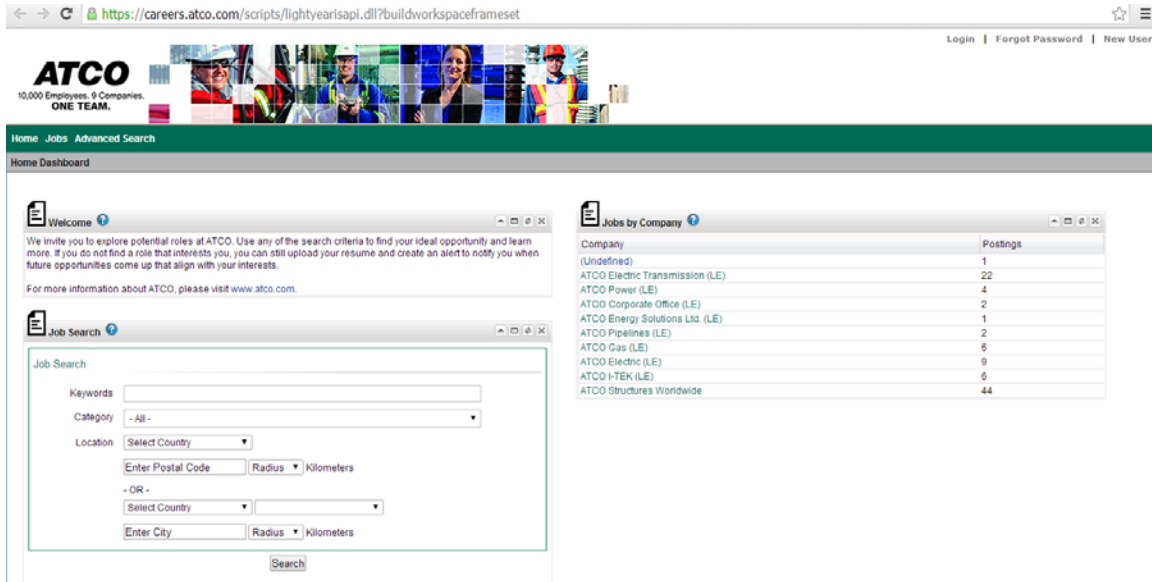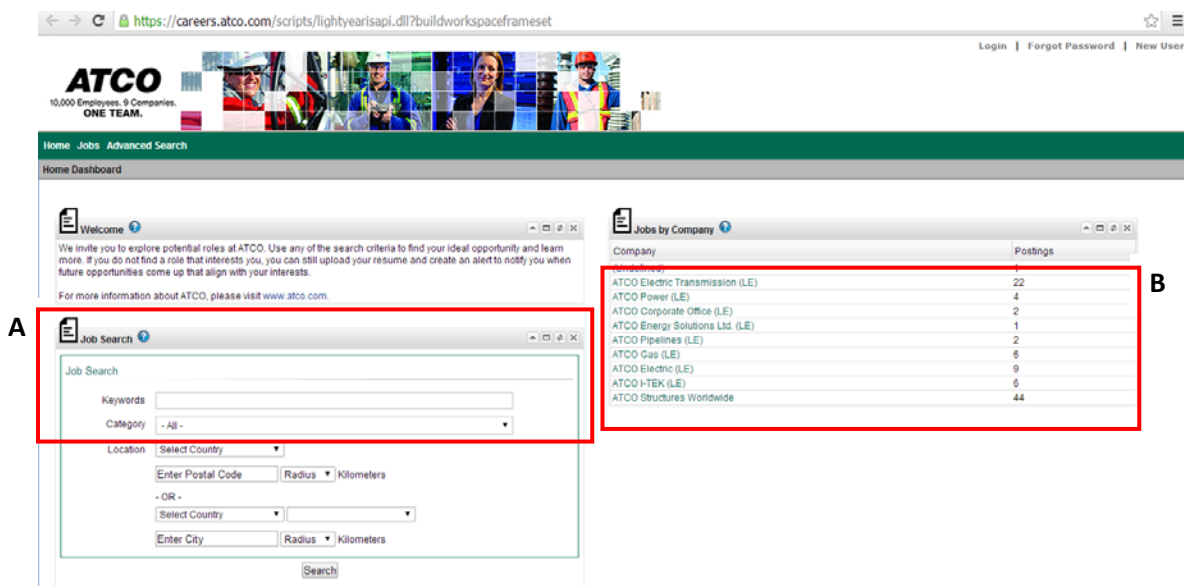**1.** Click the 'Search Jobs' button (lower, left corner of the screen).

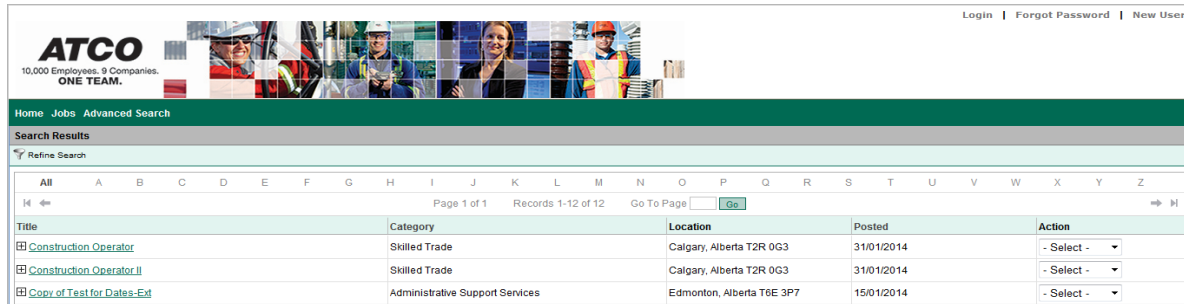

2. The ATCO home page to apply for jobs will display.

3. You can immediately begin searching for jobs in several ways: **A)** using the Keywords or Category fields (a drop down list) or **B)** by ATCO Company.

