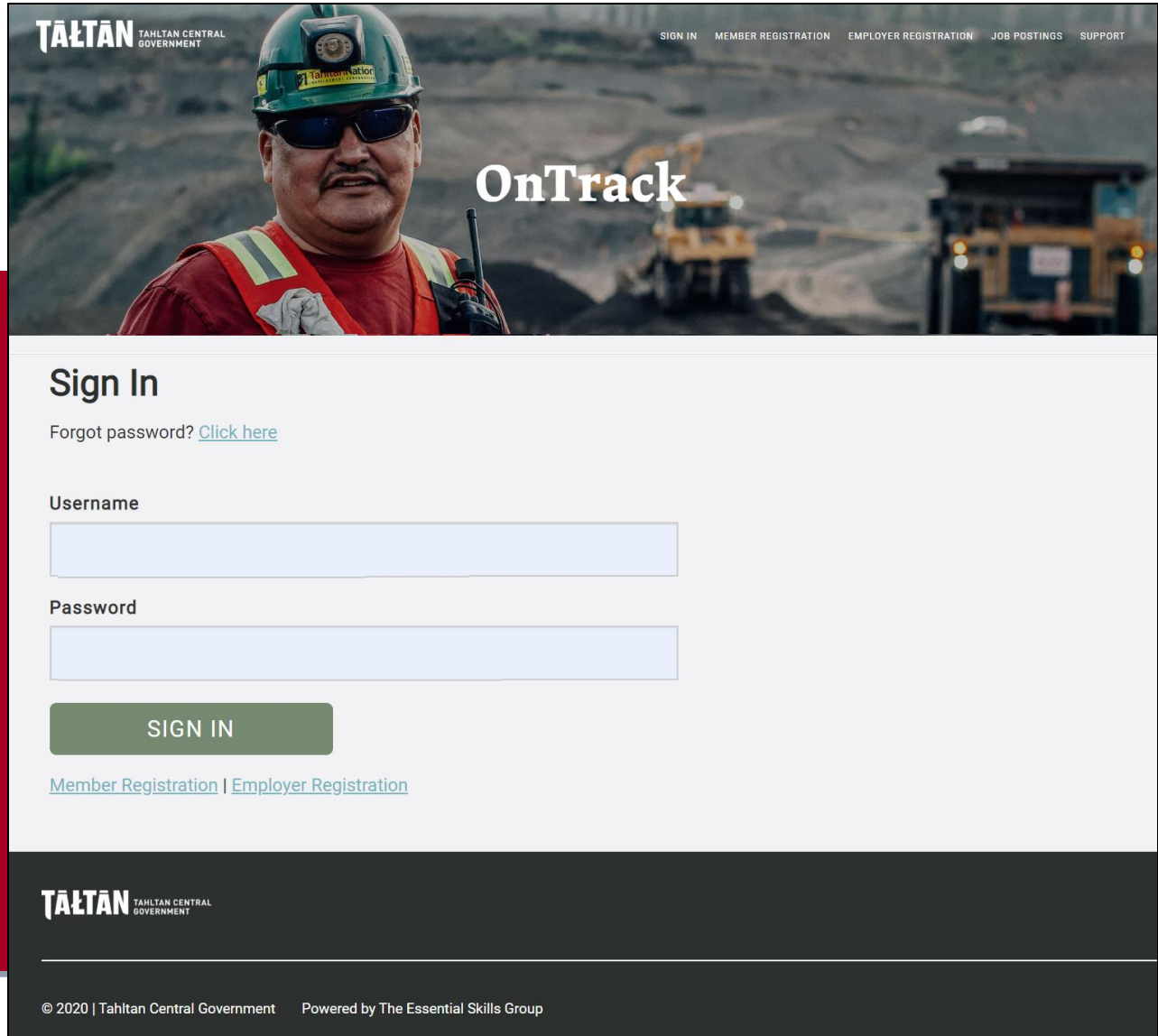


# Employer User Guide



The screenshot shows the 'OnTrack' website interface. At the top left is the logo for 'TALTAN TAHILTAN CENTRAL GOVERNMENT'. To the right of the logo is a navigation menu with links for 'SIGN IN', 'MEMBER REGISTRATION', 'EMPLOYER REGISTRATION', 'JOB POSTINGS', and 'SUPPORT'. The main header features a photograph of a construction worker in a green hard hat and safety vest, with the text 'OnTrack' overlaid in white. Below the header is a white sign-in form with the following elements:

- Sign In** heading
- Text: 'Forgot password? [Click here](#)'
- Username** label above a text input field
- Password** label above a text input field
- A green button labeled 'SIGN IN'
- Links for [Member Registration](#) and [Employer Registration](#)

At the bottom of the page, there is a dark grey footer containing the 'TALTAN TAHILTAN CENTRAL GOVERNMENT' logo on the left and the text '© 2020 | Tahltan Central Government Powered by The Essential Skills Group' on the right.

