

Online Applications Instructions



OBJECTIVES

These instructions are geared to ensure users can:

- Apply Online

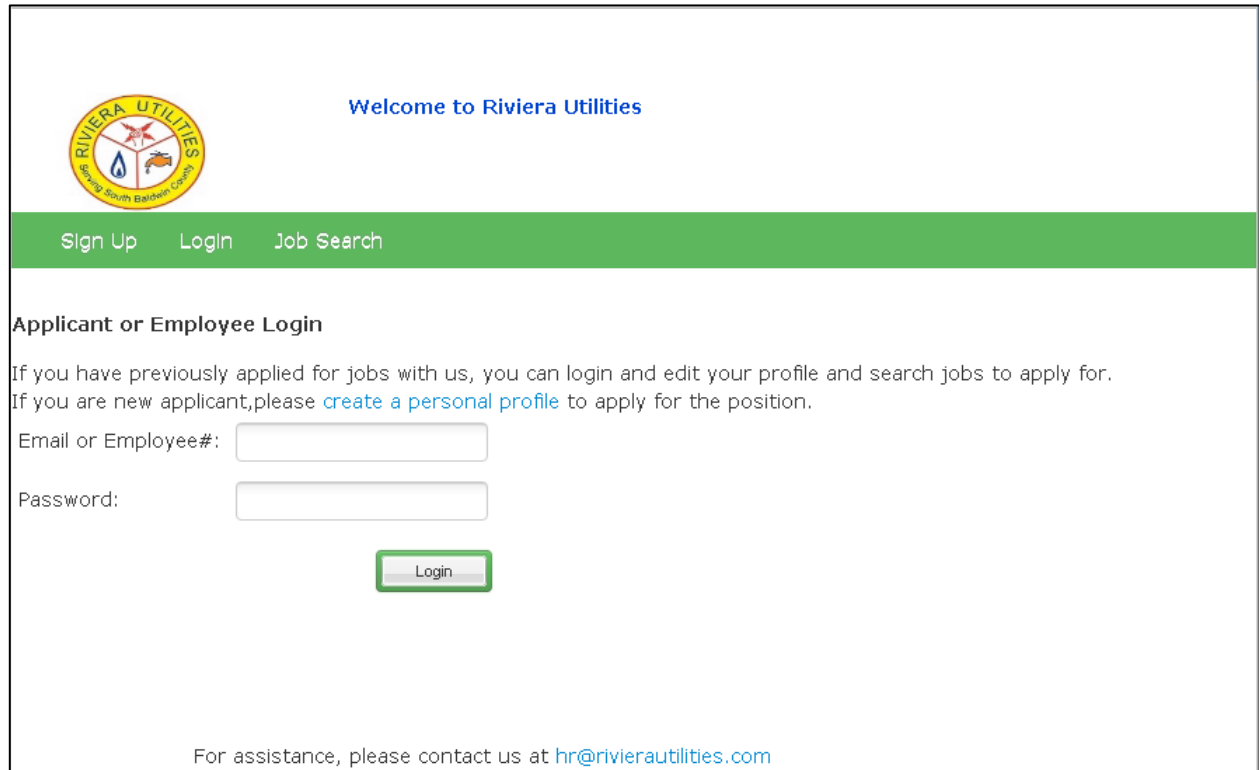
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Online Application Process

Accessing Online Applications

1. To access Online Applications, click on the following link:
<https://oap.rivierautilities.com:8096/oapn/JSP/oap/login.jsp>



The screenshot shows the login page for Riviera Utilities. At the top left is the company logo, and to its right is the text "Welcome to Riviera Utilities". Below this is a green navigation bar with "Sign Up", "Login", and "Job Search" links. The main content area is titled "Applicant or Employee Login" and contains instructions for existing users and new applicants. It features two input fields for "Email or Employee#" and "Password", followed by a "Login" button. At the bottom, there is a link for assistance: hr@rivierautilities.com.

Creating a New Personal Profile

1. To create a new personal profile, click 'Sign Up' or 'Create a Personal Profile'.
2. Fill in the following fields:
 - a. **First Name**
 - b. **Last Name**
 - c. **Email**
 - d. **Password**
 - e. **Confirm Password**

New Applicant Sign-up and Apply

To apply for a job you must login and create a personal profile. Once created you can use the same profile to apply for other positions.

