


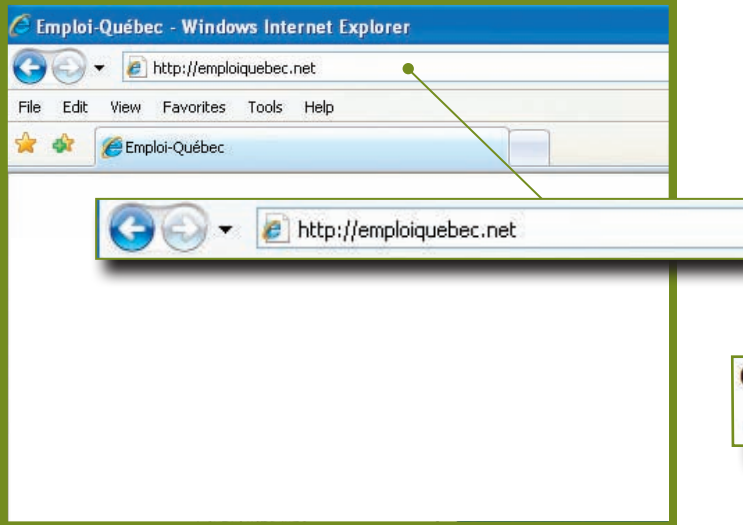
Online employment services

www.emploiquebec.net

Finding a job: How to create a Job Alert! or an Internship Alert!

User's Guide

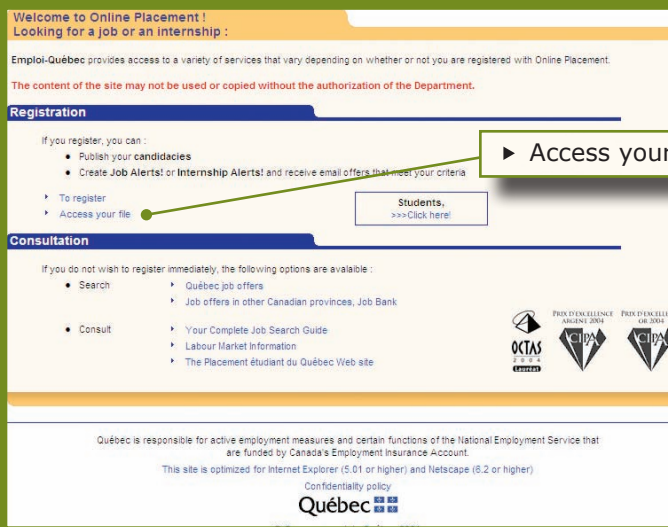
1. Type www.emploiquebec.net, press the  key and select *English* in the menu bar.



2. Click *Find a job* in the central column.



3. In the *Registration* section, click *Access your file*.



4. Enter your user ID and the password you chose when you registered. Click *Continue*.



5. In the *Job Seeker File* section, click *Your Job Alerts! and your Internship Alerts!*

Your candidacies		Your Job Alerts! and your Internship Alerts!		Summary of offers applied online		
# of the candidacy	Job name / Employment field	Status of your candidacy	Start of listing	End of listing	Employer consultations	Options (Select one of the following.)
C01478552 (IA)	secretary-clerk	Not listed			0	Display Modify List Withdraw Look for job offers
C01636552 (IA)	clown	Closed	2008-06-13	2008-07-20	0	Display Modify List Withdraw Look for job offers

Key:
(IA) Intern candidacy

LOOK FOR JOB OFFERS ENTER A NEW CANDIDACY QUIT

Québec is responsible for active employment measures and certain functions of the National Employment Service that are funded by Canada's Employment Insurance Account.

This site is optimized for Internet Explorer (5.01 or higher) and Netscape (6.2 or higher)

Confidentiality policy

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6. Click *List a new Job Alert! or Internship Alert!*

Your candidacies		Your Job Alerts! and your Internship Alerts!		Summary of offers applied online	
Name of Job Alert! or Internship Alert!	Frequency	Number of e-mails sent by Emploi-Québec	Options (Select one of the following.)		
Alert secret	On demand		Modify Launch Online Suspend Delete		
Alert clôt ETD (TD)	On demand		Modify Launch Online Suspend Delete		

Key:
(TD) Job Alert! for a student offer
(I) Internship-Alert!

Note that, depending on the chosen frequency, you will receive four or twenty-eight e-mails in the course of the next four weeks through Job Alert! or Internship Alert!

LIST A NEW JOB ALERT! OR INTERNSHIP ALERT! QUIT

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7. Complete the compulsory sections marked with a red asterisk (*) and click *Save*.

Place of work or internship *

Regions:

- Abitibi-Témiscamingue
- Bas-Saint-Laurent
- Centre-du-Québec
- Chaudière-Appalaches
- Côte-Nord
- Estrie
- Gaspésie-les-de-la-Madeleine
- Île-de-Montréal
- Lanaudière
- Laurentides
- Laval
- Mauricie
- Montérégie
- Nord-du-Québec
- Outaouais
- Québec (Capitale-Nationale)
- Saguenay-Lac-Saint-Jean
- All of Québec

Training and experience

Education: Level:

Experience related to the job (months, years):

Frequency of Job Alert! or Internship Alert! **

By e-mail

Every day

Once a week

E-mail:

On demand (May be launched only Online)

SAVE LAUNCH ONLINE CANCEL QUIT

PLEASE NOTE

You have to be registered as a job seeker with Online Placement in order to create Job Alerts! or Internship Alerts!

You can create a Job Alert! or an Internship Alert! for a candidacy that you have listed.

If you create a Job Alert! or an Internship Alert! you will receive e-mail offers for jobs that correspond to the criteria chosen in Step 7.