Using Indeed to Search for Jobs

This tuturial is to show you how to best search for jobs on sites like Indeed, Monster and Alis. They are all essenitally the same so for the purposes of this tutorial I will focus on Indeed.

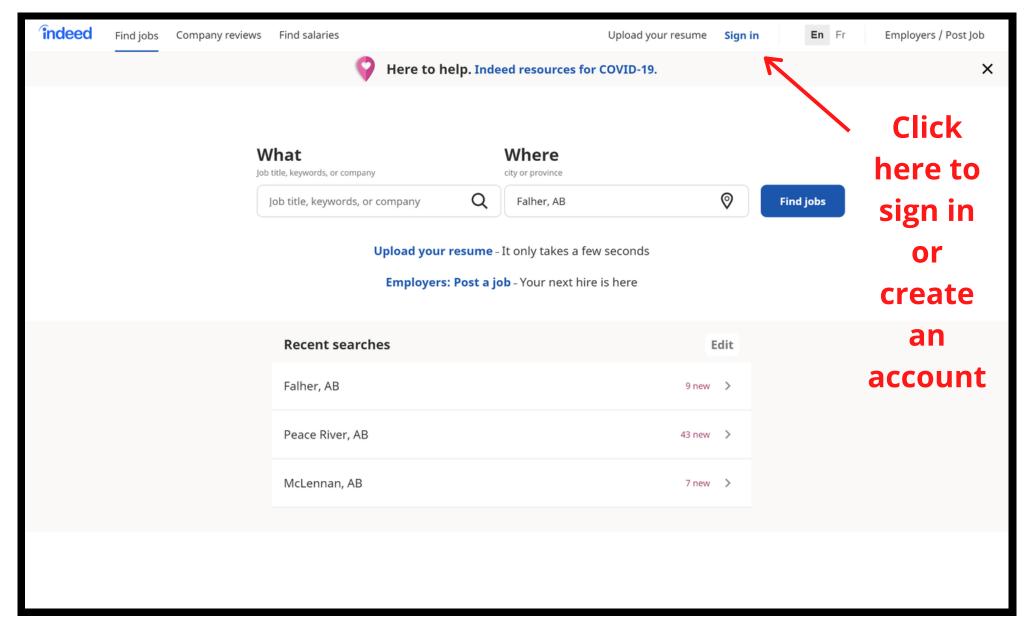
To find links to all of these websites go here:

https://falherlibrary.ab.ca/Career/jobboard

Begin by going to www.indeed.ca

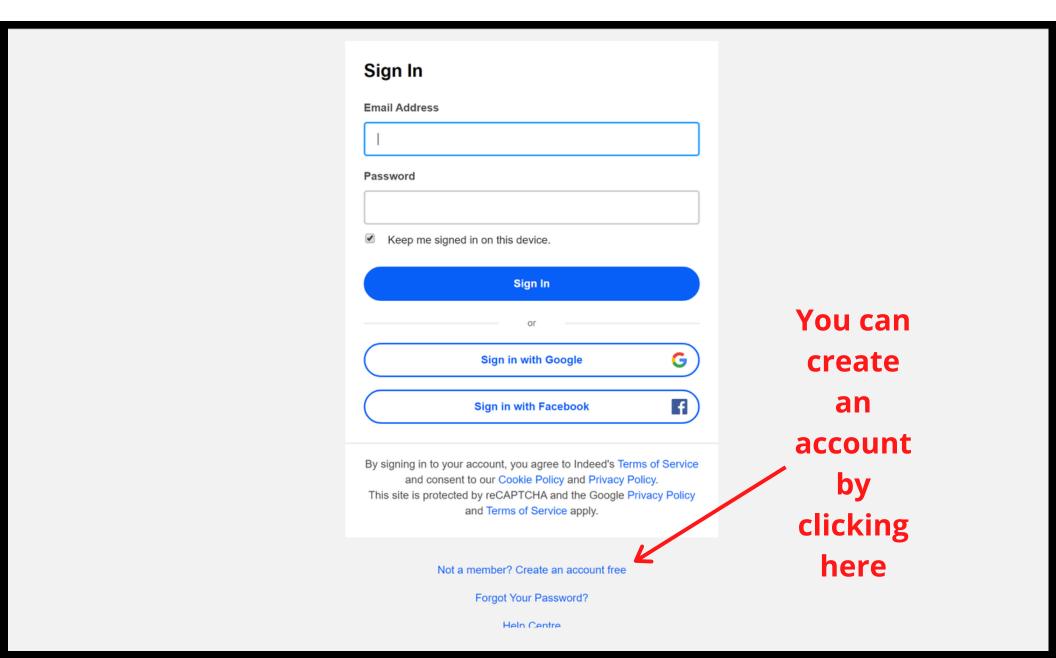
When you get there, you will see the page below.

Indeed has a great feature that allows you to apply for a job through the website itself. In order to this you have to create an account and upload a resume.



On this page you will be able to begin creating your account.

If you already have an account you can sign in.

