



NB POWER CAREERS

External Applicant User Guide

November 28, 2022

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External Applicant User Guide

Welcome to the NB Power external applicant user guide. This guide is intended to help walk you through the basic functions of NB Power’s careers website, ensuring all potential applicants are able to view current job openings, as well as submit their applications easily and on time.

Should you require further assistance after reading this guide, you may reach out to an NB Power recruiter directly at careers@nbpower.com.

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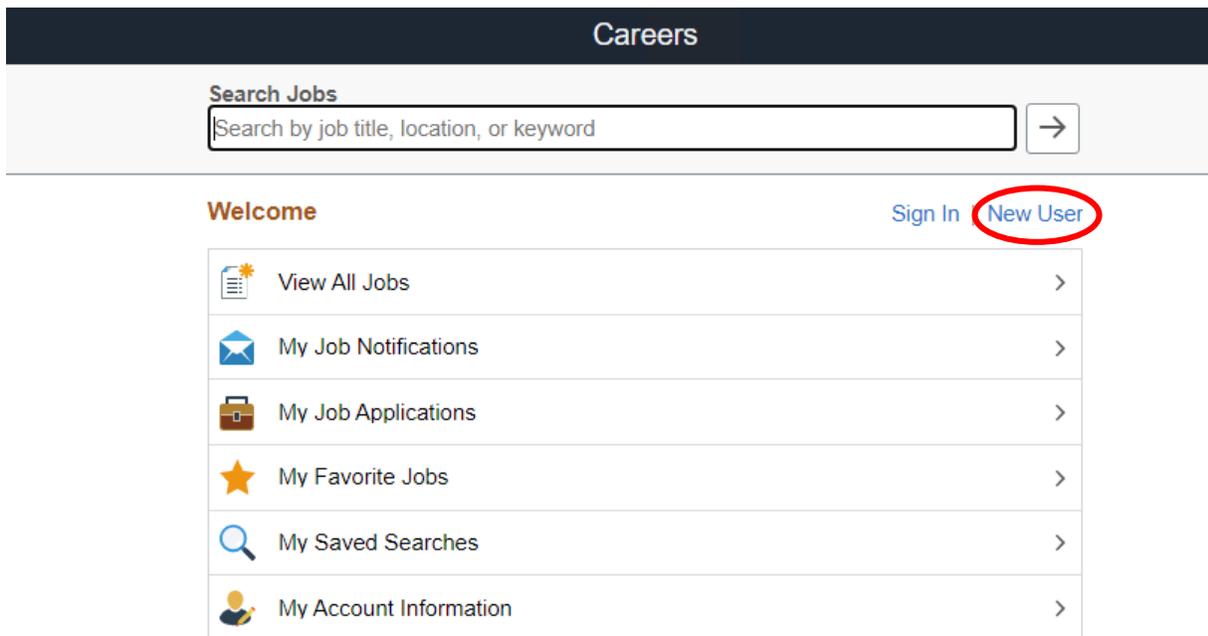
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1. Creating a new user / signing in

If this is your first time browsing job openings or applying for a job at NB Power, it is recommended you start by creating a user profile within the NB Power careers system. While you may browse job openings without creating a user profile, you will be prompted to create one before any applications can be submitted.

In addition to applying for jobs, creating a user profile will allow you to save attachments (e.g., resumes, cover letters) to your profile, keep track of previous applications, and more!

To create a profile, start by clicking **“New User”**.



The screenshot shows the top section of the NB Power Careers website. At the top, there is a dark blue header with the word "Careers" in white. Below this is a search bar with the text "Search Jobs" and a placeholder "Search by job title, location, or keyword". To the right of the search bar is a button with a right-pointing arrow. Below the search bar, the word "Welcome" is displayed in orange. To the right of "Welcome" are two links: "Sign In" and "New User". The "New User" link is circled in red. Below these links is a vertical list of menu items, each with an icon and a right-pointing arrow:

- View All Jobs
- My Job Notifications
- My Job Applications
- My Favorite Jobs
- My Saved Searches
- My Account Information

You will now be prompted to fill in some basic information. Once complete, press **“Register”**.

