Candidate Profile Instructions: Create, Delete, Manage Password

Create Your Candidate Profile - External Candidates

Note: If you are already a County of Wellington Employee, follow the instructions for Internal Candidates only (not External Candidates)

- Click "My Candidate Profile"

- Click "Create an account"

- Complete the required fields
- Click "Read and accept the data privacy statement"
- You will be prompted to click "Accept" or "Decline" on the privacy statement
- Click "Create Account"

Career Opportunities: Create an Account

Already a registered user? Please sign in Login credentials are case sensitive

*indicates a required field.

Email Address: *	careers@wellington.ca
Retype Email Address: *	careers@wellington.ca
Choose Password: *	●●●●●●●●●● Show

✓ Password accepted

- Password must be at least 0 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password: *	●●●●●●●●●● Show

✓ Password matches

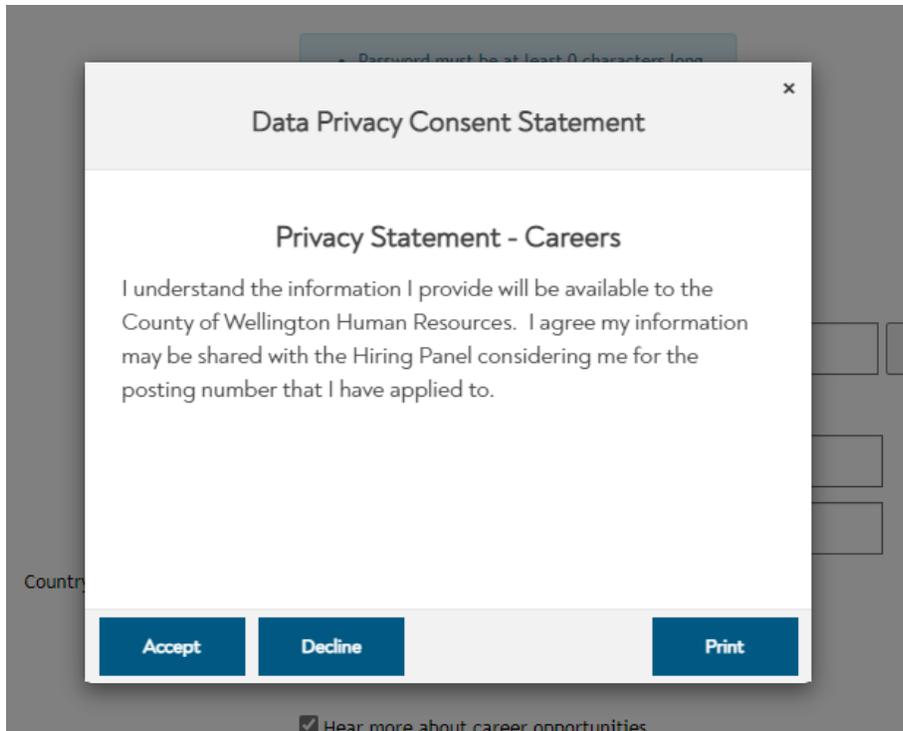|	
First Name: *	First Name
Last Name: *	Last Name
Country/Region of Residence:*	Canada

Notification: ☑ Receive new job posting notifications

☑ Hear more about career opportunities

Terms of Use:* Read and accept the data privacy statement.

Create Account

- Complete your profile by uploading your resume, cover letter and additional documents (if required) in the "My Documents" section
- Complete the "Profile Information", "Work Experience" and "Formal Education" sections
- When you are finished, click "Save"

- Once your "My Candidate Profile" is saved you will be able to apply to employment opportunities listed under the "Current Opportunities" section of the website
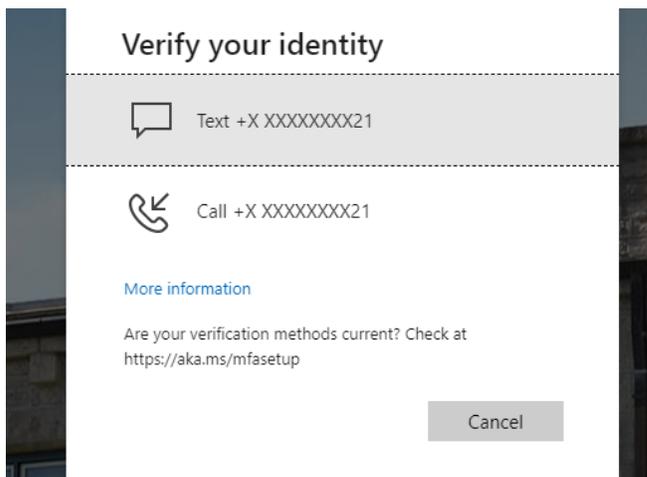
Create Your Candidate Profile - Internal Candidates

Note: Only follow these instructions if you are currently a County of Wellington Employee

