

Frequently Asked Questions from Employers

Q. How much time is required for an employer account to be approved?

A. The account should normally be approved within 48 hours.

Q. Why is it necessary to logon in order to access the Job Posting System?

A. This is an important security measure to protect the data.

Q. Can an employer update the company profile after the registration is submitted and approved?

A. Yes, an employer can **update the profile** after logging on at the following page:

<http://www.successbc.ca/jobs/sslogin.php>

Q. Why an e-mail account is necessary for registration?

A. The e-mail account is a unique identification of the user and can be used as a login name. It can also be used to send login information to the user and is the most efficient way for future communication.

Q. Is there any charge for using this system?

A. There is absolutely no charge for the users.

Q. How long can an employer use the system?

A. It will be good so long as financial resource for maintenance is available. However, SUCCESS reserves the right to deactivate or delete the account if the terms of use are violated.

Q. If I forgot my password, how can I retrieve it?

A. Please click the hyperlink "**Retrieve it now!**" on the following page:

http://www.successbc.ca/jobs/ss_password.php

Fill in your e-mail address which you used for registration and click "Submit". The password will be automatically sent to your e-mail account right away.

Q. When will the job postings go online after my submission?

A. It will be online instantly after saving.

Q. How many job postings can I place on the system?

A. There is no limit for the number of job postings placed.

Q. Can I move a job posting offline once the position is filled?

A. Yes, it can be done simply by clicking the “Modify This Job” button, change the Job Status to “Offline” and then click the “Save”. Once saved, the job posting will be moved offline.

Q. Is there a way that a job posting can be reposted?

A. Just simply set a new Expiry Date on the “Modify This Job” page and save. Once saved with a new Expiry Date, the job posting will go online instantly.

Q. If I would like to post quite a number of job postings, do I need to do the data entry over and over again?

A. No, the system has been designed to minimize the data entry. You can use the “Duplicate This Job” feature and then edit on the duplicated job posting to save time. This feature is especially helpful to those companies that have multiple locations and differentiated job titles.

Q. How many job seekers are using the system?

A. As of July 15, 2009, more than 9,600 job seekers and 663 employers have registered with this system. As recorded by our log counter software, our monthly hit rate on the resource portal is over 200,000 and there are over 5,000 visitors visiting our portal each month.

Q. What is the profile of the job seekers using the system?

A. Most of the users reside in the Lower Mainland. There are some users living in other parts of the province or even out of the province or outside Canada. They speak over sixty different languages. Their professional and occupational backgrounds are quite diversified.

Q. If I need help and have some suggestions, what can I do?

A. You can contact your Account Manager by phone or by e-mail. The information about your Account Manager should be included in the greeting message. You can also send an e-mail to jobs@success.bc.ca