

Schedule an Interview Time

- You will be contacted by email if you are selected for an interview
- Follow the link provided in the email
- To select an interview time, click “Select”
- If you do not want to interview for the job opportunity, click “Decline”

My Interviews

Confirm Interview Sessions

2
Open Slots
[Select](#) [Decline](#)

Schedule Interview (30 Minutes)
Accounting Clerk
Interview Type
In-Person
Location
HR Boardroom
Your Contact

- Clicking “Select”, you will find all the available timeslots
- Click on the available timeslot that works best for you
- Click “Book Interview”

Schedule Interview

New time slot
September 2022
21
Wednesday
9:00am - 9:30am
America/New_York

Schedule Interview (30 Minutes)
Accounting Clerk

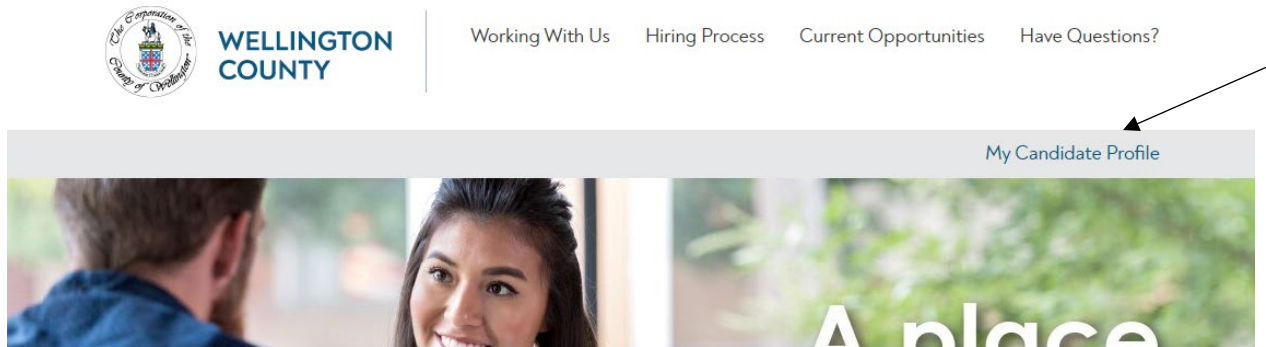
Interview Type
In-Person

Location
HR Boardroom

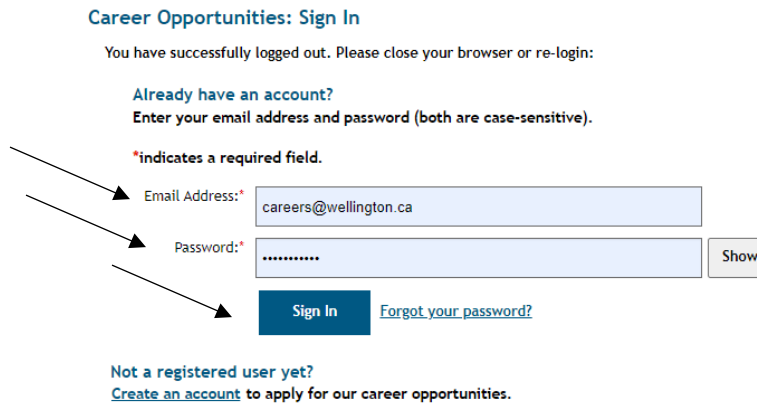
My Contact Information
First Name Last Name
2223334444
careers@wellington.ca
[Edit](#)

Cancel an Interview Time

- Click “My Candidate Profile”



- Sign in to your Candidate Profile

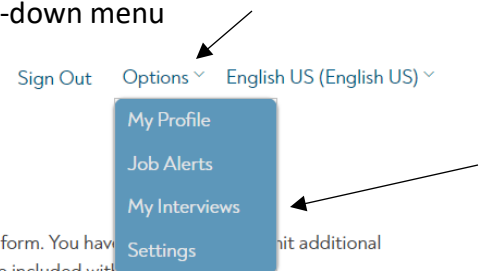


- Click “Options” and select “My Interviews” from the drop-down menu

Candidate Profile

Thank you for your interest in the County of Wellington!

