Employer User Guide

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About OnTrack

OnTrack was created by the Tahltan Central Government to help you find your next great hire.

Its easy-to-use templates help you quickly create customized job postings that outline the education, work experience, training, certifications and qualifications needed for each job you post.

With one click, your job openings are advertised to Tahltan members across the country via email and in a variety of newsletters and websites.

Tahltan job seekers can choose to respond to job postings. With the click of a button, they can send you their resume and copies of their tickets and certificates (e.g. Loading Operator Equipment Certificate), which have already been uploaded onto the web application.

It's a one-stop-shop where you can find all the candidates you need in one place.

This user guide explains how to use the web application.
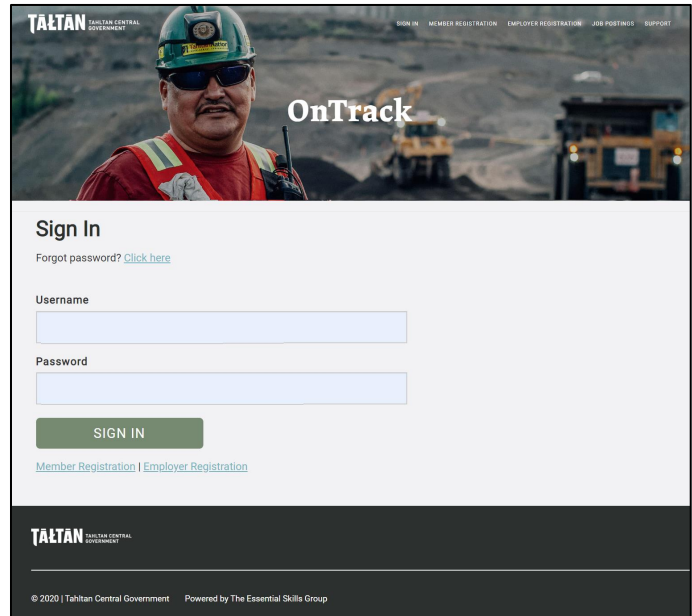
Help desk

Employers can access help desk support by clicking the **SUPPORT** link found on the navigation bar.
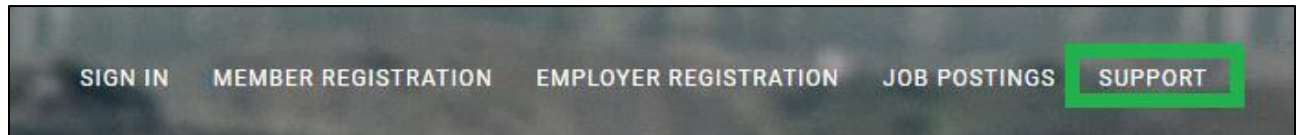
Complete the form to submit your request for support.

You can also request technical support by telephone and email:

a) Telephone support (1-403-808-4580): 8:00 A.M. to 5:00 P.M. Monday – Friday.

- Calls will be answered immediately or forwarded to voicemail. Messages left on voicemail will be responded to within one business day.

b) Email support (Mherzog@esentialskillsgroup.com): 8:00 A.M. to 5:00 P.M. Monday – Friday.

- Emails received will be responded to within one business day.

Minimum computer requirements

This website can be used on a wide range of devices including personal computers, laptops, notebooks and tablets. Mobile devices such as smartphones can also be used to register your organization. However, devices with larger screen sizes such as personal computers, laptops, notebooks and tablets are needed to use other components of the website such as creating a job posting.

You should use devices that have a strong connection to the Internet. Some wireless networks are not strong enough for everything to work properly, depending on the strength of the connection.

