



Applying for Jobs on HireDesk Tips & Frequently Asked Questions

The City of Coquitlam uses HireDesk software to accept job applications online. To apply for a position, you will need to create an account and submit your required documents. To ensure a smooth application process, take a moment to review the following tips and frequently asked questions on using our online application software.

Be prepared to complete your application in one sitting. A period of inactivity will cause the online system to time out and indicate that you have already applied. You will not be able to get back into the system to “re-apply”. **You cannot save your application and continue later; it must be completed in full at the time of application.**

Please ensure that you have an updated resume in WORD, Wordpad, Notepad, or text PDF format. The system has difficulty uploading PDF documents and may indicate that they are “too small” or “too large” to upload. The maximum file size allowed is 500 kilobytes.

Once you are in the application system, ensure that you *do not* press the “Back” or “Refresh” button on your browser during the application process. Use the online system navigation buttons provided – they are labeled “Previous” or “Next”. Clicking “Back” or “Refresh” on your browser will cause the application system to submit your incomplete application, and you will not be able to re-submit.

Frequently Asked Questions

Q: This is my first time applying for a job at the City of Coquitlam. How do I apply?

A: If you have not registered with us before, please click REGISTER and create a new profile.

After you enter your email address and set up a password, the system will ask you to upload a resume right away.

View Jobs Register with us Login Now

Register Your Resume with Us

Use this section to submit your resume if you are not applying for any of our current job openings.

To see a list of our current job openings please visit our [Jobs Page](#).

Are You a New User ?

You can register and send us your resume quickly and easily.

- Enter your **Email Address** and **Password** in the fields below.
- To upload your resume, click the **Submit** button and in the next screen you'll be able to upload your resume.

Email Address *
Desired Password *
Confirm Desired Password *

Disclaimer:

I hereby certify that the information provided and answers given by me in this application are true and complete to the best of my knowledge.

Your personal information is being collected under the authority of section 26 and section 27 of the Freedom of Information and Protection of Privacy Act "FOIPPA Act". The personal information you provide the City of Coquitlam for your website registration and this application will

I have read and accept the disclaimer *

Submit

View Jobs Register with us Login Now

Submit Resume or Profile

Upload a resume or apply with an existing social network profile. To upload your resume click the "Browse..." button, select your resume and click the "Upload" button. You can then quickly validate the information we gathered from your resume.

Note: Image PDFs cannot be extracted. Please submit a WORD, Wordpad, Notepad, text PDF or other text document. The maximum file size allowed is 500 kilobytes.

Choose a method

Upload a resume

Browse...

Recommended formats: doc, docx, pdf, txt, rtf, html

Upload

Once your registration is completed, you have created a profile but you have **NOT** applied for a job yet. You must click View Jobs to go back to the job posting page.

View Jobs Register with us Update My Info Logout

Registration Complete


Congratulations!

Your registration is complete.

We have created your secure password and sent it to you by email. Use this login to keep your information up to date and apply for other jobs of interest in the future.




























Please note that if you need to upload further documents in order to finish your application you may do so under Update My Info. The maximum file size for each document is 20 MB.

To upload the above documents click **Update My Info** and upload your remaining documents under the Documents section. You may need to login again with your email address and password. Check your email for your login information. You may be interested in learning more about some of our other current job openings. You can view the entire list of job openings on our **View Jobs** page.

Click apply now (the middle icon under Action ).

Please ensure you have your resume, cover letter and supporting documents ready before you start the application process. It is important to note that once you begin the application process, you must complete all screens in the application process; a period of inactivity will cause the system to time out and will result in an incomplete application being submitted. Clicking the "Back" or "Refresh" button on your browser will also result in an incomplete application being submitted, please use the "Previous" or "Next" button within the system instead.

There are 9 jobs available.

Title	Competition #	Action
Planner 1 - Development Planning (18 Months)	2018-181	  
Recreation Leader	2018-179	  
Recreation Instructors – Dance, Art Programs, Languages, Pickleball, Cooking, Gymnastics (Casual)	2018-176	  
Victim Support Worker	2018-172	  
Program Attendant- Arenas	2018-167	  
Police Clerk-Front Counter (Aux)	2018-144A	  
Communication Operator	2018-087	  
Recreation Instructor - General Fitness	2018-043	  
Recreation Instructor - Cycle	2018-042	  

Click on any **Job Title** for the details or choose an action from the last column.

Ensure that you complete all pages of the application; pay attention to the application progress bar as it will tell you whether you have completed the process or not.

[View Jobs](#) [Register with us](#) [Update My Info](#) [Logout](#)

Contact

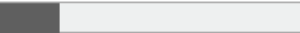
Included below is your Contact Information we were able to automatically extract from your resume.

Please **validate** the information below and make the appropriate modifications, as this will ensure we have accurate contact information to follow-up with you about your qualifications. Items marked with an asterisk (*) are required information and need to be completed before you may continue.

When you're ready to continue, please press **Next** at the bottom of the page.

Recreation Instructors – Dance, Art Programs, Languages, Pickleball, Cooking, Gymnastics (Casual)

Field [where did you find this job posting?] is required.

Application progress : 

[View Jobs](#) [Register with us](#) [Update My Info](#) [Logout](#)

Your Application Is Complete

Thank you for applying for this exciting Job Opportunity with our organization. Please note that if you need to upload further documents in order to finish your application you may do so under Update My Info. The maximum file size for each document is 20 MB.

To upload the above documents click **Update My Info** and upload your remaining documents under the Documents section. You may need to login again with your email address and password. Check your email for your login information. You may also check on the status of your application here at any time.

Q: I have registered before. How do I apply?

A: If you already have an account with us, click apply now (the middle icon under Action). This will lead you to sign into your account. Ensure that you complete all pages of the application; pay attention to the application progress bar (shown above) as it will tell you whether you have completed the process or not.

Candidate Logon
➤ Password Retrieval

From this candidate logon page you will be able to review and update your registration information (if you have already registered with us).

Have You Registered Before ?

Click [Register](#) if you are a new candidate or haven't registered before.
Click [Password Retrieval](#) if you do not know your password and wish a new password be emailed to you.

To login, please enter your email address and password below.

Your Email Address *

Your Password *

➤ Submit

Q: I am having problems logging into my account, what should I do?

A: There are few things you can check:

- Ensure you don't have caps lock on when trying to login.
- Ensure that you are not logging in through the registration page (for new users) as opposed to the login page (for existing users).
- Clear your browser history.
- If you continue to have problems the best thing to do is to try a different computer or a different browser. It is best to apply on a computer and use **Internet Explorer** or **Google Chrome**, as you may experience log in error or application errors using other browsers or using Apply products.

Q: How do I upload my Cover Letter and other documents?

A: Log in to the system under the account you created, click "Update My Info" at the top of the page, then scroll down and click "Upload Document".

[View Jobs](#) [Register with us](#) [Update My Info](#) [Logout](#)

Update My Info

Have things changed recently?

You can review and update your information (including your resume) anytime you want by clicking on the links below. Keeping your file up to date is a great way to help us match you up with the best opportunities.

Personal Information

Update your personal information.

- [Contact](#)
- [Employment](#)
- [Education](#)

Resume

View and update your resume.

- [Update Resume](#)

Documents

Upload supporting documents to your profile and manage your documents.

- [Documents](#)
- [Upload Document](#)