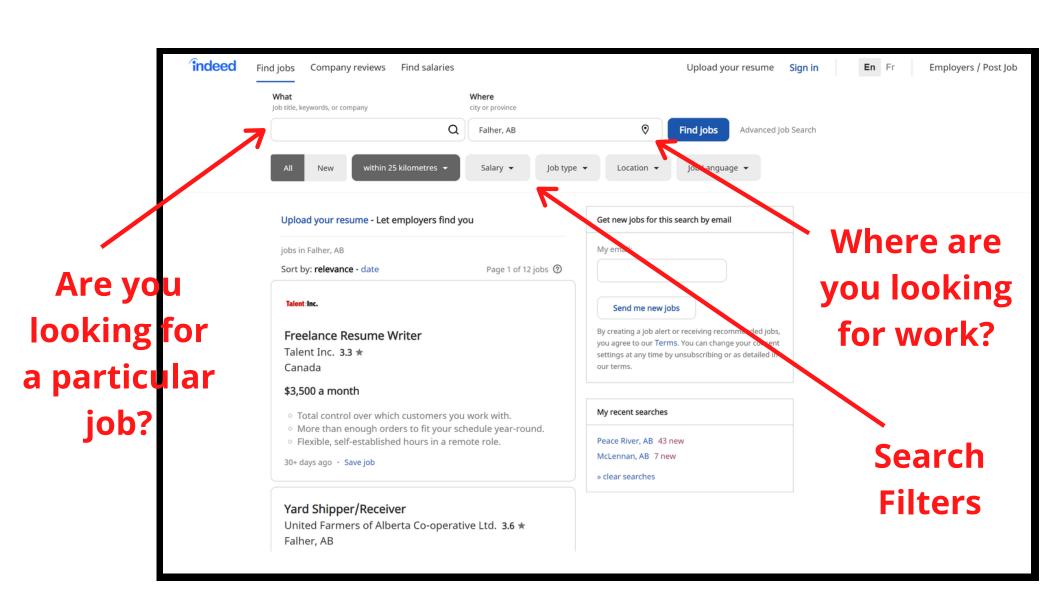


From here you enter you have the option of creating an account by logging in with Facebook or Google. You can also use your email and a password of your choice to create an account.

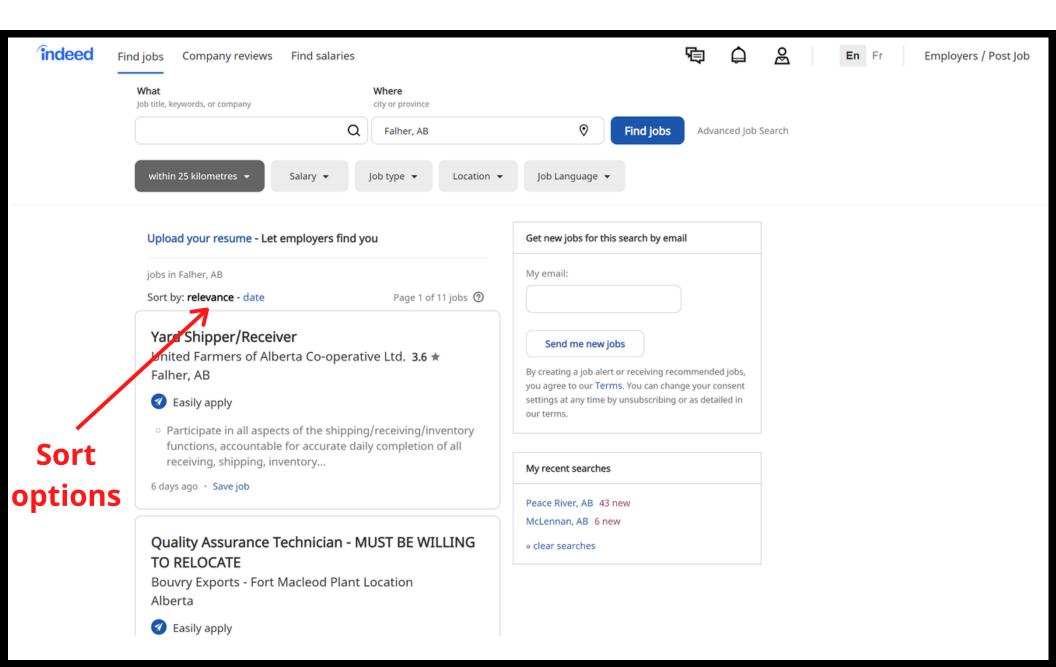
indeed Create an Account (it's free) G Sign in with Google Sign in with Facebook **Email Address Password** Keep me signed in on this device. I'm not a robot reCAPTCHA Privacy - Terms **Create Account**

By creating an account, you agree to Indeed's Terms of Service, Cookie Policy and Privacy Policy. You consent to receiving marketing messages from Indeed and may opt out from receiving such messages by following the unsubscribe link in our messages, or as detailed in our terms.

