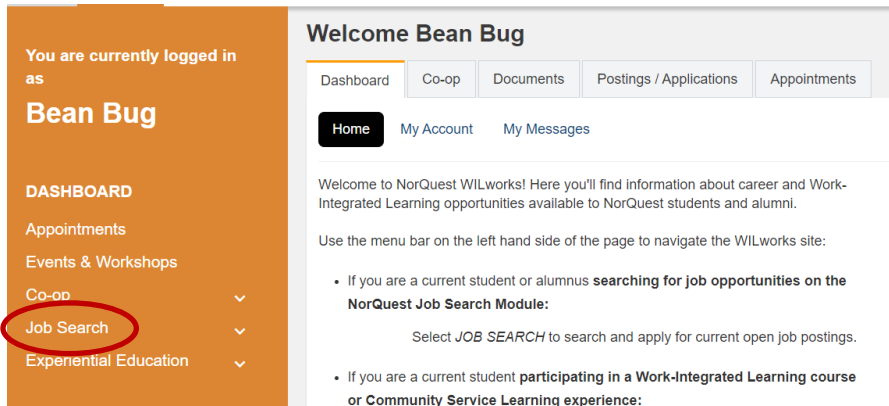


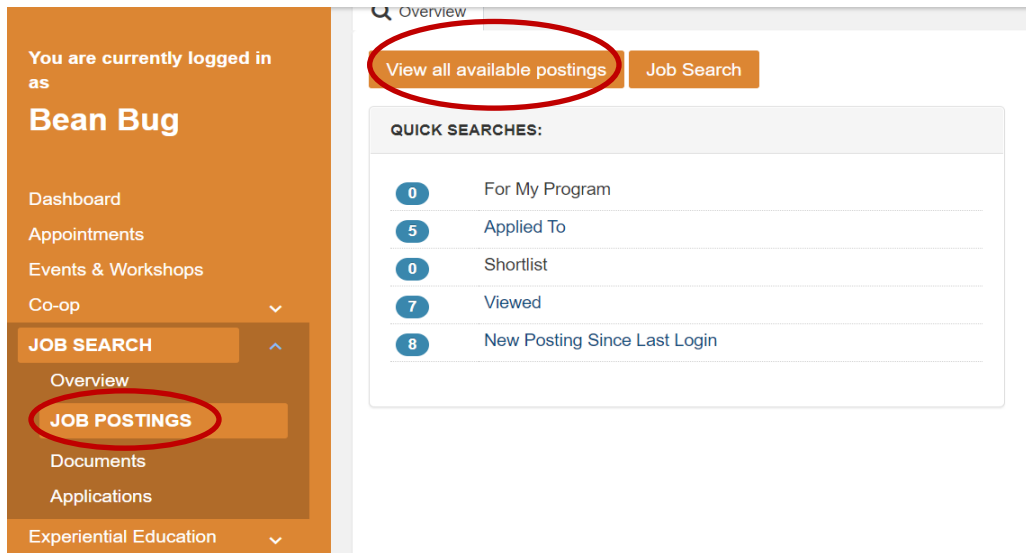
CareerQuest Hub Job Board Guide

1. Using your NorQuest username and password, login to your CareerQuest Hub account at <https://cqhub.norquest.ca/home/home.htm>
2. Access the Job Board on your CareerQuest Hub dashboard by selecting **JOB SEARCH**



The screenshot shows the 'Welcome Bean Bug' dashboard. On the left sidebar, under the 'DASHBOARD' section, the 'Job Search' option is circled in red. The main content area displays a welcome message and instructions on how to use the site's menu bar to navigate to the Job Search module.

3. Click on the drop-down arrow beside **JOB SEARCH** and select **JOB POSTINGS >> VIEW ALL AVAILABLE POSTINGS** to view current job postings



The screenshot shows the 'Job Search' dropdown menu expanded in the left sidebar, with 'JOB POSTINGS' circled in red. In the main content area, the 'View all available postings' button is also circled in red. Below this, a 'QUICK SEARCHES' section displays a list of search filters with their respective counts.

Count	Search Filter
0	For My Program
5	Applied To
0	Shortlist
7	Viewed
8	New Posting Since Last Login

4. Click on each job posting to view posting details
5. Depending on the job posting, you may be directed to apply directly through an organization's employment website or through CareerQuest Hub
 - a. If you are instructed to apply through an organization's employment website, follow the instructions listed in the posting and click on the URL link provided

- b. If you are instructed to apply through CareerQuest Hub, click on the green **APPLY** button at the top of the posting and follow the instructions for uploading an application package