# Table of contents

---

About OnTrack .....	1
Help desk.....	1
Minimum computer requirements.....	2
How to register .....	2
How to sign in .....	3
How to create a job posting.....	4
How to edit and remove job postings .....	5
How to edit your profile.....	8

# About OnTrack

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

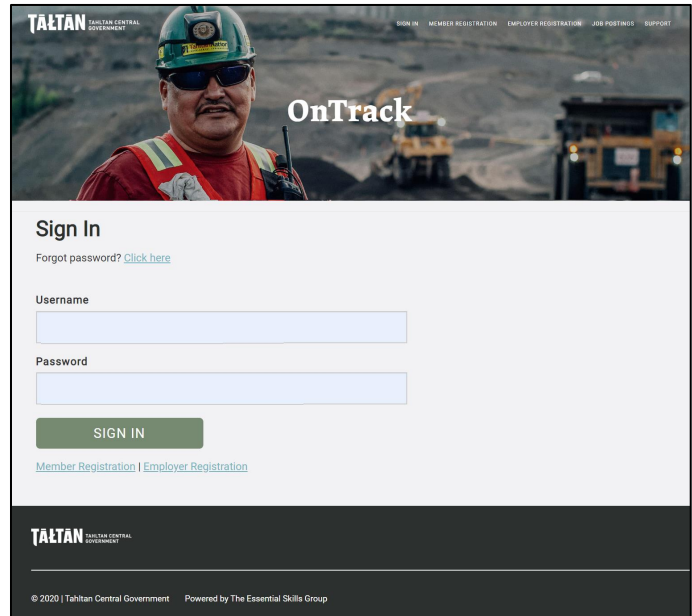
Its easy-to-use templates help you quickly create customized job postings that outline the education, work experience, training, certifications and qualifications needed for each job you post.

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.

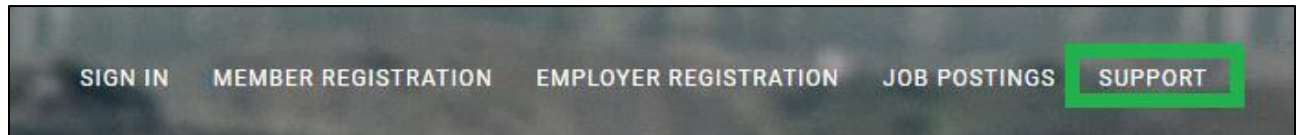
It's a one-stop-shop where you can find all the candidates you need in one place.

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@essentialskillsgroup.com](mailto:Mherzog@essentialskillsgroup.com)): 8:00 A.M. to 5:00 P.M. Monday – Friday.
  - Emails received will be responded to within one business day.

A screenshot of the 'Support' form. The form is titled 'Support' and includes a sub-header: 'These guides provides step-by-step instruction on how to use this application.' Below this are two bullet points: 'Member User Guide' and 'Employer User Guide'. A note states: 'To contact us directly, please use the following form.' The form fields are: 'Name' (text input), 'Email' (text input with example 'e.g. example@gmail.com'), 'Phone' (text input), 'Subject' (dropdown menu with 'Choose...' selected), and 'Message' (text area). A small icon is visible in the bottom right corner of the message field.

# 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.

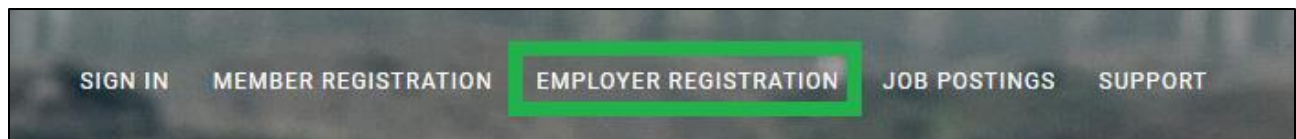
You should use devices that have a strong connection to the Internet. Some wireless networks are not strong enough for everything to work properly, depending on the strength of the connection.