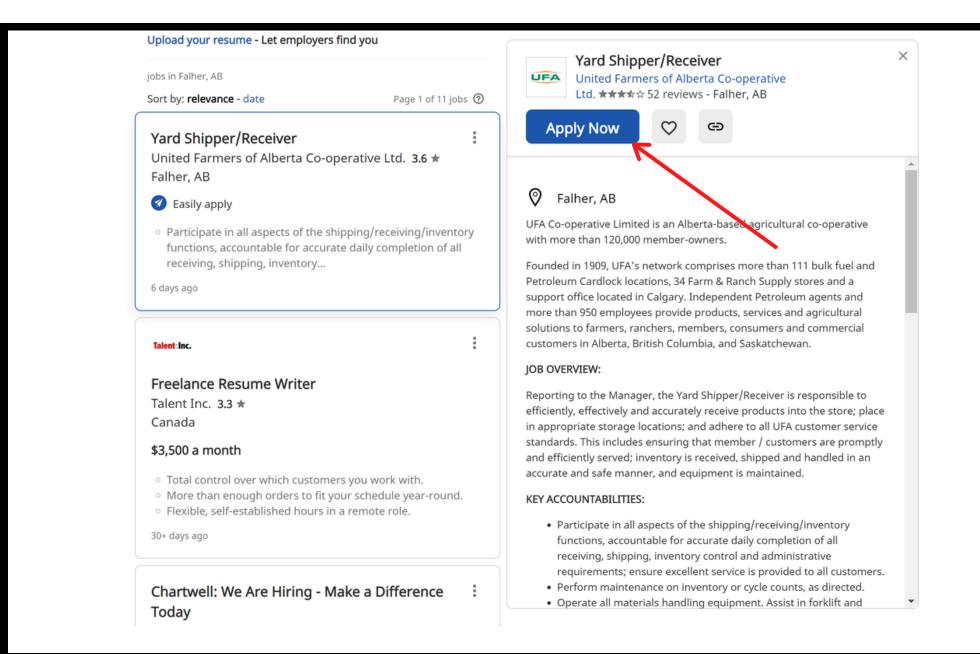
Now that you have signed in, you are back at the main page. On this page you can start the search for jobs in your area. You can search by job type or location or both. We recommend searching by location as it will show you all the jobs in your area. There are several filters to help you find exactly what you need as well.



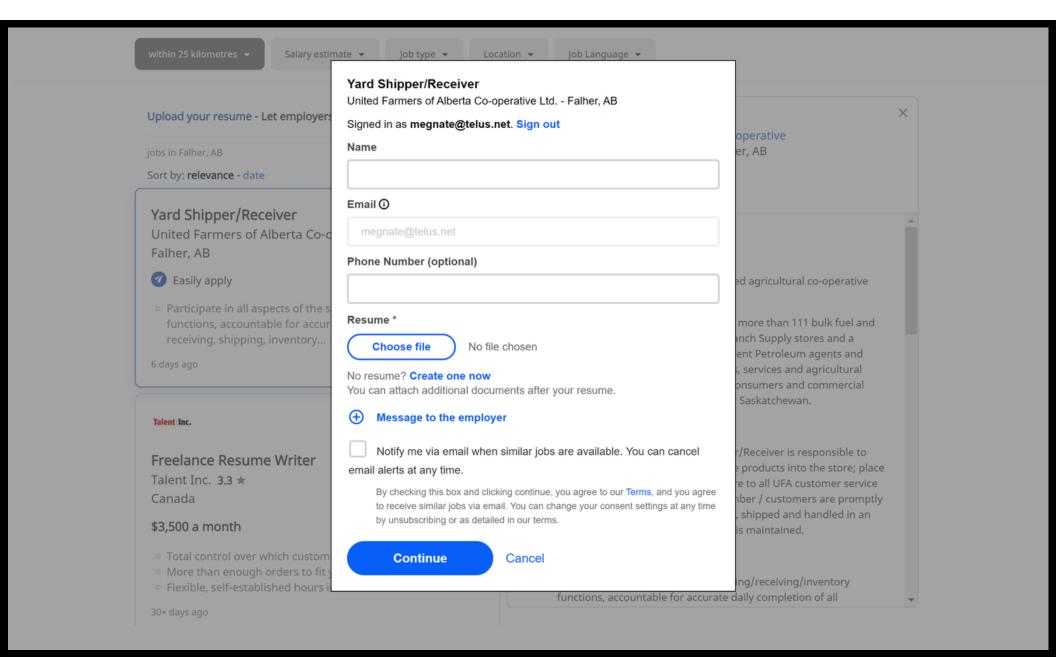
This screen looks a lot like that the last but you will notice that it is now showing job listings in the Falher area. You can sort the listings by relevance as well as date. I like to sort by date so I can see the most current listings.



Once you have clicked on a job that you are interested in, all the information that the company chooses to share will appear on the right. You will also notice an Apply Now button which you can click on if this job interests you.



Fill out your contact information and upload a resume directly to the website!



These are the basic steps for searching and applying for a job online with Indeed. Remember that Indeed, Monster and Alis all function basically the same way with some minor variations.

If you have any questions at all, reach out to us by phone or email which can be found here: https://falherlibrary.ab.ca/Career/CERC