[← Careers](#) New User Registration

Already Registered? [Sign In Now](#) [Register](#)

Account Information

*User Name
*Password
*Confirm Password
Name Format
*First Name
*Last Name
*Email Address
*Phone

Address Information

*Country
*Address 1
Address 2
Address 3
Address 4
*City *Province
*Postal

Congratulations, you have now successfully registered! You may now browse and apply to job openings at your leisure.

2. Browsing Jobs

To view a list of NB Power’s current job openings, from the home screen press **“View All Jobs”**.

Careers

Search Jobs

Welcome [Test](#) [Sign Out](#)

- >
- >
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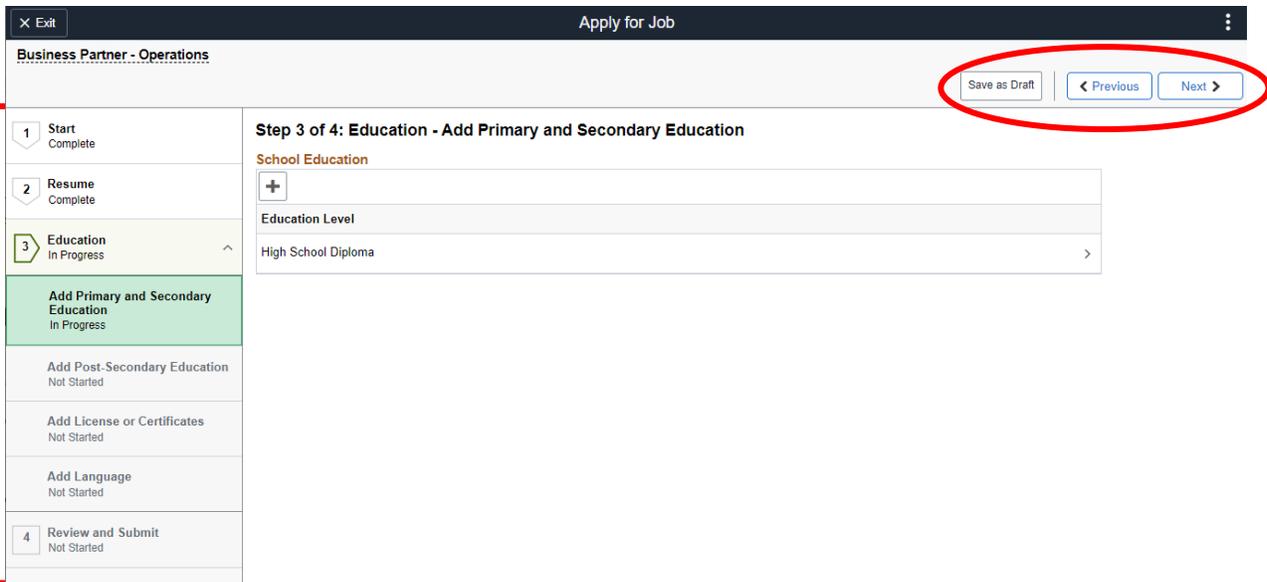
You will now see a list of current job openings, as well as some basic filters to help refine your search. To view more information about a certain job, click on the job title. As always, to return to the previous page use the button in the top right corner.

Note – you also have the option to apply without selecting a specific job. To learn more, see [Applying without selecting a job](#).

