Employer User Guide

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About OnTrack

OnTrack was created by the Tahltan Central Government to help you find your next great hire.

Its easy-to-use templates help you quickly create customized job postings that outline the education, essential skill proficiency, work experience, training, certifications and qualifications needed for each job you post.

With one click, your job openings are advertised to Tahltan members across the country via email and in a variety of newsletters and websites.

Tahltan job seekers can choose to respond to job postings. With the click of a button, they can send you their resume and copies of their tickets and certificates (e.g. Loading Operator Equipment Certificate), which have already been uploaded onto the web application.

It's a one-stop-shop where you can find all the candidates you need in one place.

This user guide explains how to use the web application.
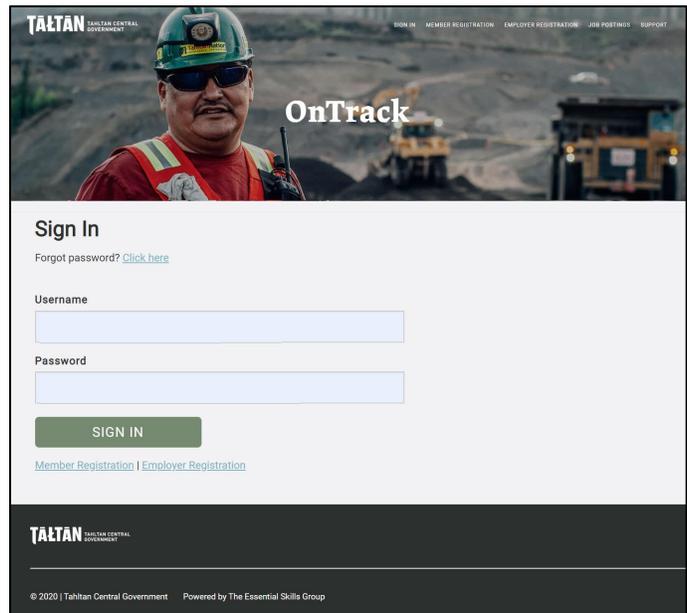
Help desk

Employers can access help desk support by clicking the **SUPPORT** link found on the navigation bar.
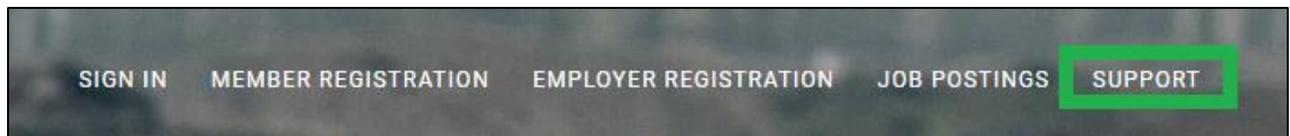
Complete the form to submit your request for support.

You can also request technical support by telephone and email:

a) Telephone support (1-403-808-4580): 8:00 A.M. to 5:00 P.M. Monday – Friday.

- Calls will be answered immediately or forwarded to voicemail. Messages left on voicemail will be responded to within one business day.

b) Email support (Mherzog@esentialskillsgroup.com): 8:00 A.M. to 5:00 P.M. Monday – Friday.

- Emails received will be responded to within one business day.

Computer requirements

This web application can be used on a wide range of devices including smartphones, laptops, tablets and personal computers. Using devices with larger screen sizes, such as laptops and personal computers, is recommended because the images are easier to see, and data are easier to enter with a keyboard.

When the web application is used on a smartphone and tablet, menus are collapsed because the screen is smaller. To view them, click the menu button icon located at the top right-hand side of the screen. It looks like three parallel horizontal lines (displayed as ≡).

Again because of the smaller screen sizes, some web pages are better viewed in landscape mode when using a smartphones or tablet. On these pages, you will see a "Better viewed in landscape" message.

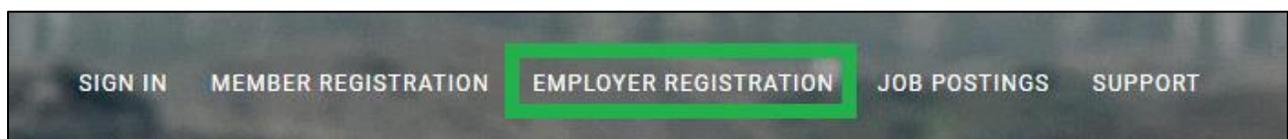

Better viewed in landscape

You should use devices that have a strong connection to the Internet. Some wireless networks may not be strong enough for everything to work properly, depending on the strength of the connection.