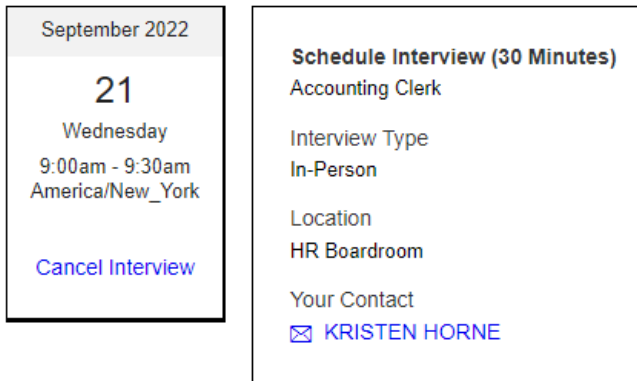
To apply, upload your resume and cover letter, and complete the candidate profile and application form. You have the option to upload additional documents however we ask that you refer to the posting for any specific documents that need to be included with your application.



- Click “Cancel Interview”

My Interviews

Upcoming Interviews (1)



September 2022

21

Wednesday
9:00am - 9:30am
America/New_York

[Cancel Interview](#)

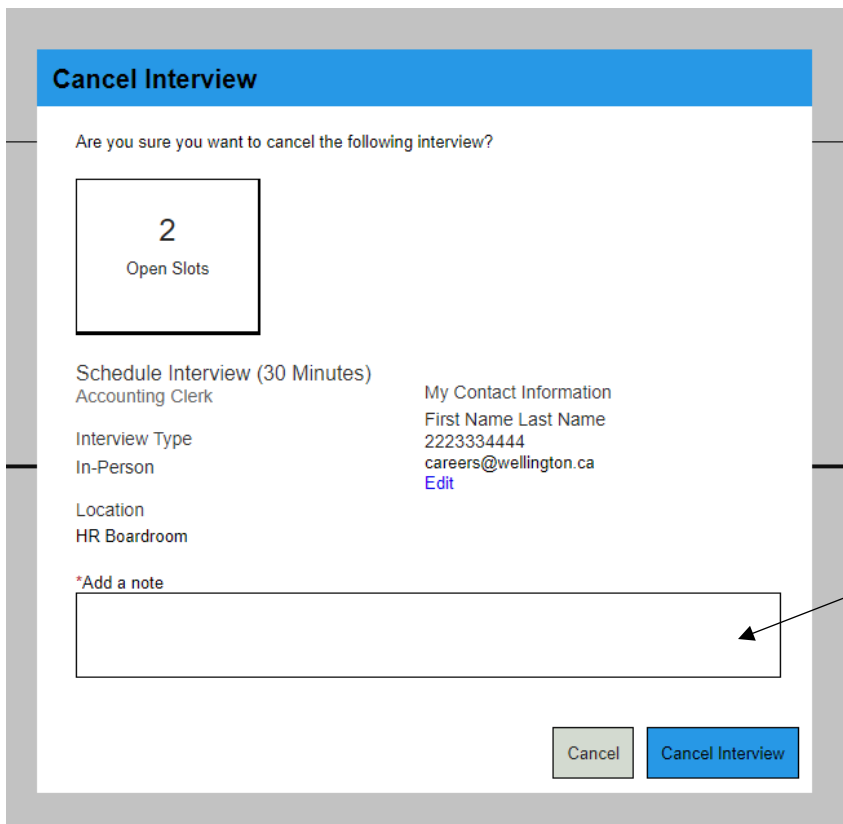
Schedule Interview (30 Minutes)
Accounting Clerk

Interview Type
In-Person

Location
HR Boardroom

Your Contact
✉ [KRISTEN HORNE](#)

- Include your reason for cancelling the interview in the “Add a note” field before clicking “Cancel Interview”



Cancel Interview

Are you sure you want to cancel the following interview?