## How to register

---

Go to <https://tahtancg.essentialskillsgroup.com>

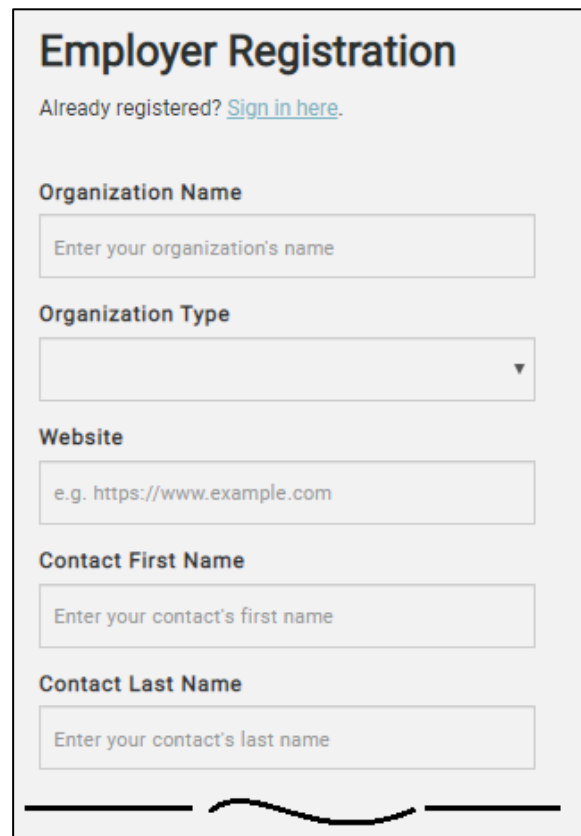
Click the **EMPLOYER REGISTRATION** link.



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.

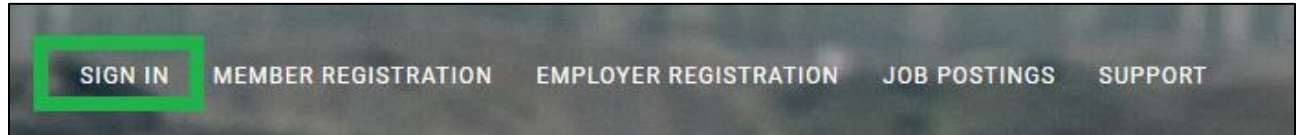
A screenshot of the 'Employer Registration' form. The title 'Employer Registration' is at the top. Below it is a link: 'Already registered? [Sign in here.](#)'. The form contains several input fields: 'Organization Name' (text input), 'Organization Type' (dropdown menu), 'Website' (text input with a placeholder 'e.g. https://www.example.com'), 'Contact First Name' (text input), and 'Contact Last Name' (text input). At the bottom of the form, there is a decorative wavy line.

