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Login into your profile as a Returning User. For information on how to create a new career profile, please refer to the “How to create a profile” document on the Township’s main Careers Page.

To reset your password, click [Forgot your password?](#) and enter your email. A link will be sent to you to reset your password. If you continue to have issues logging in, call the Njoyn support line 1.877.427.7717 for further assistance.

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Once you are logged in you will have the following options:

Job Opportunities

This section will show all currently available external and internal career opportunities.

Career Alert

If you are interested in career opportunities within the Township of Langley, you can sign up for Career Alerts. You will receive email notifications when postings become available in your specified search areas. Career Alert notifications will remain active for 90 days.

My Profile

The My Profile section allows you to update your personal information including, contact information, name, and resume.

There is a section at the bottom of the [My Profile > Personal Info](#) tab that discusses Email Communication Consent. The email communication will be directly related to the employment process and specific competitions that you apply for. You are able to modify your selection at any time under this tab. We encourage you to sign up for email communication and if you choose to unsubscribe please be aware that you may be contacted by another method to notify you of updates to your applications when relevant.

Email Communication Consent

Please specify your consent to receive email communications. Note that you need to save your profile to record your email notification consent choices.*

I consent to allow this organization to send emails to my email address in order to facilitate the process for employment at this organization. The sender email address will be from @cgl.com or @njoyn.com on behalf of this organization.

I wish to unsubscribe my email address from receiving all emails regarding employment at this organization.

Go to next tab



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My Jobs

See what competitions you have applied for in the last three months, when you applied, and what documents are attached to the jobs you have applied for. In this section you can verify that you have applied correctly and confirm you have attached all required documents. Ensure the check box is selected on applicable documents for each competition. Documents which do not have a check box selected are not visible to the Hiring Manager.

My Jobs

The following table displays a list of job opportunities for which you have successfully submitted your application to within the last three (3) months.

Job ID	Position	Date Applied	Attachments	Withdraw
J0921-0460	Museum Assistant - Curatorial Exhibits (21-8009)	October 22, 2021		

J0921-0460 - Museum Assistant - Curatorial Exhibits

Designate a document by using the checkbox to the left of the document designation button. You may also upload additional buttons below.

File Name	Type
<input type="checkbox"/> 2021 SMITH Firefighter Application.pdf	Firefighter Documentation
<input checked="" type="checkbox"/> 2021 SMITH2 Firefighter Application.pdf	Firefighter Documentation

My Documents

These are all the documents you have uploaded to your career profile account. In this section you will not be able to see what jobs these documents are attached to. Please note that uploading a document automatically overwrites the previously saved document with the same file name. If any document changes are made, you will need to mark the check box on the attachment(s) on a specific competition file again, under the My Jobs section.

Additionally, we recommend that you look through the entire file type drop down list to ensure you are selecting the correct category that is required for the competition. If you are unsure of the correct file type, refer back to the job posting for additional details.

My Documents

If you have not done so already, please click the **Browse** button to upload your resume. You may also include other documents to complete your career profile.

Uploading a document automatically overwrites the previously saved document with the same file name (if any).

Only documents in the following format will be accepted: .doc, .pdf, .txt, .wpd, .docx, .rtf. The system does not permit picture files such as .jpg, .png, .etc.

Local Files | Dropbox | Google Drive

Please select a file No file chosen

File type

-- please select --

File Name	Type	File Size	Last Modified	
2021 SMITH Firefighter Application.pdf	Firefighter Documentation	1524128	05/10/2021	<input type="button" value="Delete"/>
2021 SMITH2 Firefighter Application.pdf	Firefighter Documentation	108409	05/10/2021	<input type="button" value="Delete"/>



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My Interviews

If you are shortlisted for a competition you may be sent an email with a link to select your interview date and time. Login to your profile and select the My Interviews option. You will need to select the correct competition from the dropdown list. Once in the correct competition, you should see the interview details and time slots listed. Select the time slot that works best for you and save. Human Resources will follow-up with you if required. You will also have the option to decline the time slots if they do not work for you and add in additional comments.

External Portal
My Interviews

Choose your desired interview slot and press Save to continue.

Dates/times below don't work?
Choose 'decline these slots' and indicate a preferred date/time in the comment. Please note that not all requests can be accommodated.

Withdrawing from this position?
Choose 'decline these slots' and indicate reason in the comment field.

J0920-005 : Senior Administrator - Test (2525) ▾

Interview Date	Interview Time	Interview Duration (Minutes)	Location
<input type="radio"/> Decline these slots			
<input type="radio"/> 05/07/2021	08:00 PDT		Civic Facility
<input type="radio"/> 07/07/2021	09:00 PDT	60	Civic Facility
<input type="radio"/> 07/07/2021	11:00 PDT	60	Civic Facility

Comment:

Save

Onboarding (external only)

Should you be selected as the successful candidate for a competition, Human Resources will inform you that you will need to complete your Onboarding profile. Login to your career profile account and you should see a new option in the menu called **Onboarding**. This section will require you to enter in personal information that will be used to set you up in the Township of Langley systems.

Careers

- Job Opportunities
- Career Alert
- My Profile
- My Jobs
- My Documents
- My Messages
- My Interviews
- My Assessment
- Onboarding**
- Change Password

If you encounter any issues when applying to a job, contact Njoyn Support at 1-877-427-7717, Monday to Friday, 8:00am - 8:00pm EST, or email webhelp.njoyn@cgi.com.