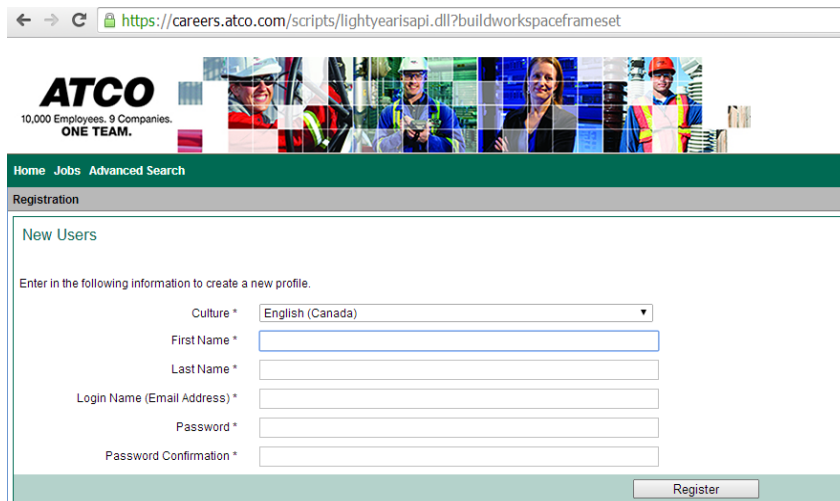**4.** Upon entering your search criteria, the available jobs will display.

5. You are also encouraged to set-up your **Profile**. When applying for a job, if you are a New User, you will be asked to set-up your Profile during the application process. Or, at anytime, you can click the 'New User' link in the top, right corner.

6. Enter your First and Last Name in the fields provided, as well as your Email Address (which will function as your Login Name). Enter a password that includes at least one numeric character. Click 'Register'.
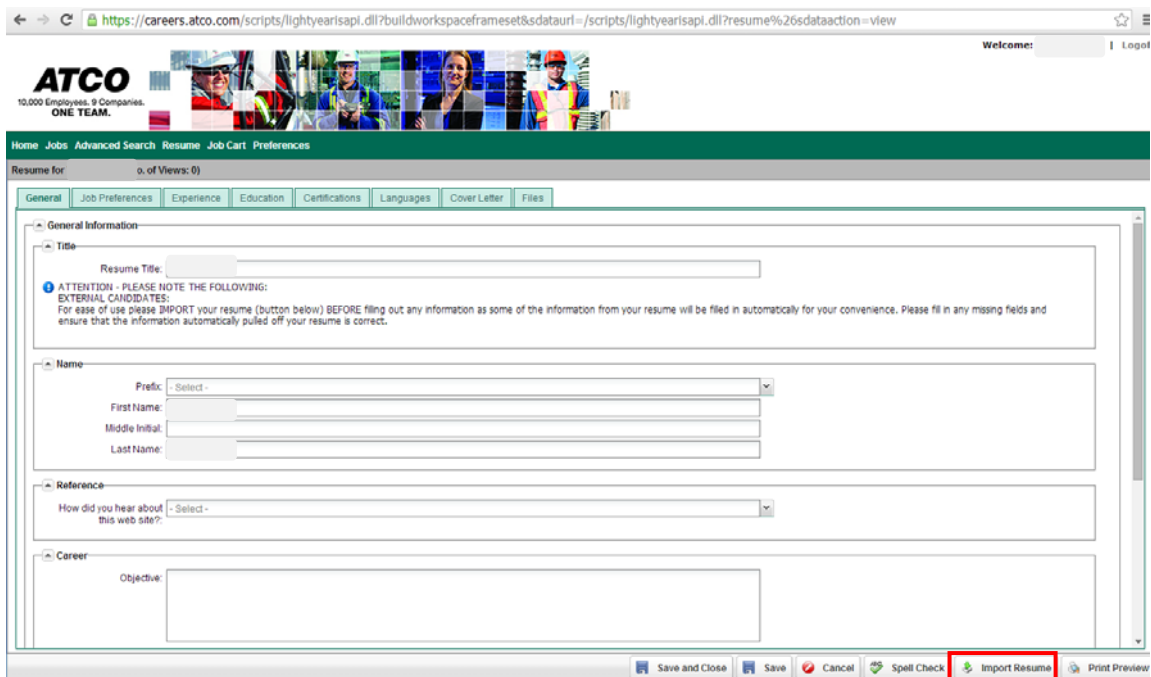
7. The Profile Set-up page will display.

> **TIP:** The most efficient next step is to **Import your Resume** *before* entering the remainder of the fields. The 'Import Resume' button is at the bottom.

8. Once your resume has been imported, review and correct (if needed) the information that has been auto-populated into the fields on each tab (General, Job Preferences, Experience, Education, Certifications and Languages). Don't forget to 'Save' your work as you go.

9. An important final step is to ensure that you attach a **Resume** under the 'Files' tab.

10. As you apply for jobs, your active applications will be listed under the 'Applications' section on the Home page.

Thank you for your interest in a career with the ATCO Group of Companies!

We look forward to reviewing your applications.