# How to sign in

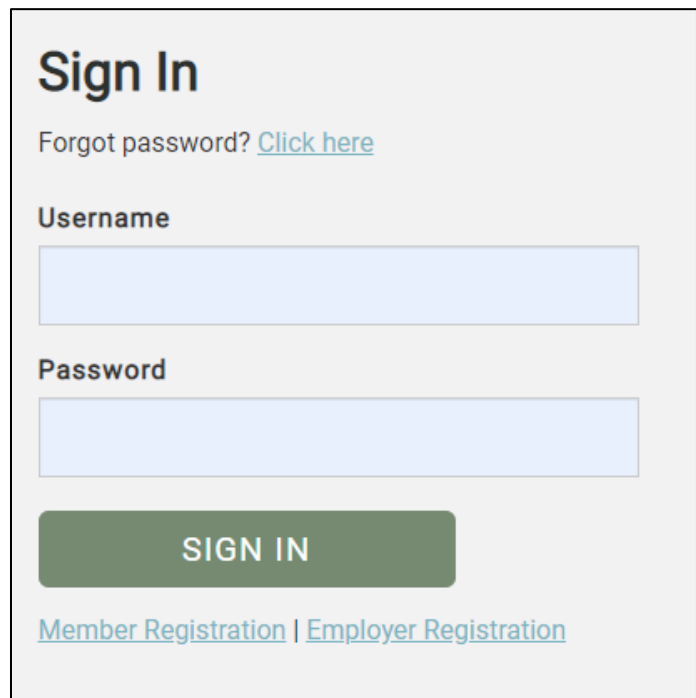
---

Go to <https://tahtancg.essentialskillsgroup.com>

Click the **SIGN IN** tab on the navigation bar,



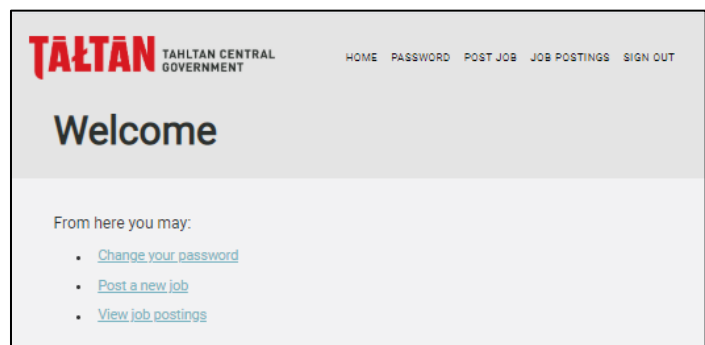
Enter the username and password you selected and click **SIGN IN**.

A sign-in form with a light gray background. It features the title 'Sign In' at the top. Below the title is a link for 'Forgot password? Click here'. There are two input fields: 'Username' and 'Password'. Below the input fields is a dark green 'SIGN IN' button. At the bottom, there are two links: 'Member Registration' and '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.



# How to create a job posting

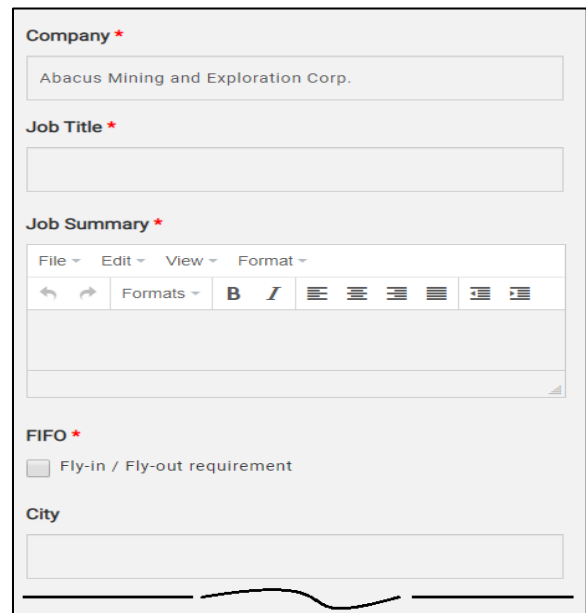
Click the **POST JOB** button on the navigation bar.



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)



The screenshot shows a web form with the following sections:

- Company \***: A text input field containing "Abacus Mining and Exploration Corp."
- Job Title \***: An empty text input field.
- Job Summary \***: A rich text editor with a menu bar (File, Edit, View, Format) and various formatting icons (bold, italic, underline, list, link, unlink, image). The text area is empty.
- FIFO \***: A checkbox labeled "Fly-in / Fly-out requirement" which is currently unchecked.
- City**: An empty text input field.

**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.



The screenshot shows a section titled "Certificates, Designations and Tickets" with a list of items, each with an unchecked checkbox:

- 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

**Equipment Operation Work Experience**

Aerial Work Platform - Articulated Boom Lift

Aerial Work Platform - Bucket Truck Lift

Years of Experience:

Aerial Work Platform - Scissor Lift

Aerial Work Platform - Telescopic Boom Lift

Crane - Bridge Crane

Crane - Jib Crane

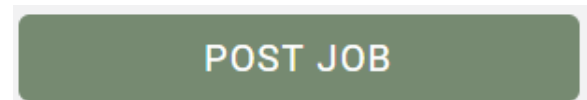
Crane - Monorail Crane

Dozer - D8 Track or equivalent +

Dozer - Less than D7 Track or equivalent

Dozer - Wheel Dozer

**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	VIEW	EDIT	UNPOST	APPLICANTS
2020-03-04	Heavy Equipment Operator	VIEW	EDIT	UNPOST	APPLICANTS
2020-03-04	Mill Operator	VIEW	EDIT	UNPOST	APPLICANTS

**Unposted**

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

**Filled Positions**

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

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

- 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	VIEW RESUME	HIRE
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:

Unposted	
Date	Title
2020-03-04	Heavy Equipment Operator

VIEW EDIT POST APPLICANTS

- 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 POSTIONS** 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.



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**

**Organization Type**

**Website**

**Contact First Name**

**Contact Last Name**

