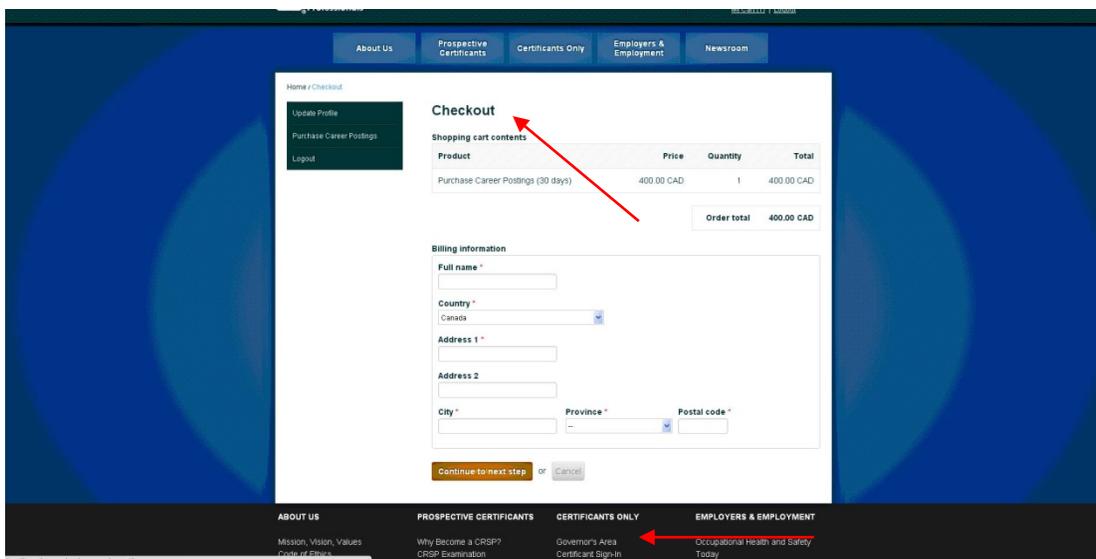


To purchase career postings

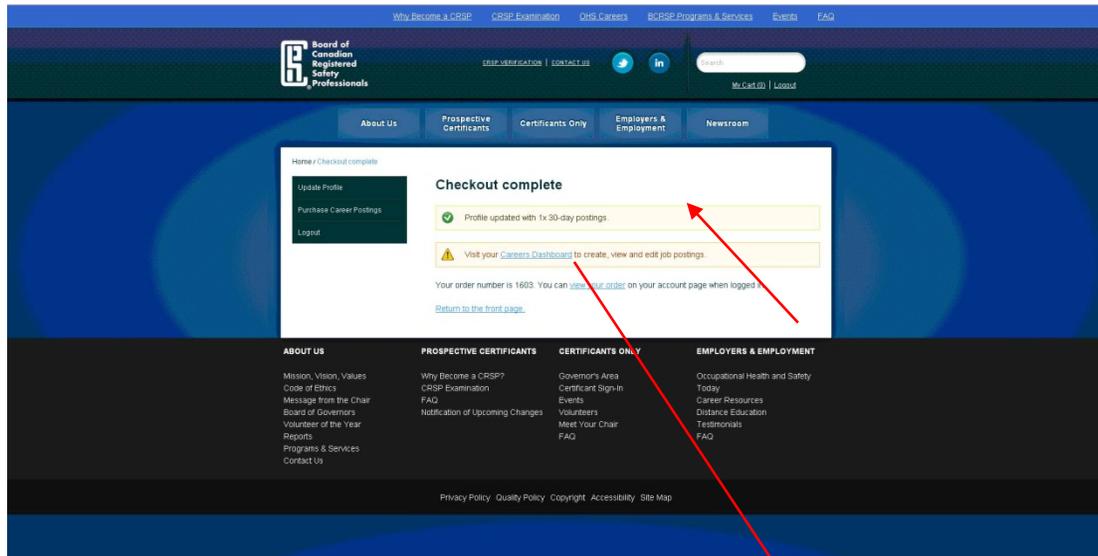
1. If you are logged in go to Purchase Career Postings.



2. Choose whether you want **30 or 60 days** from the drop-down arrow,
3. Then add to your cart
4. If you are ready to submit go to your cart link (at top)
5. Choose Checkout
6. Screen below appears – fill out full name, country, address, city, postal code



7. Follow the steps indicated at the bottom of the page.
8. Once the posting is purchased the Checkout Complete page appears.



Checkout complete

Status message

Profile updated with 1x 30-day postings.

Warning message

Visit your [Careers Dashboard](#) to create, view and edit job postings.