3. Applying for a job

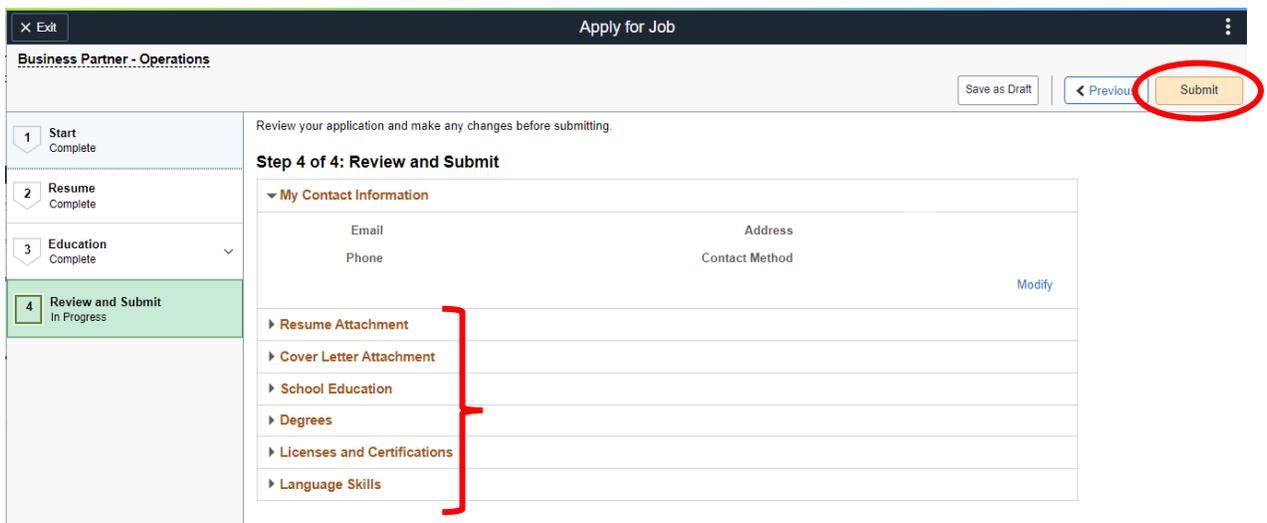
To apply for a job, from the careers page click on the job opening that you are interested in. In the top right corner press “**Apply For Job**”.

You will now be taken to the application screen, where you will be prompted to provide all information required to apply for this job opening. You can track your progress with the menu on the left, and you can navigate to the next/previous steps using the buttons on the top right.



At any time you may save your application as a draft using the “**Save as Draft**” button, or exit to the previous page using the “**Exit**” button.

Once you have completed all the required steps, you will arrive at the “Review and Submit” step. Here, you can expand a summary view of the information you have previously provided. Once satisfied, press the “**Submit**” button in the top right corner. Your application will now be submitted to the NB Power Careers & Resourcing team for consideration.



4. Applying without selecting a job

If you are interested in working at NB Power but do not wish to apply to any current openings, you may submit a general application which we may be considered for future job openings.

To do this, from our Careers page press “**Apply Without a Job**”.

The screenshot shows a 'Search Jobs' page with a sidebar on the left and a main content area on the right. The sidebar has five sections: 'Location' (Belledune Plant (1), Head Office (1)), 'Department' (Employee Services & Pgms (1), Shift Supv & Operators (1)), 'Job Family' (No Value (2)), 'Job Posted In' (2022 (2)), and 'Job Closing In' (Less than 7 days (1), Less than 30 days (2)). The main content area has a search bar with the text 'Search by job title, location, or keyword' and a search button. Below the search bar are 'Clear Search' and 'Save Search' links. A red circle highlights the 'Apply Without a Job' button with a blue information icon. Below this, it says '2 jobs found.' and lists two jobs: 'Business Partner - Operations' (Job ID 19708, Location Head Office, Department Employee Services & Pgms, Posted Date 2022/09/06, Close Date 2022/12/14) and 'Coal Hoister (Shift)' (Job ID 19672, Location Belledune Plant, Department Shift Supv & Operators, Posted Date 2022/01/05, Close Date 2022/10/31).

Here you will be taken to a guided application similar to those used in standard job openings. For instructions on how complete/submit this application, please refer to the [Applying for a job](#) section.

5. Additional Questions

Should you require further assistance after reading this guide, you may reach out to an NB Power recruiter directly at careers@nbpower.com.

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NB Power provides electricity to a growing province where we rely on the energy of our employees in order to succeed. We are committed to being a continuous learning organization by encouraging our employees' individual and leadership development.

Backed by our commitment to equal employment opportunities, safety and wellness, we offer competitive salaries, comprehensive benefit packages and development programs. As an organization that continues to grow and be successful, it is important for us to have the right people.

[Browse our current openings - if any opportunities interest you, we encourage you to apply!](#)