Career Centre How to Search For Jobs **Alumni & Career Services**

1. Log in to your myLoyalist account then click on the myCareer Portal Icon. Log In as a Student for myCareer Portal Home Page.

2. From the Home Screen - select myCareer Job Postings from the left menu. You can view all postings or select Search Postings (this allows you to filter jobs by location, program area or type of position).



3. If you see a position of interest – Click Apply to see the details of the position and how to

apply.

	App Status	Term		Job Title	Organization	Division 🗘	Position Type	Location
Apply		2022-2023	26843	NEW Production Supervisor	Cascades Containerboard Packa	Human Resources, Trenton	Intermediate Full-Time	Trenton, ON
Apply		2022-2023	26840	NEW Registered Practical N	County of Frontenac	Candace Keller	Intermediate Full-Time	Fairmount Hom
Apply		2022-2023	26839	NEW Service Desk Analyst	County of Frontenac	Candace Keller	Intermediate Full-Time	North and Cent

4. Be sure to review the Application details in the posting to find out how to apply and what needs to be submitted.

Application Deadline:	March 27, 2023 11:59 PM		
Application Procedure:	Employer Email		
If by email, send to:	tonya_mannell@cascades.com		
Application Material	Cover Letter		
Required.	Resumé		

5. If you choose to perform a job search, there are various filters you can select and adjust. Click on Search job postings and find the job you are looking for. You can also save searches once you have set them up.

A	Advanced Search						
	Search Job Postings						
	GENERAL SEARCH PARAMET	ER\$					
	Date Live	to m					
	App Deadline	to a					
	Featured Posting						
	COMPANY INFO						
	Organization						
	Division						
	Region	SELECT ALL Filter					
		Alberta					
		British Columbia					
		Manitoba					
		NWT					
		New Brunswick	-				