- Go to The Well and click on "Employment Opportunities"
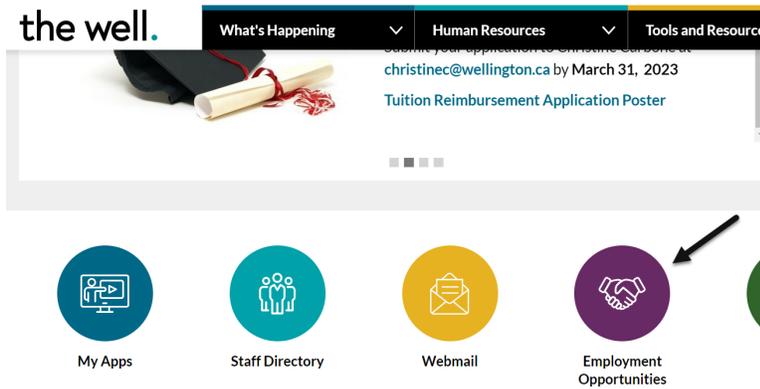
- You will be directed to our recruitment website
- You may need to click on one of the two options to verify your identify

- Enter the code you received by text or phone call and click "Verify"

Enter code

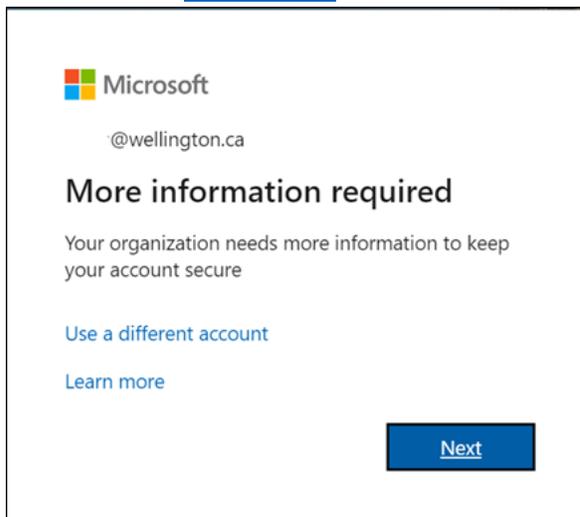💬 We texted your phone +X XXXXXXXX21. Please enter the code to sign in.
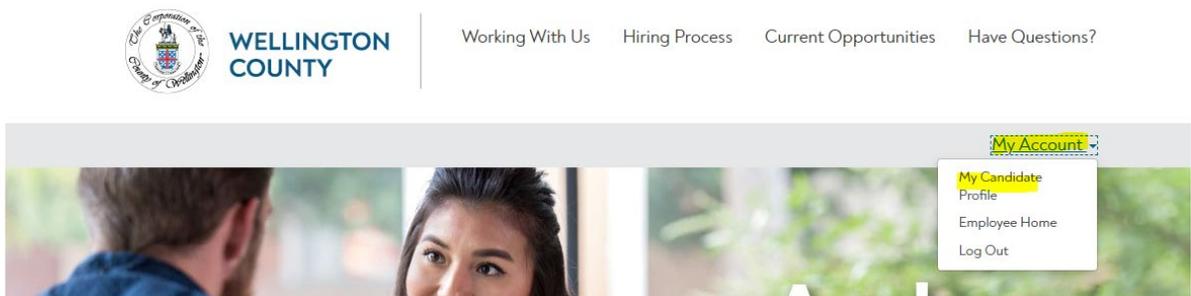
085611

Having trouble? Sign in another way

More information

Verify

- If you have not previously configured your multi-factor authentication, you will be prompted to set it up
  - o   IT has instructions to assist with this on The Well

■■ Microsoft

@wellington.ca

More information required

Your organization needs more information to keep your account secure

Use a different account

Learn more

Next

- Click "My Account" and select "My Candidate Profile" to create your Candidate Profile

WELLINGTON COUNTY   Working With Us   Hiring Process   Current Opportunities   Have Questions?

My Account

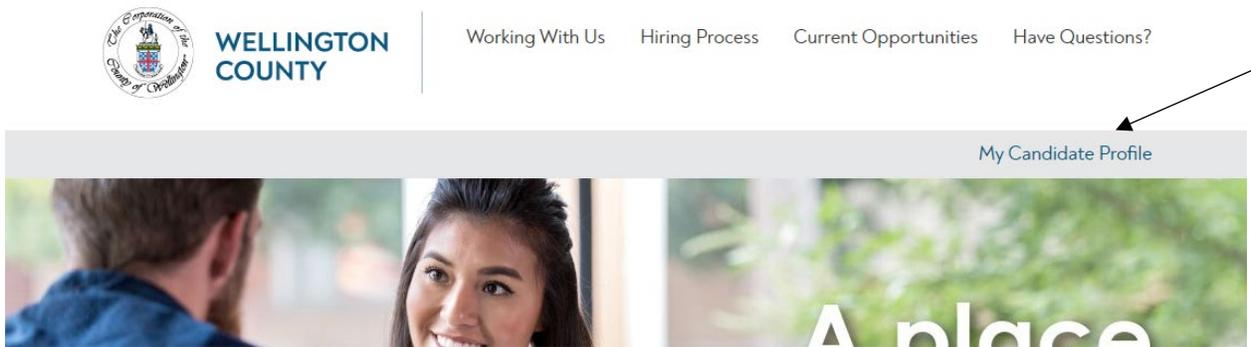My Candidate Profile

Employee Home

Log Out

- Complete your profile by uploading your resume, cover letter and additional documents (if required) in the "My Documents" section

