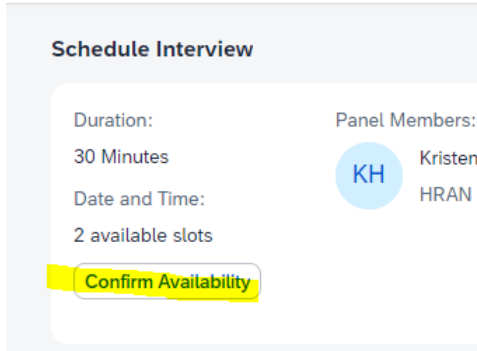
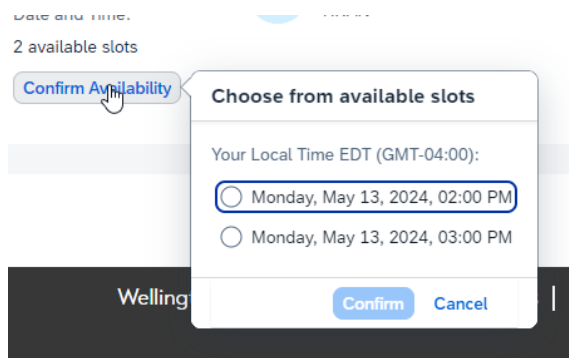


Schedule an Interview Time

- 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 “Confirm Availability”



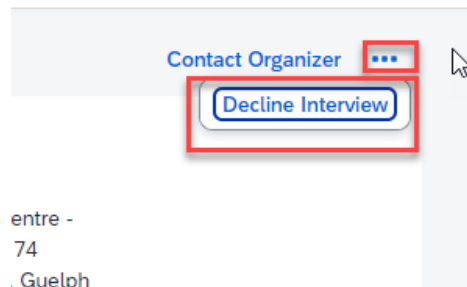
- Select the timeslot that works best for you
- Click “Confirm”



- If you do not want to interview for the job opportunity, click “...” and select “Decline Interview”

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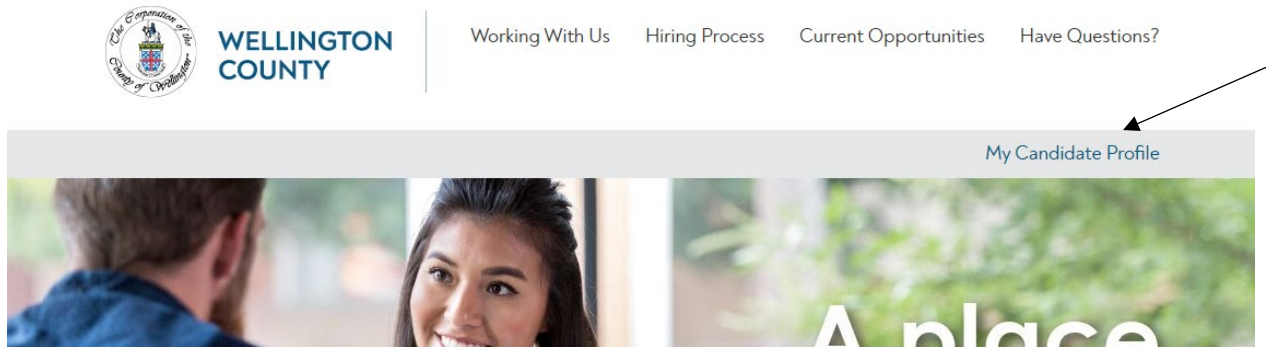
[Back to profile](#) [View Job Description](#)



