



Create your online profile

You must register for an online profile **before you can apply for any job postings.**

Register for an online profile

- Select **Register now.**
- Complete all required fields (marked with *).
- Read and accept the Data Privacy Statement.
- Select **Register.**

We will send you an email with a verification link to complete your registration. This link is valid for only 5 days.

IMPORTANT: Record your username and password. You will need this information to access your online profile.

[REGISTER NOW](#)

[ALREADY REGISTERED? LOG IN](#)

Upload your resumé to your online profile. It should populate the profile fields. Make sure all your education (including transcripts or certificates), work experience, skills, and qualifications are correct.

Do not attach any cover letters to your general online profile. Cover letters should be attached only when you apply for a job posting within the application wizard.

We encourage you to [self-declare within your online profile.](#)

Attach resumé or transcripts

- Log in to your profile.
- Select **Attachments**, then **Add**.
- Navigate to documents on your computer. Choose your document.
- Select **Open** and then **Save**.

Once your online profile is complete, you can:

- set up job alerts that will notify you when new job postings are listed that may interest you;
- apply for a job posting and attach a cover letter;
- monitor the status of your job applications.

Update your online profile

- Log in to your online profile.
- Select any tab to update the information. Make sure your contact information, work experience, and education are all current.
- Select **Save**.

Set job alerts

Set up customized job alerts to receive emails for newly posted jobs that may interest you.

- Log in to your online profile.
- Select the **Employment Opportunities** tab to create customized job alerts.
- Select your area of career interest from the drop-down menu or enter a few key words to describe your career interests. To add more than 1 selection, hold the **Ctrl** key (**Cmd** on a Mac) while selecting multiple areas of interest.
- Select **Save as Job Alert**.
- Select the frequency you would like to receive job alert notifications.
- Select the **Active** checkbox and then **Save**.

Apply for a job posting

Once your online profile is registered, [view our current job opportunities](#). You can apply directly through the job posting.

- Log in to your online profile.
- Select the **Employment Opportunities** tab.
- Select **Current Jobs** to search and apply for jobs.
- If a job posting interests you, select the check box to the left of the job posting title. The row will become highlighted.
- Select **Apply**. This will open the Application Wizard.
- Complete a cover letter and if prompted, the questionnaire.
- Select **Submit Application** to complete your application.

Check the status of an application

After you submit an application, you will receive a confirmation email.

To view the status of your job application(s):

- Log in to your online profile.
- Select **Employment Opportunities**.
- Select **My Applications**.

Still have questions? Contact us

- [Email](mailto:employment@hydro.mb.ca) employment@hydro.mb.ca
- Phone [204-360-7282](tel:204-360-7282) or toll-free [1-800-565-5200](tel:1-800-565-5200)
- TTY 204-360-3371