How to register

Go to https://tahltancg.essentialskillsgroup.com
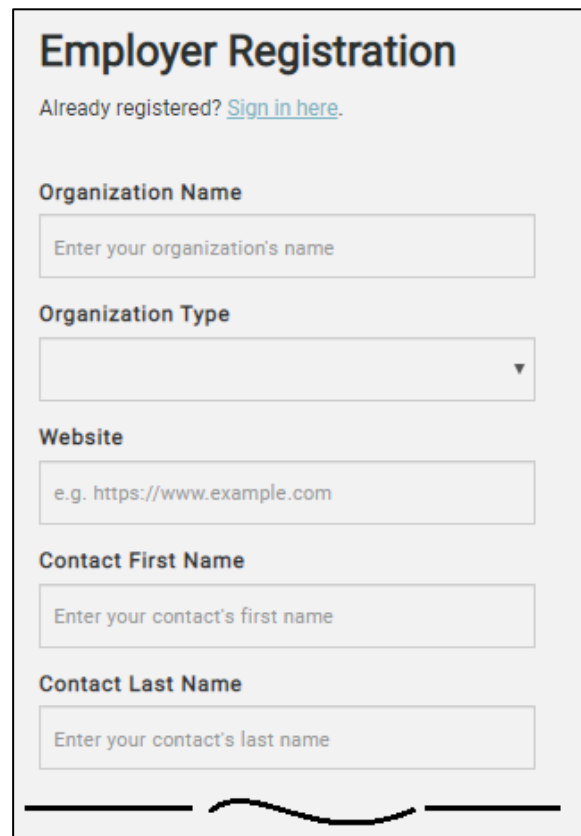
Click the **EMPLOYER REGISTRATION** link.
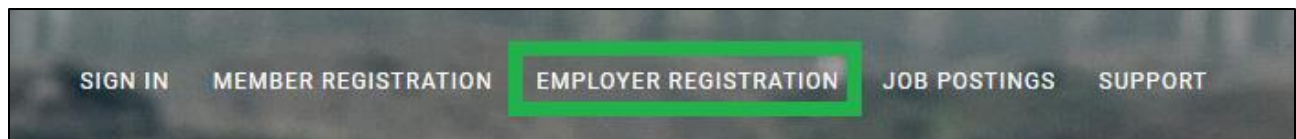
Complete the registration form and click the **REGISTER** button to submit your information.

Remember the username and password you selected. You will need this information to log into the website later. For security reasons, we don't store both elements online, so you won't be able to recover that information from the web application later.

You will receive an email from the TCG confirming your registration.

How to sign in

Go to https://tahltancg.essentialskillsgroup.com
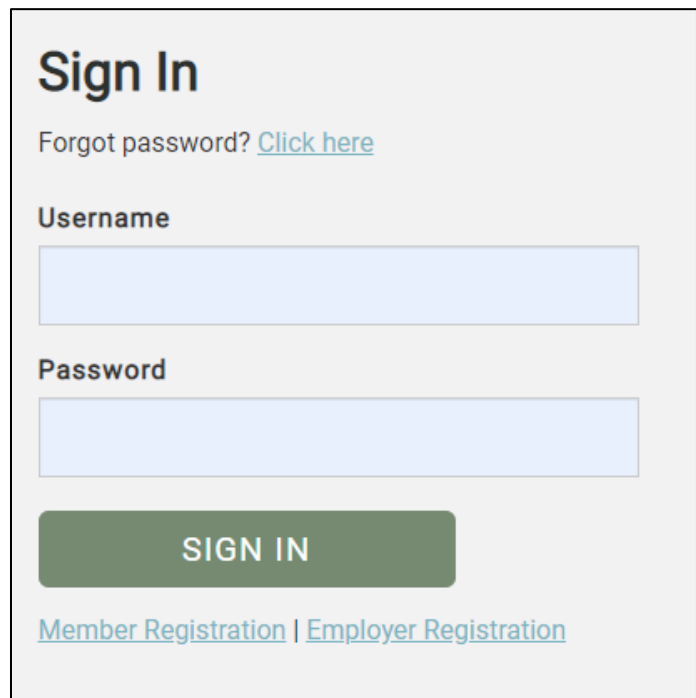
Click the **SIGN** IN tab on the navigation bar,

SIGN IN   MEMBER REGISTRATION   EMPLOYER REGISTRATION   JOB POSTINGS   SUPPORT
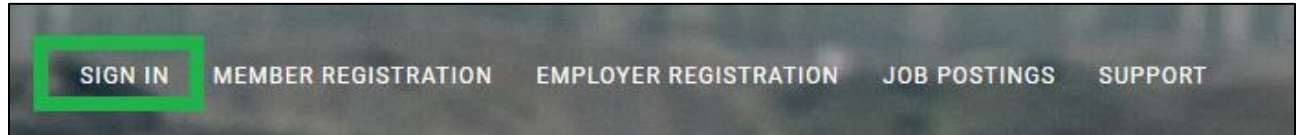
Enter the username and password you selected and click **SIGN IN.**

Sign In

Forgot password? Click here

Username

Password

SIGN IN

Member Registration | Employer Registration

A homepage dashboard loads with various buttons on the navigation bar.

The buttons allow you to:

- Change your password.
- Create job postings.
- View, post, edit and archive existing job postings.