How to register

Go to https://tahltancg.essentialskillsgroup.com

Click the **EMPLOYER REGISTRATION** link.

Complete the registration form and click the **REGISTER** button to submit your information.

Remember the username and password you selected. You will need this information to log into the website later. For security reasons, we don't store both elements online, so you won't be able to recover that information from the web application later.

You will receive an email from the TCG confirming your registration.
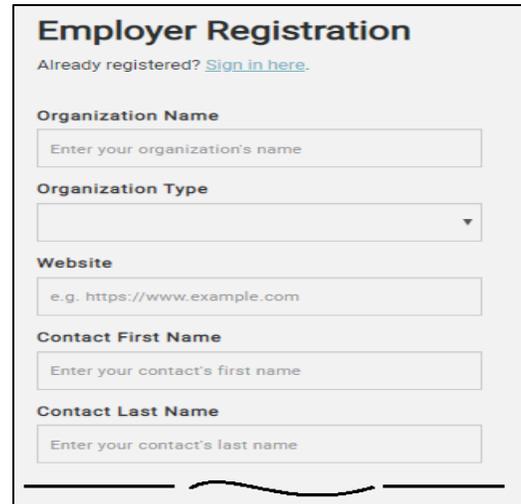
Employer Registration

Already registered? Sign in here.

Organization Name

Enter your organization's name

Organization Type

Website

e.g. https://www.example.com

Contact First Name

Enter your contact's first name

Contact Last Name

Enter your contact's last name

How to sign in

Go to https://tahltancg.essentialskillsgroup.com

Click the **SIGN** IN tab on the navigation bar,

SIGN IN   MEMBER REGISTRATION   EMPLOYER REGISTRATION   JOB POSTINGS   SUPPORT
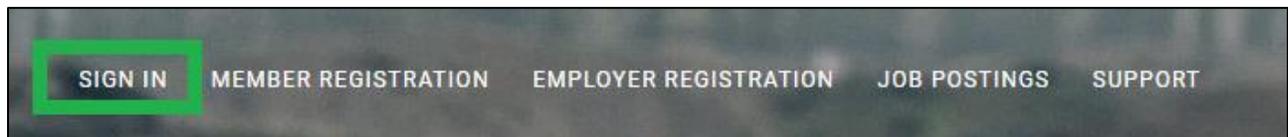
Enter the username and password you selected and click **SIGN IN.**
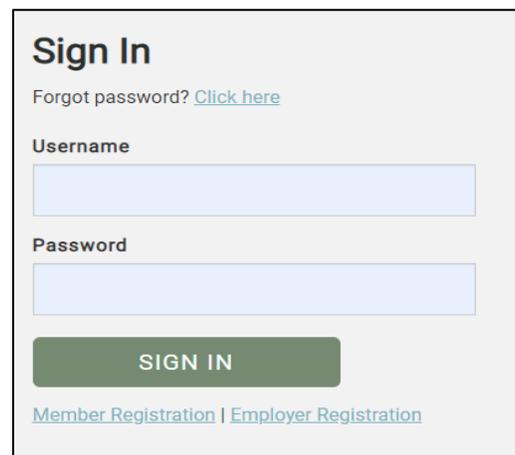
Sign In

Forgot password? Click here

Username

Password

SIGN IN

Member Registration | Employer Registration

A homepage dashboard loads with various buttons on the navigation bar.

The buttons allow you to:

- Change your password.

- Create job postings.

- View, post, edit and archive existing job postings.

TAŁTĀN TAHLTAN CENTRAL GOVERNMENT   HOME   PASSWORD   POST JOB   JOB POSTINGS   SIGN OUT

Welcome

From here you may:
- Change your password
- Post a new job
- View job postings
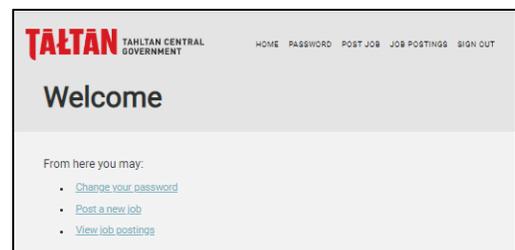
How to create a job posting

Click the **CREATE JOB POSTING** button on the navigation bar.