First Name:

Last Name:

Email:

Password:

Confirm Password:

3. Fill in the account's personal information (Step 1 of 8) with the following fields:
 - a. **Full Name**
 - b. **Phone**
 - c. **Address**
 - d. **City/Town**
 - e. **State**
 - f. **Zip Code**
 - g. **Citizenship**
 - h. **Email**
 - i. **Password**
 - j. **Confirm Password**

This is step 1 of 8.

Personal Information

Full Name:

Phone:

Address:

City/Town:

State:

Zip Code:

Citizenship:

email:

Password:

Confirm Password:

- Fill in the account's Skills and Training information (step 2 of 8) by selecting from the EDUC and COMP radio buttons.

Prev<<<
This is step 2 of 8.
>>>Next

- 1. Personal Info
- 2. Skills
- 3. Certificates
- 4. Work History
- 5. Education History
- 6. References
- 7. Add Document
- 8. Service History

Skills and Training

EDUC

- Bachelor's Degree
- Associate's Degree
- High School Diploma or GED
- Technical School Degree
- Master's Degree
- EdD, PhD, or other advanced degree

COMP

- Microsoft Outlook
- Microsoft Suites
- Microsoft Word
- Microsoft Access or other database software
- Microsoft Powerpoint
- Microsoft Excel
- AutoCAD software or comparable

Save

- Click Save.
- Click Next to proceed to the next step.
- Click all applicable employee certificates and click Save. Click Next.

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This is step 3 of 8.
>>>Next

- 1. Personal Info
- 2. Skills
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- 6. References
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- 8. Service History

Employee Certificates

- OSHA Hazwoper Certification
- Comm Drivers License - Class B
- Master Plumber Certification
- Comm Drivers License - Class C
- Welding Certification
- Comm Drivers License - Class A
- International Society of Arboriculture (ISA)

Certification

- First Aid Certification
- First Aid/CPR Certification
- Commercial Driver License
- Automotive Service Excellence (ASE) Certification
- HVAC Certification
- Driver License - Non-CDL
- Professional Engineer (PE) Certification
- Journey Plumber Certification
- Water Distribution Certification
- Journey Gas Fitter Certification
- Line Worker Certification
- Wastewater Certification
- Master Gas Fitter Certification
- OSHA Safety Certification

Save

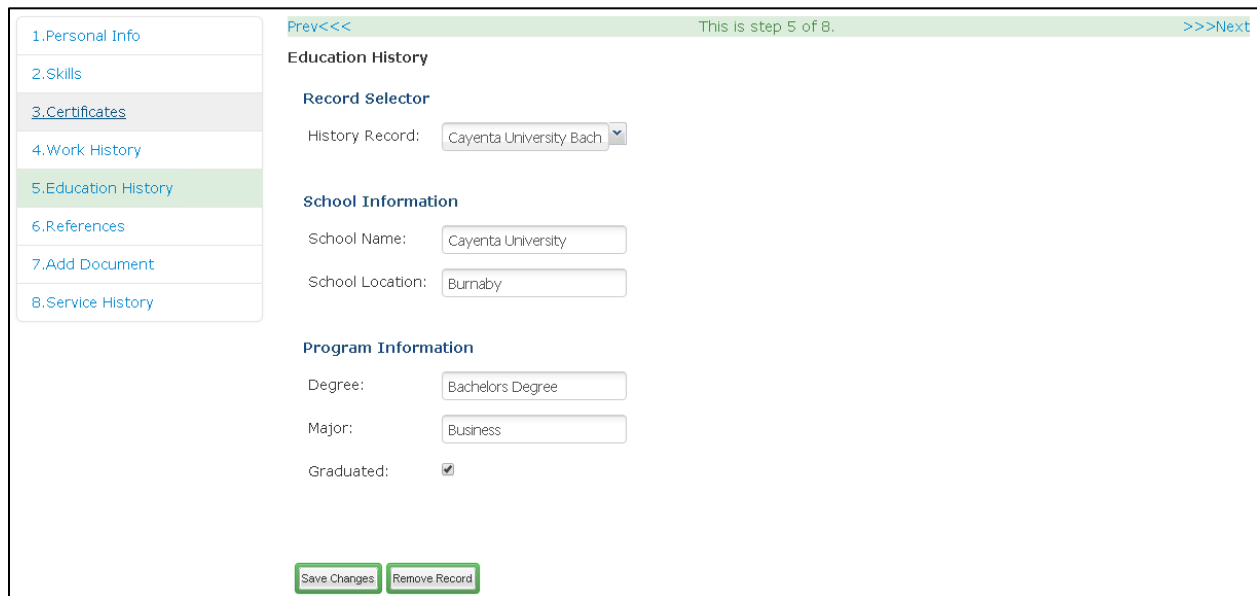
8. Fill in the Previous Employment information (Step 4 of 8) with the following fields:
 - a. Employment Record
 - b. Position Information (Company, Address, Title)
 - c. Duties (Please describe your job)
 - d. Related Experience (Please provide any related experience)
 - e. Reason for Leaving (Please provide your reason for leaving the position)
 - f. Supervisor Information (First Name, Last Name, Title, Email, Phone, Okay to Contact flag)
 - g. Length of Employment (Start Date, End Date, Start Salary, End Salary)