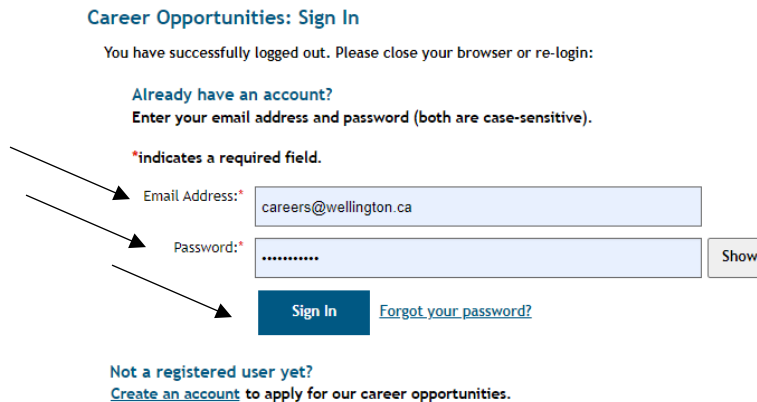
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Cancel an Interview Time

- Click “My Candidate Profile”



- Sign in to your Candidate Profile

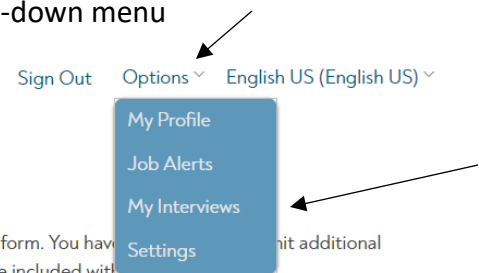


- Click “Options” and select “My Interviews” from the drop-down menu

Candidate Profile

Thank you for your interest in the County of Wellington!

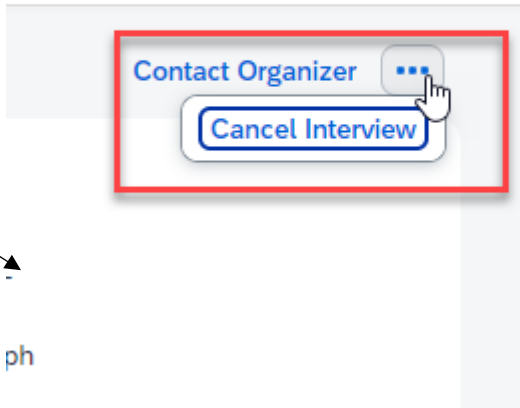
To apply, upload your resume and cover letter, and complete the candidate profile and application form. You have the option to upload additional documents however we ask that you refer to the posting for any specific documents that need to be included with your application.



- Click “...” and “Cancel Interview”

[k to profile](#)

[View Job Description](#)

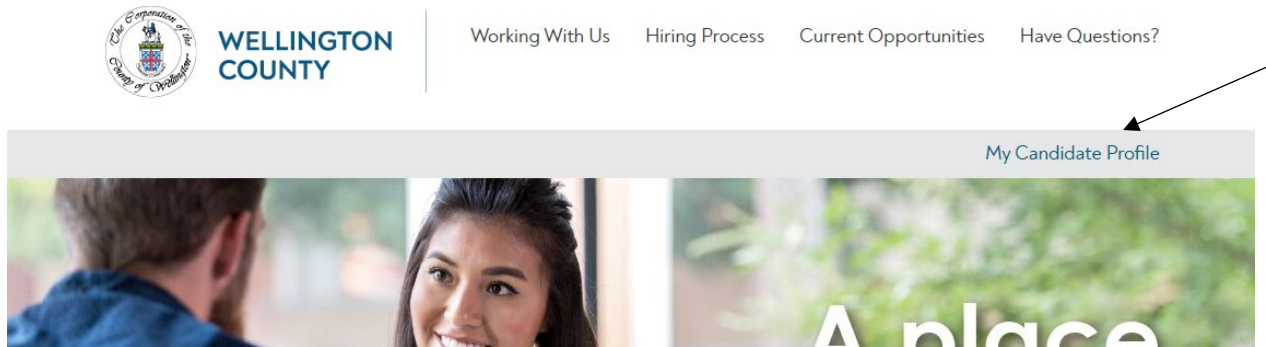


- Include your reason for cancelling the interview and click “Cancel”