2
Open Slots

Schedule Interview (30 Minutes)
Accounting Clerk

Interview Type
In-Person

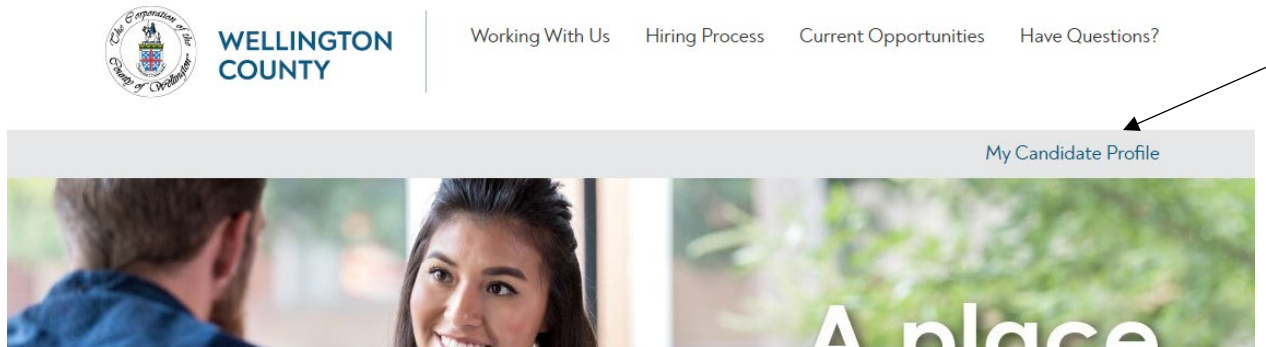
Location
HR Boardroom

My Contact Information
First Name Last Name
2223334444
[careers@wellington.ca](#)
[Edit](#)

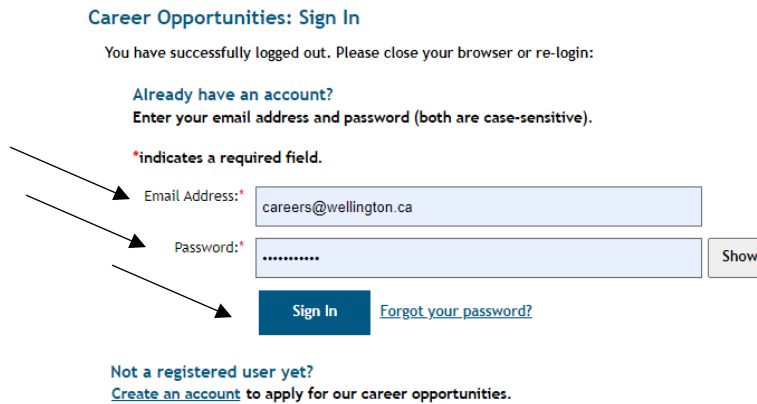
*Add a note

Reschedule an Interview

- Click “My Candidate Profile”



- Sign in to your Candidate Profile

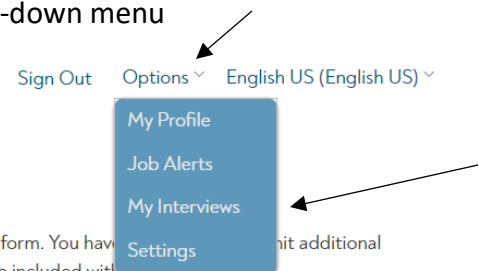


- Click “Options” and select “My Interviews” from the drop-down menu

Candidate Profile

Thank you for your interest in the County of Wellington!

To apply, upload your resume and cover letter, and complete the candidate profile and application form. You have the option to upload additional documents however we ask that you refer to the posting for any specific documents that need to be included with your application.




- Click on your contact's name to send an email to the recruiter to ask if rescheduling your interview is possible

My Interviews

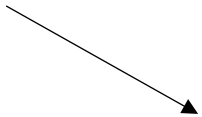
Upcoming Interviews (1)

<p>September 2022</p> <p>21</p> <p>Wednesday</p> <p>9:00am - 9:30am</p> <p>America/New_York</p> <p>Cancel Interview</p>	<p>Schedule Interview (30 Minutes)</p> <p>Accounting Clerk</p> <p>Interview Type</p> <p>In-Person</p> <p>Location</p> <p>HR Boardroom</p> <p>Your Contact</p> <p>✉ KRISTEN HORNE</p>
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Providing References

- You will be contacted by email in advance of your interview to provide required pre-interview documentation
- Click on the link provided in the email to be directed to the appropriate page
- From there, select the position under “Jobs Applied”



Accounting Clerk
📍 Canada (CA)
We are currently reviewing your application
09/20/2022

Engineering Technologist
📍 Canada (CA)
We are currently reviewing all applications.
09/20/2022

- Under “Job-Specific Information”, go to the “Reference Request Form” section
- Complete the required fields and click “Update” to submit

Reference Request Form

Please provide contact information for two supervisory references. These references must have supervised you directly in a work-related setting, and cannot be just co-workers. We do not accept character or volunteer references.

I would like to be notified before my references are contacted

I confirm these references are supervisory in nature, and are not family members

REFERENCE 1

Name

Phone

Email

Organization/Company

Title

Relation to Reference

REFERENCE 2

Name

Phone

Email

Organization/Company

Title

Relation to Reference

[View Profile](#)



[Update](#)

[Withdraw Application](#)