TAHLTAN CENTRAL GOVERNMENT   HOME PASSWORD POST JOB JOB POSTINGS SIGN OUT

Welcome

From here you may:

- Change your password
- Post a new job
- View job postings
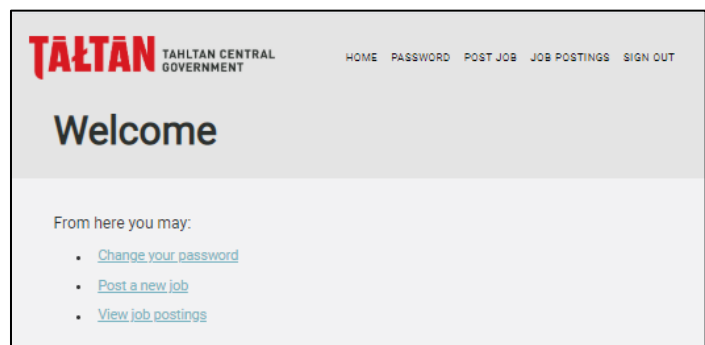
How to create a job posting
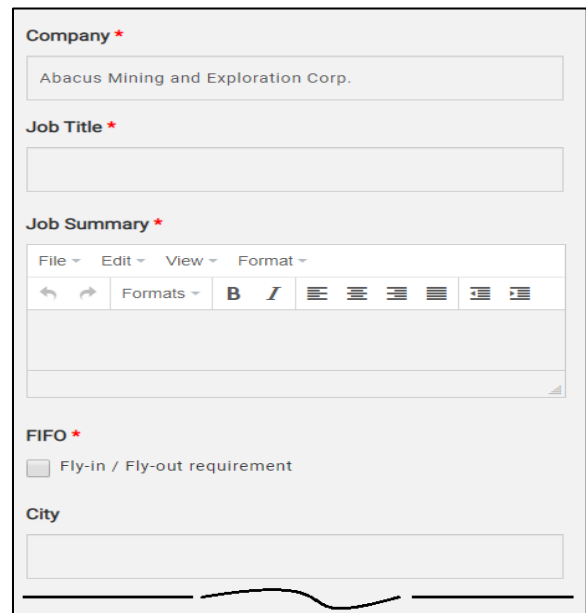
Click the **POST JOB** button on the navigation bar.

HOME	PASSWORD	PROFILE	POST JOB	JOB POSTINGS	SIGN OUT

Creating a job-posting is a four-step process:

Step 1 – Complete the first section of the form by entering information into the following fields:

- Company name

- Job title (e.g. Heavy Equipment Operator)

- Job summary (a general description of the job)

- Fly-in / fly-out requirements

- Expiry date. As an FYI, the job posting will automatically be removed from the web application on the expiry date.

- Location information (e.g. city, province)

- Employment type (e.g. full-time)

Company *

Abacus Mining and Exploration Corp.

Job Title *

Job Summary *

File ▾   Edit ▾   View ▾   Format ▾

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FIFO *

☐ Fly-in / Fly-out requirement

City

Step 2 – Complete the work experience, certificates, designations sections of the form:

This section of the form allows you to specify the work experience, certificates, and designation required of the position.

Enter the job's required certificates, designations and tickets. Click the box beside each required item.

Certificates, Designations and Tickets

☐ Certificate - Aerial Manlift Certification
☐ Certificate - ATV Rider Safety Training
☐ Certificate - Basic Firefighting
☐ Certificate - Bear Awareness
☐ Certificate - Chainsaw Faller Competency
☐ Certificate - Chainsaw Safety
☐ Certificate - Class 1 Driver's License
☐ Certificate - Class 2 Driver's License
☐ Certificate - Class 3 Driver's License
☐ Certificate - Class 4 Driver's License

Enter the desired equipment operation experience.

The list of equipment is organized alphabetically. Check the box beside each one that's necessary. Then select the desired years of experience on that equipment using the drop-down box that appears. The options are:

- 0 – 6 months of related experience
- 6 – 12 months of experience
- 1 – 3 years of experience
- 3 – 5 years of experience
- 5 or more years of experience

Step 3 – Click the **POST JOB** button at the bottom of the page.
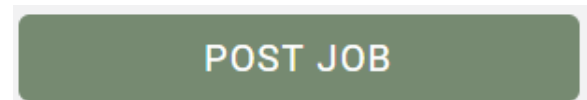
When you click the button:

- An email about the job posting is sent directly to all Tahltan job seekers. They can decide whether to apply based on your requirements and their skill sets.

- An email about the job posting is sent to the Tahltan Central Government.

- The job posting is uploaded to community bulletin boards and newsletters.

- The job posting is listed in the **JOB POSTINGS** section of the website (see the next section), where it can be viewed, modified and archived.

How to edit and remove job postings

Click the **JOB POSTINGS** button on the navigation bar.

