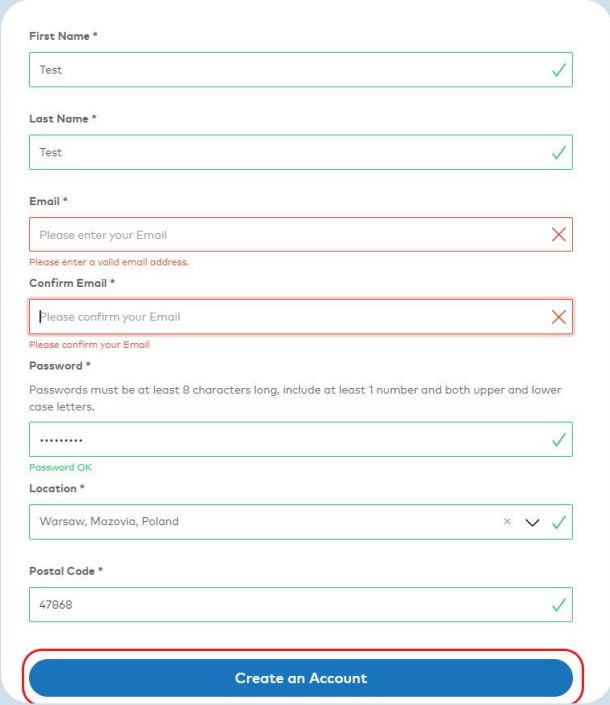


# Guide for job seekers for Ukraine

Registration and job searching for Ukraine



The registration form contains the following fields and elements:

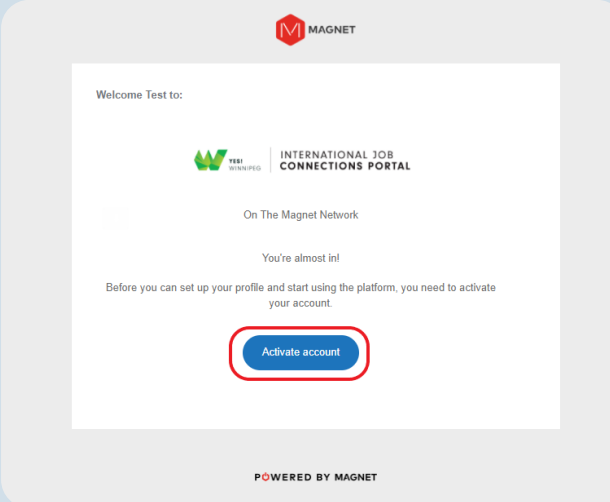
- First Name \***: Input field with "Test" and a green checkmark.
- Last Name \***: Input field with "Test" and a green checkmark.
- Email \***: Input field with "Please enter your Email" and a red X. Below it, a message says "Please enter a valid email address."
- Confirm Email \***: Input field with "Please confirm your Email" and a red X. Below it, a message says "Please confirm your Email".
- Password \***: Input field with "....." and a green checkmark. Below it, a message says "Passwords must be at least 8 characters long, include at least 1 number and both upper and lower case letters." and "Password OK".
- Location \***: Input field with "Warsaw, Mazovia, Poland" and a green checkmark.
- Postal Code \***: Input field with "47868" and a green checkmark.
- Create an Account**: A blue button at the bottom of the form.

## Step 1

Create an account by clicking **Register Now**, this will direct you to the registration page.

## Step 2

On the left-hand side of the registration page, complete the information in the required fields. Indicate your current location in the **Location** field. If you are currently outside of Ukraine, feel free to indicate that, as shown in the example below. Then click **Create an Account**.



The activation email content includes:

- MAGNET** logo at the top.
- Text: "Welcome Test to:"
- Logos for **WIA WINNIPEG** and **INTERNATIONAL JOB CONNECTIONS PORTAL**.
- Text: "On The Magnet Network"
- Text: "You're almost in!"
- Text: "Before you can set up your profile and start using the platform, you need to activate your account."
- Activate account**: A blue button with a red border.
- POWERED BY MAGNET** at the bottom.

## Step 3

After you create an account, an activation email will be sent to the email address you provided when registering. Click the **Activate account** button embedded in email and you will be redirected to the login page.

Welcome to the YES! Winnipeg International community on Magnet!



We invite you to embark on your career journey with us.  
Connect to opportunities with employers looking to hire top talent.

Next

## Step 4

Your account is almost ready. When you login, you will see a greeting message from Magnet. Click the **Next** to continue.

Hi Test,



Tell us about yourself to start getting matched to opportunities! In a few simple steps we'll set up the basics of your profile so you get the most out of your Magnet account.

Next

## Step 5

It is recommended to provide as much information about your professional and educational experience as possible to increase the chances of matching your profile to more job opportunities. Click **Next**, once you have read the message below.

Step 1 Step 2 Step 3 Step 4 Step 5



Basic Profile Information

You will be able to change and add to your answers in your Profile when you finish.

## Step 6

To set up your basic profile information. Keep in mind that your profile information in your account is not your resume. Resume and Cover letters are loaded separately when you apply for certain job opportunities.