9. Click 'Save Changes'. personal profile



****Before adding additional employers, make sure to complete the entire personal profile through service history, once your personal profile complete, you can add additional work history, skills, & education****

10. Fill in the Education History information (Step 5 of 8) with the following fields:
 - a. Record Selector (History Record)
 - b. School Information (School Name, School Location)
 - c. Program Information (Degree, Major, Graduated flag)



1. Personal Info Prev<<< This is step 5 of 8. >>>Next

2. Skills

3. Certificates

4. Work History

5. Education History

6. References

7. Add Document

8. Service History

Education History

Record Selector

History Record: Cayenta University Bach

School Information

School Name: Cayenta University

School Location: Burnaby

Program Information

Degree: Bachelors Degree

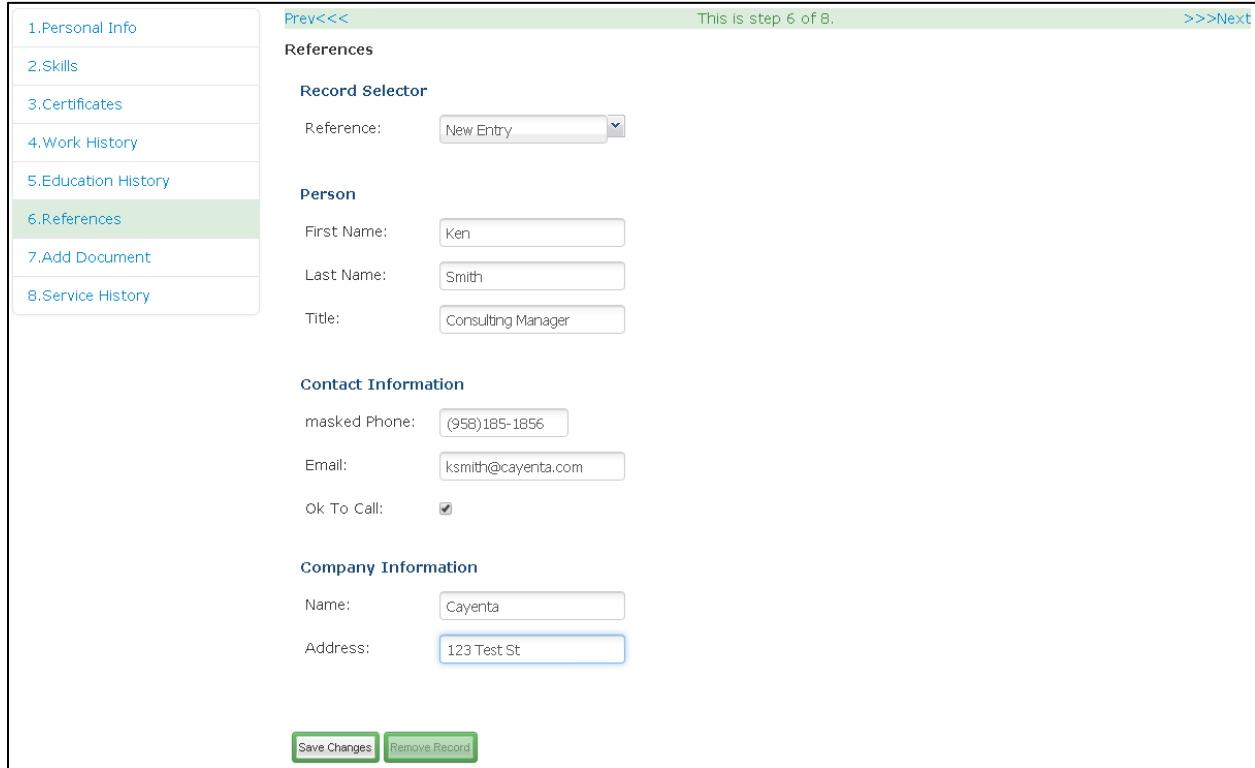
Major: Business

Graduated:

Save Changes Remove Record

11. Click Save Changes & Next.

12. Fill in the References information (Step 6 of 8) with the following fields:
- Record Selector (Reference)
 - Person (First Name, Last Name, Title)
 - Contact Information (Masked Phone, Email, Ok to Call flag)
 - Company Information (Name, Address)



Prev<<< This is step 6 of 8. >>>Next

References

Record Selector

Reference:

Person

First Name:

Last Name:

Title:

Contact Information

masked Phone:

Email:

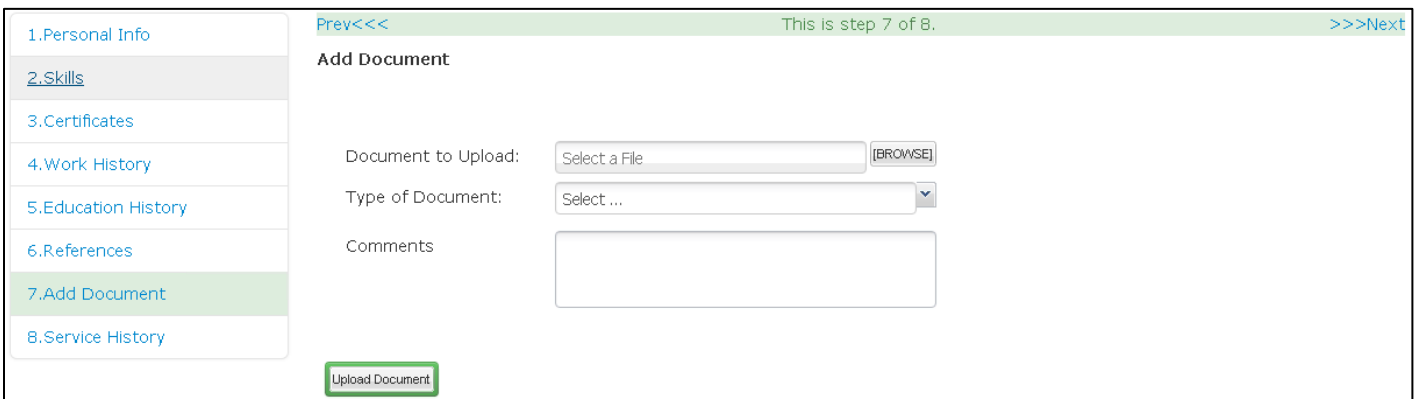
Ok To Call:

Company Information

Name:

Address:

13. Click Save Changes & Next.
14. Add a Document (e.g. Resume, Cover Letter) in Step 7 of 8. Click on Browse.
15. Select the Type of Document from the dropdown.
16. Add any applicable comments in the comments box.
17. Click Upload Document & Next.



Prev<<< This is step 7 of 8. >>>Next

Add Document

Document to Upload:

Type of Document:

Comments:

18. Fill in any military service history (Step 8 of 8) using the following fields:
 - a. Record Selector (Service Record)
 - b. Service History (Service Branch, Rank, Years of Service)

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This is step 8 of 8.
>>>Next

1. Personal Info
2. Skills
3. Certificates
4. Work History
5. Education History
6. References
7. Add Document
8. Service History

Military Service History

Enter any applicable Military History or Click Next to continue with the registration process.

Record Selector

Service Record:


Service History

Service Branch:

Rank:

Years of Service:

19. Click 'Save Changes' & Next.
20. You can now view your applicant summary:


Riviera Utilities

Cayenta Test
Person #: 89894

[My Profile](#) [Job Search](#) [Logout](#)

- Personal Info
- Skills
- Certificates
- Work History
- Education History
- References
- Add Document
- Service History

Applicant Details

Name: Cayenta Test
Address: 123 Test Street Burnaby bc 24331
Email: test@cayenta.com
Phone: (085)108-1156