A new webpage loads. It has three sections:

- **Posted** - The jobs you currently have posted

- **Unposted** – Jobs that are not currently posted

- **Filled Positions** –Jobs that have been filled

Job Postings

Posted

Date Added	Title				
2020-03-04	Heavy Equipment Operator	VIEW	EDIT	UNPOST	APPLICANTS
2020-03-04	Mill Operator	VIEW	EDIT	UNPOST	APPLICANTS

Unposted

Date	Title				
2020-03-04	Heavy Equipment Operator	VIEW	EDIT	POST	APPLICANTS

Filled Positions

Date	Title			
2020-03-04	Loader Operator	VIEW	EDIT	ACTIVATE

The **Posted** section presents the following information about your **active** job postings:

Posted

Date Added	Title				
2020-03-04	Heavy Equipment Operator	VIEW	EDIT	UNPOST	APPLICANTS
2020-03-04	Mill Operator	VIEW	EDIT	UNPOST	APPLICANTS

- A **Date Added** column that lists the date when the job was posted.

- A **Title** column that lists your current, unfilled positions.

- A **VIEW** button that lets you view the job posting.

- An **EDIT** button that takes you back to the **JOB POSTINGS** page where you can modify the job posting.

- An **UNPOST** button that removes the position from the various job bulletin boards and places it in the Unposted section of the webpage.

- An **APPLICANTS** button that allows you to view each applicant's resume and hire them.

  Clicking the button loads this webpage:

Job Applicants

Heavy Equipment Operator

First Name	Last Name	Phone	Email		
Frank	Adams	640-567-8567	Frank.Adams@gmail.com	VIEW RESUME	HIRE

BACK TO JOB POSTINGS

Click the **VIEW RESUME** button to look at their resume.

Frank Adams

123 Tatcho Street
Dease Lake, British Columbia V0C1L0

Frank.adams@gmail.com
Phone: 640-567-8567

EDUCATIONAL ACHIEVEMENTS

Northern Lights College (Chetwynd, Canada)
Welding - Foundation -- 2005
Certificate

Dease Lake School (Dease Lake, Canada)
High School -- 2000
Diploma

EMPLOYMENT HISTORY

Frac Welding Ltd (Dease Lake, Canada)
Feb 21, 2010 to Sep 15, 2015
Used welders, cutters, shapers and measuring tools to assemble structures.
Setup and maintained welding equipment

CERTIFICATES, DESIGNATIONS AND TICKETS

Certificate - Class 2 Driver's License (DR564367)
Certificate Date: Nov 23, 2000

Certificate - Construction Safety Training System (CSTS) (CS01234)
Certificate Date: Dec 9, 2007

If you decide to hire an applicant, click the hire button to:

- Remove the position from the **Posted** section of the web page and transfer it to the **Filled Position** section.

- Remove the job posting from the various job bulletin boards

- Automatically notify the Tahltan Central Government that you have hired this applicant.

- **IMPORTANT NOTE: The applicant is not notified when the button is clicked. Contact them directly to share the good news.**

Click the **BACK TO JOB POSTINGS** button to return to the main section.

The **Unposted** section presents the following information about your **inactive** job postings:

Date	Title
2020-03-04	Heavy Equipment Operator

- A **Date** column that lists the date when the job was first posted.

- A **Title** column that lists the title of the position.

- A **VIEW** button that lets you view the job posting.

- An **EDIT** button that takes you back to the **JOB POSTING** page where you can modify the job posting.

- A **POST** button that reposts the position to the various job bulletin boards and places it in the **Posted** section of the webpage.

- An **APPLICANTS** button that allows you to view the applicant who applied for this position.

The **FILLED POSITIONS** section presents the following information about jobs that have been previously listed and filled:

Filled Positions

Date	Title			
2020-03-04	Loader Operator	VIEW	EDIT	ACTIVATE

- A **Date** column that lists the date when the job was first posted.

- A **Title** column that lists the title of the position.

- A **VIEW** button that lets you view the job posting.

- An **ACTIVATE** button that reposts the position to the various job bulletin boards and places it in the **Posted** section of the webpage.

How to edit your profile

The Profile page allows you to edit your company's profile including your primary contact and their email address and phone number. Click the **Profile** button on the navigation bar.

HOME   PASSWORD   PROFILE   POST JOB   JOB POSTINGS   SIGN OUT

A new webpage loads with editable fields. Complete the required changes and UPDATE PROFILE button at the bottom of the page to save your changes.

Profile

Update your profile

Organization Name

Mining Corp International

Organization Type

Mining

Website

https://www.mining.com

Contact First Name

John

Contact Last Name

Doe

UPDATE PROFILE