*TIP: It is recommended to provide as much information as possible to increase the chances of matching your profile to more job opportunities.*

## Step 7

Within **Basic Profile information** section, indicate all languages you can communicate in. This field allows for multiple entries.

Language(s) Spoken \*

English x

Ukrainian x



## Step 8

Within **Country(ies) of Work Eligibility** section, it is **VERY IMPORTANT** to indicate Ukraine. If you are eligible to work in other countries, including Canada, feel free to indicate all these countries as well. This field allows for multiple entries. Once Basic Profile Information is completed, click the **Save & Continue** button.

**IMPORTANT:** Always indicate Ukraine as this criteria will ensure your profile is matched with jobs that have been specifically posted for Ukrainian job seekers.

## Consent Required



**YES! Winnipeg** requires that we disclose personal information from your account as described in our Privacy Policy under "Information Sharing with Affiliated Community Partners", in order for you to be affiliated with it. This affiliation may be necessary for you to participate in programs or services offered by **YES! Winnipeg**.

If you need more information about this requirement, please contact **YES! Winnipeg** directly.

Do you consent to us sharing this personal information from your account with **YES! Winnipeg**?

No

I Consent

## Step 9

Read the consent form carefully. If you consent, then click the **I Consent** button to continue.

Step 1 Step 2 Step 3 Step 4 Step 5



Upload Your Resume

Create Your Profile

(You will not be able to return to this page once you have made a selection)

## Step 10

You will now be asked to upload your resume and create your personal profile. First upload your resume in PDF format, then click **Create Your Profile**.

Step 1 Step 2 Step 3 Step 4 Step 5



### Education and Work Experience

Complete a Work Experience or an Education record to start getting matched to opportunities. You will be able to add more records later. Only the record you select will be saved.

Education Record  Work Experience Record

## Step 11

State your Education or Work experience. Should you need to fill in both, you can do so at a later stage.

### Education and Work Experience

Complete a Work Experience or an Education record to start getting matched to opportunities. You will be able to add more records later. Only the record you select will be saved.

Education Record  Work Experience Record

Job Title \*

Marketing Assistant

Position Type \*

Function in Organization  Skilled Trade

Position Function \*

Marketing, Communications, Advertising

Position Focus Area \*

Marketing Communications Marketing Strategy Media - Broadcast

Save & Continue

## Step 12

Be sure to indicate all relevant activities of your experience. Keep in mind that some fields allow for multiple selections. These are the criteria against which your profile will be matched with job posting requirements.

**TIP:** It is recommended to provide as much information as possible to increase the chances of matching your profile to more job opportunities.

Preferred Location(s)

Winnipeg, Manitoba, Canada



Add This Location

## Step 13

In the **Job Preferences** section, provide information that is relevant to your experience.

**IMPORTANT:** Select *Winnipeg, Manitoba, Canada* as your Preferred Location(s). Click the *Add This Location* button.

Great Test, you completed your profile!



### Get Matched

Get job postings, messages, and resources based on your profile



### Find Jobs

Search millions of jobs across many job boards and employers



### Learn Something New

Check out resources to expand your knowledge

Get Started

## Step 14-16

Congratulations! Your profile is ready and you are all set up for your job search. Click **Get Started** to begin looking for jobs.

When there is a job opportunity that matches your profile, you will receive an invitation within your profile account. Review these invitations and if you are interested, apply for the job. **The employer will NOT be able to see your resume unless YOU choose to submit your application for their job.**

There are two (2) ways to look for a job:

**Passive**—create your account and wait for matches to appear

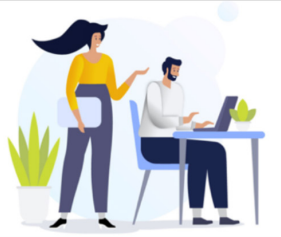
**Active**—explore the job board and proactively apply for those suitable to you

Welcome Test, to the YES! Winnipeg International Community  
We've assembled some options to get you started

Find a Job

Click on the Search Now button below to explore new opportunities and apply for jobs!

Search Now



## Step 17

To start actively looking for a job, click the **Search Now** button on the landing page banner.

## Step 18

Once you see the job board, you are ready to explore the job opportunities and if you are interested in any opportunities, you can immediately apply. The YES! Winnipeg International community job postings are created for international candidates who are willing to live and work in Winnipeg. If the **Work Eligibility Category** in the job posting shows as - **Ukraine**, it means that this job was specifically created for Ukrainian job seekers.

### Description

Test

**Work Eligibility:** Ukraine


### Experience Requirement

#### Job Category and Focus Area

Marketing, Communications, Advertising  
• Marketing Communications

### My Notifications

1

 Unread Job Invites

1

 Unread Open Job Invites

1

 My Applications

[View Archive](#)

## Step 19

To see the jobs you have been matched to, proceed to your home page and check your notifications. By clicking on **Unread Job Invites button**, you will be able to review job opportunities, and apply.



If you have any questions or are having any difficulties setting up your profile, please contact:

**Yelena Petrukhina**

Talent & Workforce Development Officer

E [yelena@yeswinnipeg.com](mailto:yelena@yeswinnipeg.com)



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WINNIPEG