

Tools to enhance your career decision making and job search.

- A free bilingual service, administered by Employment Manitoba, that can help you find employment.
- You can search Canada's largest web-based network of job ads on a secure internet site.

Job Search

Just click on Job Search and you can search jobs by occupation, province or area within a province. The search can also be limited to all jobs posted in the system or those posted in the last 48 hours. You do not have to have an account and do not have to provide any personal information.

Job Match

This service allows job seekers to advertise their skills in the Job Bank. You will need to create an account to manage your profiles in the future.

You can create and manage 1 to 3 job profiles that can be advertised to employers using Job Bank and/or matched against existing job advertisements.

You create your job profile(s) by completing the checklist provided. You may then select "Advertise" which will post your profile for employers to view. You may also select "Match" which will provide you with a list of current matching job advertisements.

Job Alert

The Job Alert feature sends, by email, a list of job openings that match your search criteria.

You automatically receive emails listing job openings from Job Bank and the Public Service Commission (PSC) that match their search criteria.

- Registered users log on to their account and complete the Job Alert search form

Resume Builder

Create up to 5 resumes using this resume builder tool which features different layouts, resume building tips, and help pages.

You can use this step by step online feature to create a professional resume – stored and accessible via the internet under your user account – which are ready for print, or to be saved to a computer and sent electronically to an employer.

Career Navigator

This service allows you to explore career options.

You will receive a "text box" of the significant information on an occupation while exploring career options.

- You will complete an online career survey which helps define your interests and abilities.
- Based on the quiz results you receive a list of suggested occupations that match your profile.
- It includes information on wage rates, future employment prospects and skills and training required.

Want to know more?

Visit www.jobbank.gc.ca or contact your local Employment Manitoba Centre to find out more.

To find the Centre nearest you:

- Call 945-0575 (in Winnipeg) or toll free 1-866-332-5077
- Visit Employment Manitoba Online at www.manitoba.ca/employment

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