Documents

Document Name	Uploaded Date	Description

Application History

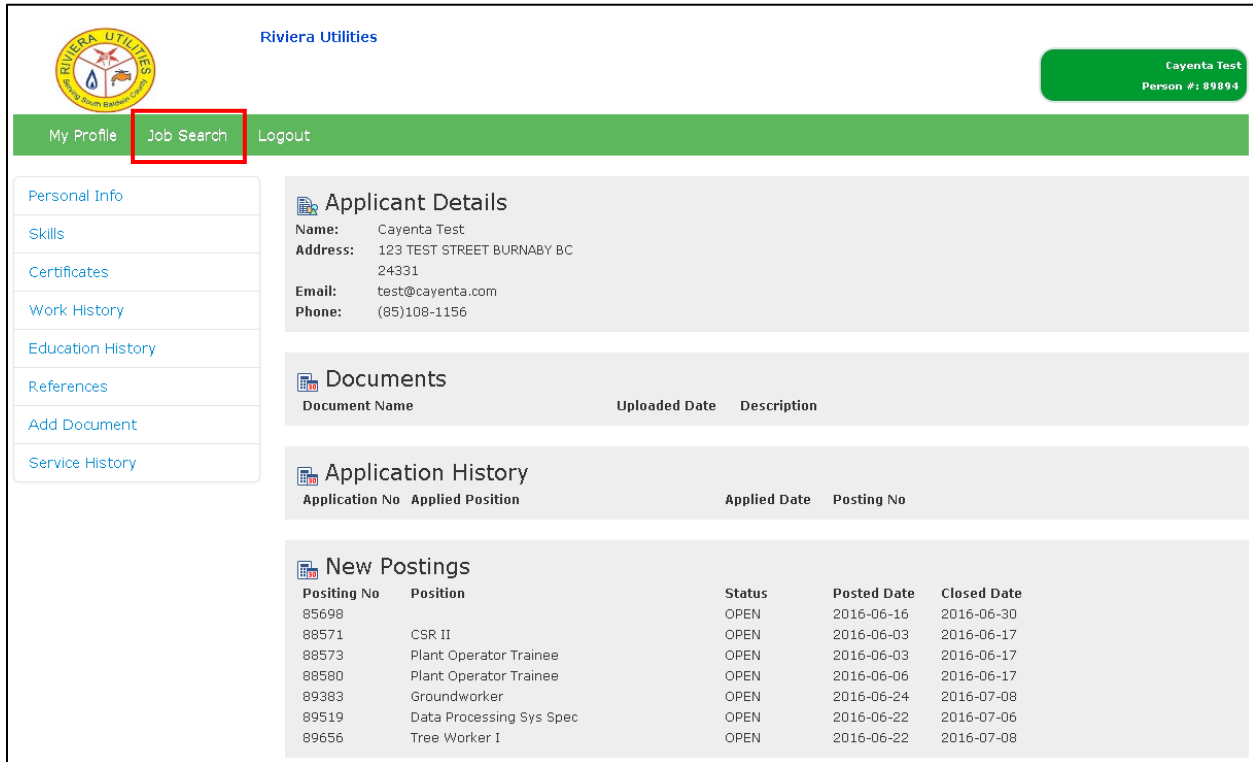
Application No	Applied Position	Applied Date	Posting No

New Postings

Positing No	Position	Status	Posted Date	Closed Date
85698		OPEN	2016-06-16	2016-06-30
88571	CSR II	OPEN	2016-06-03	2016-06-17
88573	Plant Operator Trainee	OPEN	2016-06-03	2016-06-17
88580	Plant Operator Trainee	OPEN	2016-06-06	2016-06-17
89383	Groundworker	OPEN	2016-06-24	2016-07-08
89519	Data Processing Sys Spec	OPEN	2016-06-22	2016-07-06
89656	Tree Worker I	OPEN	2016-06-22	2016-07-08

Searching for a Job

- Once an account has been created, a user can search for available jobs in the system. After logging in and the user is on the main page, click 'Job Search'.



Riviera Utilities

Cayenta Test
Person #: 89894

My Profile **Job Search** Logout

Personal Info
Skills
Certificates
Work History
Education History
References
Add Document
Service History

Applicant Details
Name: Cayenta Test
Address: 123 TEST STREET BURNABY BC 24331
Email: test@cayenta.com
Phone: (85)108-1156