Creating a job-posting is a four-step process:

Step 1 – Complete the first section of the form by entering information into the following fields:

- Company name

- Job title (e.g. Heavy Equipment Operator)

- Job summary*

- Fly-in / fly-out requirements

- Job description*

- Other information*

- Location information (e.g. city, province)

- Employment type (e.g. full-time)

* IMPORTANT: Use the "Paste from Word" function circled in red below if you are copy and pasting information from a Word file on your computer to the form. If you skip this step and try to paste it directly into the form, it will include extra characters. For example, the word "Driller's" may look like "Driller$#39:s".
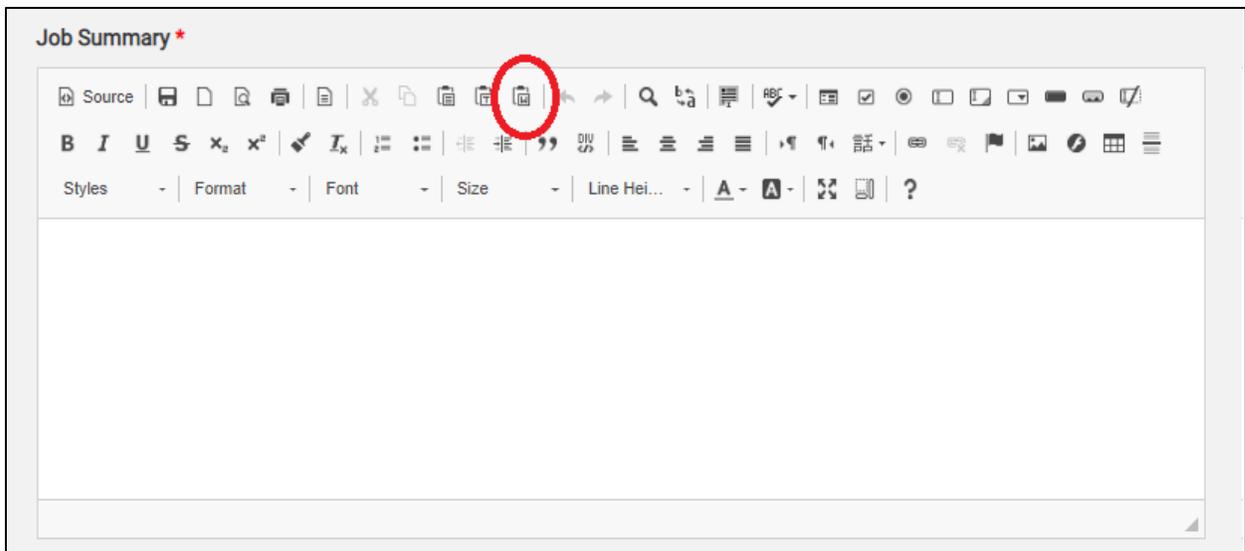
Step 2 – Complete the essential skills and educational requirements sections of the form:

The web application has built-in assessments that test the essential skills of Tahltan workers – specifically, they test reading, numeracy, writing, digital and listening skills.

These are foundation skills needed for work, learning and life. People with strong skills in these areas are better able to learn the technical skills required to do a job well. They also typically find jobs faster, more easily adapt to change and are less likely to injure themselves or others at work.

Click the arrow beside each essential skill and select a desired skill level for the position. Level 1 is the starting point and level 3 is high. This is optional. If you are not sure which level to select, you can skip this.

Because the level of skill required differs depending on the type of work, assessments have been developed for three different occupational groups. As an employer, you don't need to identify the type of work or the type of assessment you'd like candidates to take. That's fully automated. However, you can select a desired skill level. The closer a worker's scores are to the desired scores listed, the more likely they are to succeed in that occupation.

Reading Score

Not Required ▼

Numeracy Score

Not Required ▼

Writing Score

▼

Occupational group	Types of occupations included	Desired Reading Score	Desired Document Use Score	Desired Numeracy Score
Labourers and hospitality workers	Site maintenance; hospitality and food service; construction labourer; and mine helper.	2	2	2
Stationary and mobile equipment operators	Plant operator helper; heavy equipment operator; haul truck operator; loader operator; and mill operator.	2	2	2
Skilled trades	Air conditioning mechanic; carpenter; electrician; heavy equipment mechanic; instrument technician; plumber; steamfitter/pipefitter; and welder.	3	3	3

You can also indicate whether there are specific educational or work experience requirements for the job. An example would be Grade 10 education and one year of work experience.