- Complete the "Profile Information", "Work Experience" and "Formal Education" sections
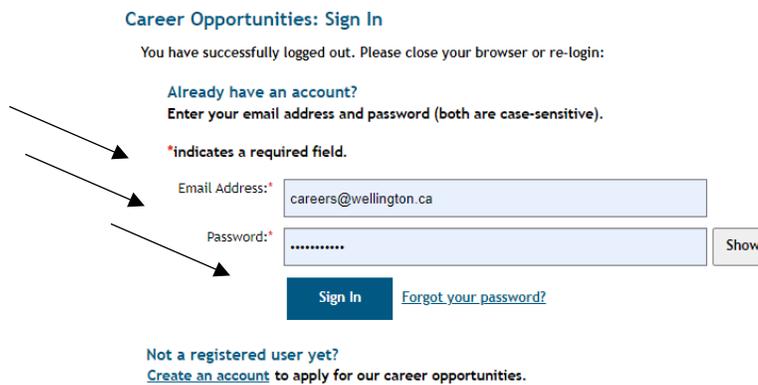- When you are finished, click "Save"
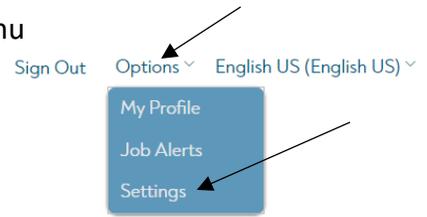

Delete Your Candidate Profile – External Candidates

- Click "My Candidate Profile"

- Sign in to your Candidate Profile

- Click "Options" and select "Settings" from the drop-down menu

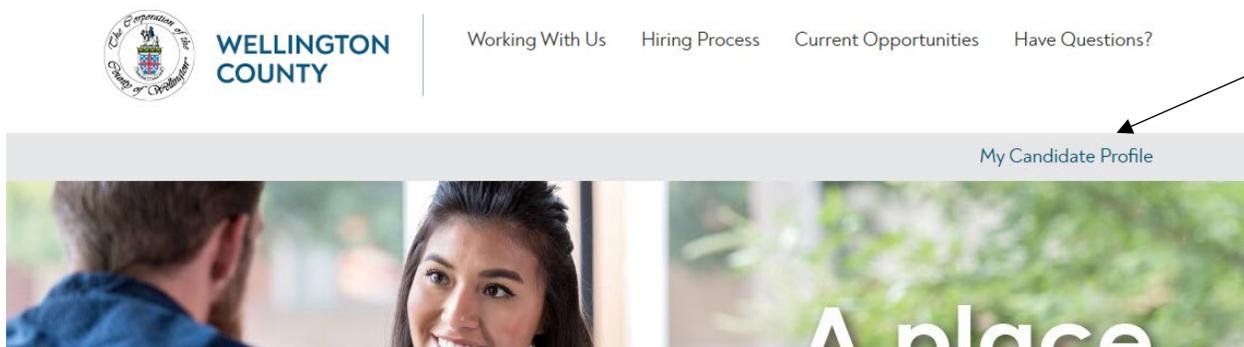- Click "Delete Profile"

Change Your Candidate Profile Password – External Candidates

- Click "My Candidate Profile"

- Sign in to your Candidate Profile

Career Opportunities: Sign In

You have successfully logged out. Please close your browser or re-login:

Already have an account?
Enter your email address and password (both are case-sensitive).

*indicates a required field.

Email Address:* careers@wellington.ca

Password:* •••••••••• [Show]

[Sign In] Forgot your password?

Not a registered user yet?
Create an account to apply for our career opportunities.

- Click "Options" and select "Settings" from the drop-down menu

Sign Out   Options ⌄   English US (English US) ⌄

My Profile
Job Alerts
Settings

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 submit additional documents however we ask that you refer to the posting for any specific documents that need to be included with your application.

Please note that the fields marked with a red asterisk (*) are mandatory.

- Enter the required fields and select "Change Password"

Settings

❤ Password

Password must be at least 0 characters long. Password must not be longer than 18 characters. Password must one lower case letter. Password must contain at least one number or punctuation character. Password must nc characters.

*Current Password: [   ]

*New Password: [   ]

*Repeat New Password: [   ]

[Change Password]

[View Profile]

Reset Your Candidate Profile Password – External Candidates

- Click "My Candidate Profile"

- Click "Forgot Your Password"

Career Opportunities: Sign In

Already have an account?
Enter your email address and password (both are case-sensitive).

*indicates a required field.

Email Address:*

An email address is required.

Password:* [Show]

A password is required.

Confirm you are not a robot:*

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

Sign In   Forgot your password?

- Enter your email address and click "Submit"

Career Opportunities: Password Help

Please identify your account, and we will email you a link to reset your password.

*indicates a required field.

Email Address:*

Submit   **Cancel**

- Check your email for further instructions to reset your password