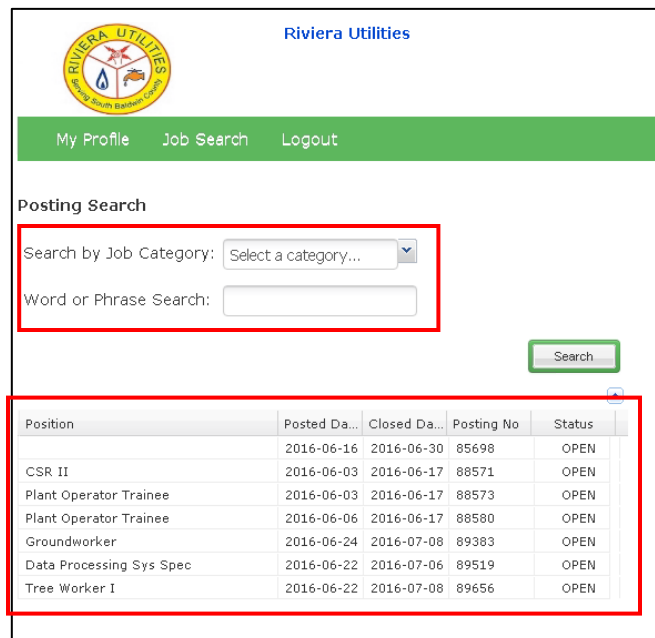
Documents
 Document Name Uploaded Date Description

Application History
 Application No Applied Position Applied Date Posting No

New Postings

Posting No	Position	Status	Posted Date	Closed Date
85698		OPEN	2016-06-16	2016-06-30
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89383	Groundworker	OPEN	2016-06-24	2016-07-08
89519	Data Processing Sys Spec	OPEN	2016-06-22	2016-07-06
89656	Tree Worker I	OPEN	2016-06-22	2016-07-08

- To search for a posting, select a 'Category' from the drop-down menu or enter a word/phrase search in the 'Word or Phrase Search' field. The user can also click on the available postings below.



Riviera Utilities

My Profile Job Search Logout

Posting Search

Search by Job Category: Select a category...
 Word or Phrase Search:

Search

Position	Posted Da...	Closed Da...	Posting No	Status
	2016-06-16	2016-06-30	85698	OPEN
CSR II	2016-06-03	2016-06-17	88571	OPEN
Plant Operator Trainee	2016-06-03	2016-06-17	88573	OPEN
Plant Operator Trainee	2016-06-06	2016-06-17	88580	OPEN
Groundworker	2016-06-24	2016-07-08	89383	OPEN
Data Processing Sys Spec	2016-06-22	2016-07-06	89519	OPEN
Tree Worker I	2016-06-22	2016-07-08	89656	OPEN

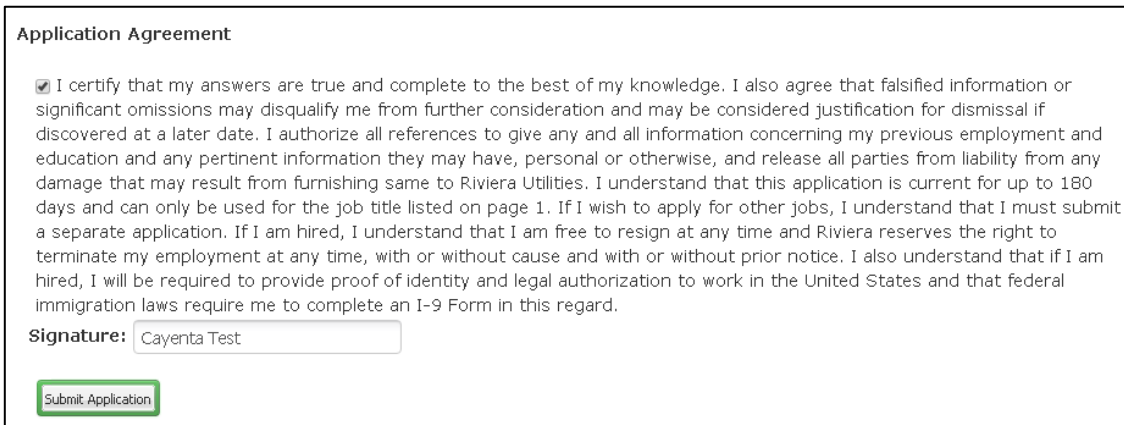
3. Execute the search by clicking 'Search' if looking for a specific job category or word/phrase.
4. If selecting an available position, double click on the desired position.
5. You have now searched for jobs via Online Applications.

Applying for a Job

1. Once a user has found their desired job, they are able to apply for it.



2. Click 'Apply for this Position'.



3. Check the agreement checkbox and fill the electronic signature box with your name.

4. Click 'Submit Application'.

Application

Application has been accepted. Thank you.

5. You will receive a confirmation that the application has been received and accepted.