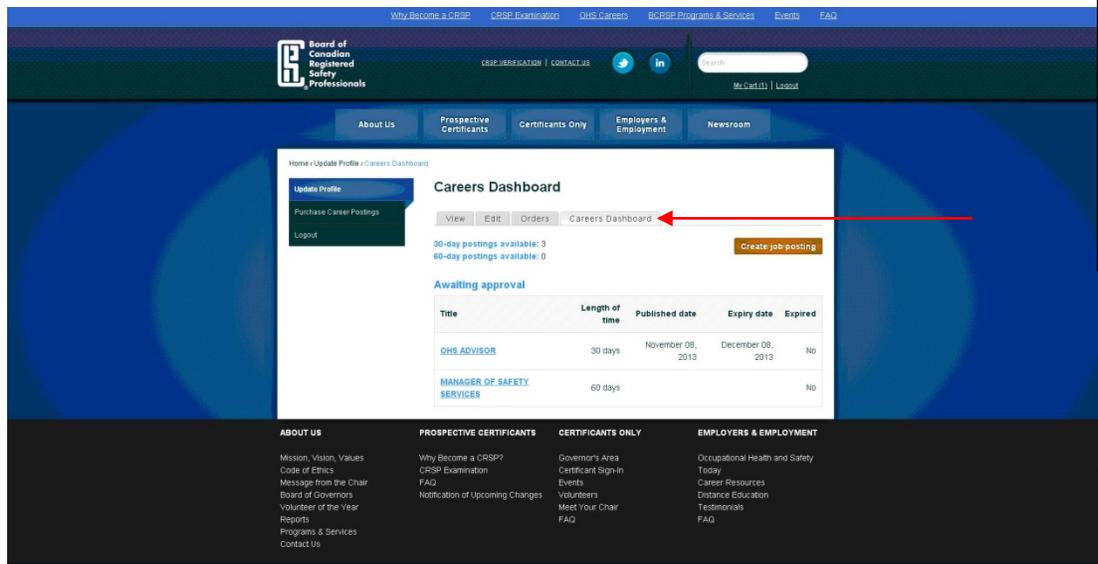
Your order number is 1603. You can [view your order](#) on your account page when logged in.

[Return to the front page.](#)

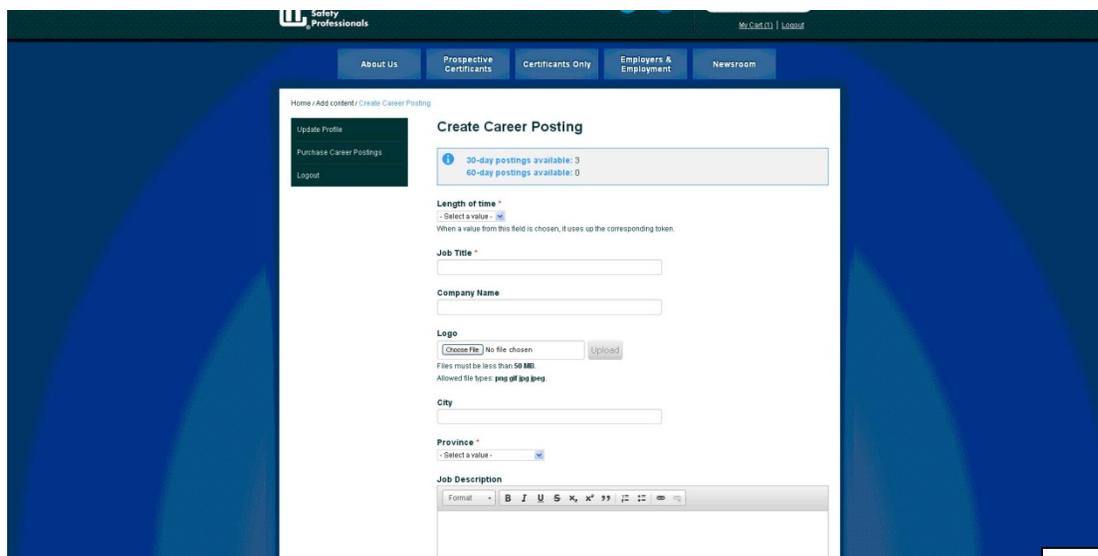
9. Now you can add your Career posting to your purchased account.

10. To create your career posting go to the **Careers Dashboard Tab** (see below).
11. If you have posted other jobs through your account, you will see them here.
12. Select the Create job posting button.

If you DO NOT SEE the "Create Job posting" button - go to the LEFT under Update Profile choose 'CAREERS DASHBOARD' Tab The page appears - select Create job posting orange button and paste your Career info (see below)



13. When the Create job posting button is selected, the page will appear to place your job posting information.



14. Complete the required job posting information. Include the following :

- Job Title
- Company Name
- Upload Logo (JPEG format)– if available
- City
- Province
- Job Description
- Make sure resume submission information is available within your posting (link or address)

Put your career posting URL within the text content or mailing address/contact info so applicants know where to send their resumes. This is important as we cannot post the position without this information.

15. There is a French description option.

16. Upload any file attachments (pdf format) you can format the job posting text using bold, italics, underline, etc (similar to Word).

17. Once info is entered, press SAVE.

18. Employer will see the unpublished page.

The page is UNPUBLISHED at this stage, because BCRSP must approve the posting first. Once it is approved you will receive confirmation of the career posting.

19. If completed, with the submission, log out.

20. A confirmation email will be sent to the EMPLOYER stating the order number and confirmation is automatically sent to the BCRSP.

21. An email is sent to the Employer by BCRSP staff once the position is posted and a link to the actual job posting is sent within the email.