Education Level Achieved

Not Required ▾

Years of Experience

Not Required ▾

Step 3 – Complete the work experience, certificates, designations sections of the form:

This section of the form allows you to specify the work experience, certificates, and designation required of the position.

Enter the job's required certificates, designations and tickets. Click the box beside each required item.

Certificates, Designations and Tickets

☐ Certificate - Aerial Manlift Certification
☐ Certificate - ATV Rider Safety Training
☐ Certificate - Basic Firefighting
☐ Certificate - Bear Awareness
☐ Certificate - Chainsaw Faller Competency
☐ Certificate - Chainsaw Safety
☐ Certificate - Class 1 Driver's License
☐ Certificate - Class 2 Driver's License
☐ Certificate - Class 3 Driver's License
☐ Certificate - Class 4 Driver's License

Enter the desired equipment operation experience.

The list of equipment is organized alphabetically. Check the box beside each one that's necessary. Then select the desired years of experience on that equipment using the drop-down box that appears. The options are:

- 0 – 6 months of related experience
- 6 – 12 months of experience
- 1 – 3 years of experience
- 3 – 5 years of experience
- 5 or more years of experience

Equipment Operation Work Experience

☐ Aerial Work Platform - Articulated Boom Lift
☑ Aerial Work Platform - Bucket Truck Lift
   Years of Experience: 0 - 6 months of related experience ▾

☐ Aerial Work Platform - Scissor Lift
☐ Aerial Work Platform - Telescopic Boom Lift
☐ Crane - Bridge Crane
☐ Crane - Jib Crane
☐ Crane - Monorail Crane
☐ Dozer - D8 Track or equivalent +
☐ Dozer - Less than D7 Track or equivalent
☐ Dozer - Wheel Dozer

Step 4 – Click the **POST JOB** button at the bottom of the page.

When you click the button:

- An email about the job posting is sent directly to all Tahltan job seekers. They can decide whether to apply based on your requirements and their skill sets.

- An email about the job posting is sent to the Tahltan Central Government.

- The job posting is uploaded to community bulletin boards and newsletters.

- The job posting is listed in the **JOB POSTINGS** section of the website (see the next section), where it can be viewed, modified and archived.

How to edit and remove job posting

Click the **JOB POSTINGS** button on the navigation bar.

A new webpage loads. It has three sections:

- **Posted** - The jobs you currently have posted

- **Unposted** – Jobs that are not currently posted

- **Filled Positions** –Jobs that have been filled

The **Posted** section presents the following information about your **active** job postings:

- A **Date Added** column that lists the date when the job was posted.

- A **Title** column that lists your current, unfilled positions.

- A **VIEW** button that lets you view the job posting.

- An **EDIT** button that takes you back to the **JOB POSTINGS** page where you can modify the job posting.

- An **UNPOST** button that removes the position from the various job bulletin boards and places it in the Unposted section of the webpage.

- An **APPLICANTS** button that allows you to view each applicant's resume and hire them.

  Clicking the button loads this webpage:

Click the **VIEW RESUME** button to look at their resume.

If you decide to hire an applicant, click the hire button to:

- Remove the position from the **Posted** section of the web page and transfer it to the **Filled Position** section.

- Remove the job posting from the various job bulletin boards

- Automatically notify the Tahltan Central Government that you have hired this applicant.

- **IMPORTANT NOTE: The applicant is not notified when the button is clicked. Contact them directly to share the good news.**

Click the **BACK TO JOB POSTINGS** button to return to the main section.

The **Unposted** section presents the following information about your **inactive** job postings:

- A **Date** column that lists the date when the job was first posted.

- A **Title** column that lists the title of the position.

- A **VIEW** button that lets you view the job posting.

- An **EDIT** button that takes you back to the **JOB POSTING** page where you can modify the job posting.

- A **POST** button that reposts the position to the various job bulletin boards and places it in the **Posted** section of the webpage.

- An **APPLICANTS** button that allows you to view the applicant who applied for this position.

The **FILLED POSTIONS** section presents the following information about jobs that have been previously listed and filled:

- A **Date** column that lists the date when the job was first posted.

- A **Title** column that lists the title of the position.

- A **VIEW** button that lets you view the job posting.

- An **ACTIVATE** button that reposts the position to the various job bulletin boards and places it in the **Posted** section of the webpage.