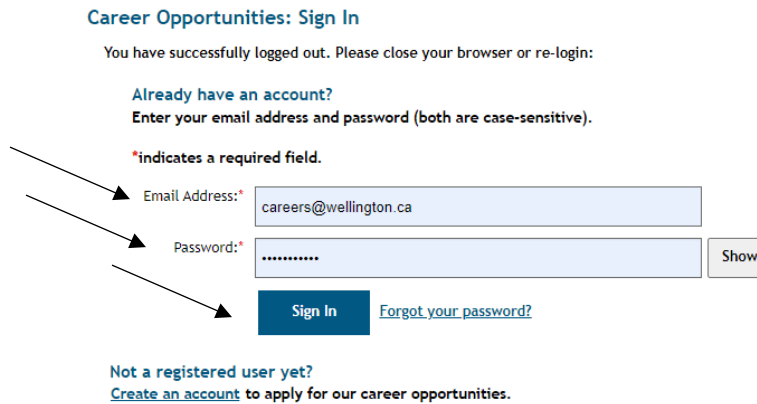
A screenshot of a 'Cancel Interview' dialog box. The dialog has a title bar that says 'Cancel Interview'. Below the title bar, there is a label 'Reason for Cancelling: *' followed by a text input field. The input field contains the placeholder text 'Please be as descriptive as possible'. Below the input field, there is a character count '150 characters remaining'. At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Close'.

Reschedule an Interview

- Click “My Candidate Profile”



- Sign in to your Candidate Profile

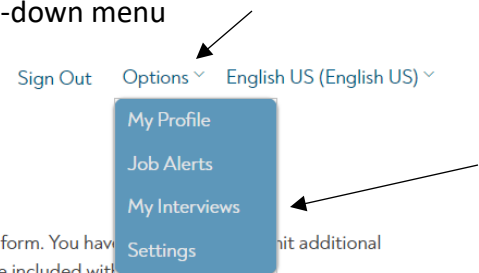


- Click “Options” and select “My Interviews” from the drop-down menu

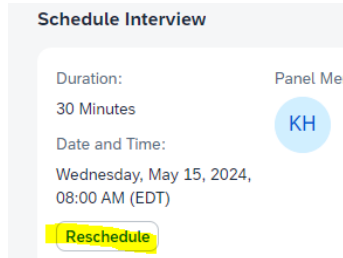
Candidate Profile

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.

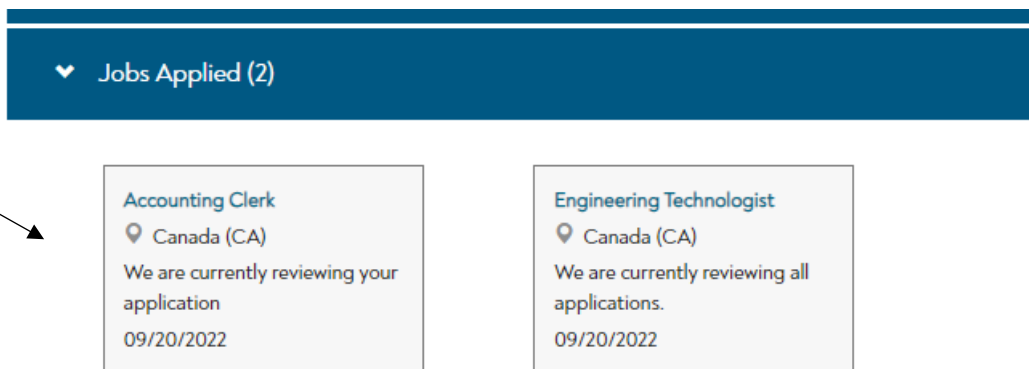


- If there is another interview time available that works for you, you can click on “Reschedule” and book a new time
- If there is no interview time that works for you, you can click “Contact Organizer” to send an email to see if rescheduling your interview is possible



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”



- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization/Company	Title	Relation to Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

REFERENCE 2

Name	Phone	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organization/Company	Title	Relation to Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

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[Update](#)

[Withdraw Application](#)