



ABOUT JOB BANK

JOB BANK

History and Purpose

Job Bank is the Government of Canada's leading source for jobs and labour market information. It offers users free occupational and career information such as job opportunities, educational requirements, main duties, wage rates and salaries, current

employment trends, and outlooks. The Job Bank concept was created in 1918 to help returning soldiers re-integrate into civilian life

following the end of World War 1; the federal government adopted the Employment Offices Co-ordination Act. Now in 2021, Job Bank remains the leading source of jobs and labour market

information in Canada, collaborating with major job board platforms such as [Career Beacon](#), [Indeed](#), [LinkedIn](#), [Google](#), [Jobilico](#), [AgCareers](#), [Monster](#), [JobPostings](#) and others to bring in a variety of jobs from multiple occupations.

JOB BANK CAN HELP FIRST NATIONS, MÉTIS AND INUIT JOB SEEKERS FIND EMPLOYMENT OPPORTUNITIES AND SUCCEED IN THE LABOUR MARKET.

TRUSTED EMPLOYERS

To ensure the integrity of the jobs advertised on the Job Bank platform, the Job Bank team currently employs a 2-step

verification process to ensure the legitimacy and authenticity of both employers, their businesses, and the jobs they are posting.

INDIGENOUS EMPLOYMENT

Job Bank has dedicated web pages to help Indigenous people find employment opportunities and succeed in the labour market. The pages can all be accessed through the landing page: [Indigenous Employment](#).

The Indigenous pages feature information to assist both Indigenous job seekers and employers wishing to hire Indigenous peoples:

- Job seekers are provided with easy access to tools and resources directly from the website, which can be used to access Indigenous job market information; and
- Employers can advertise jobs on Job Bank and market them to Indigenous job seekers.

The following tools and resources include:

- Current and available job postings
- Career search box and XML feed.
- Labour market information about Indigenous peoples
- Reference points, employment organizations, subject matter experts, etc.



2-STEP VERIFICATION PROCESS:

1. Creating a User Account

All employers must create a user account. This provides proof that the hiring employer is in Canada.

2. Create an Employer File

The employer will provide valid payroll account number with the CRA to ensure they are registered as an employer/business in Canada. Job Bank will ask for additional documentation and proof of business as needed the complete the review and approval of Job Bank employer files.

3. (Unofficial Verification)

To ensure that the job postings advertised meet all provincial employment standards, Provincial and Territorial partners will do a review of the job posting advertised on Job Bank.

NEW JOB BANK FEATURES AND FEEDS



First Nation Community Job Bank Pages: Aboriginal Employment Services Inc. (AES) has partnered with National Job Bank during the implementation of the On-Reserve Labour Market Information (LMI) and Skills Inventory Pilot to download all job bank jobs, grouping them by area within 50 km (which is fully customizable) of each participating First Nation. **This feature is available to First Nations participating in the LMI Pilot.** This creates a local job bank within the First Nation and enables the LMI pilot groups to match available jobs by occupation to local job seekers who have completed the survey. Searches can also be done in other cities and provinces, or Canada-wide.



Job Alerts: For job seekers or employment services officers, Job Bank has a free Job Alerts service that notifies you daily when any new job posting meeting your criteria is advertised. Each email provides a list of jobs matching the job title, location or keywords you have selected, as well as suggestions of other jobs that are related to your selections. This is a fast and easy job search tool that anyone can use. All you need is an email address. You can subscribe to [Job Alerts](#) from the search screen by selecting “create an alert with this search” icon.



Job Bank Mobile application: To make it easier to access available jobs, Job Bank also has a mobile application, you can find information here for the [Job Bank mobile app](#). The Job Bank mobile application provides up-to-date information on [job opportunities](#) in your area and surrounding areas. The logo looks like this:



Job Matching: For a more advanced job searching tool, you can create Standard plus user account on Job Bank as a job seeker to take advantage of the [job matching services](#) on the job bank platform. The participants who agree to be notified, the Job Bank system sends them emails with links to jobs that match the interests that they have identified in their skills profile. This feature ensures individuals are being shown and offered positions in which they are qualified for.



Resume Builder: A good resume can open doors to opportunities for you in the job market. The [Resume Builder](#) can help you put together a professional resume with minimum time and effort.

You'll find practical tips and tricks, as well as skills and job duties that you can easily add to your resume. If you have a Job Match profile created on Job Bank, you can import information from your profile into the resume template. Job Bank has recently added a new feature to share your Job Bank resume with employers who have chosen this how to apply method on the job postings.



Job Bank's Social Media Links: Job Bank has a feature where employers that have posted on Job Bank can also post on various social media platforms in order to reach a larger audience. We realize that job seekers will use social media in addition to job boards. This feature is available for 14 different social media platforms (Twitter, Instagram, Facebook, LinkedIn etc.).



Job Bank XML Feed: The Job Bank XML feed allows an external website to build or populate their job board with Job Bank's job postings. Jobs in the XML feed are created in Job Bank by employers that have been validated using Job Bank's rigorous validation procedures. The job feed is customizable by location, industry, employment group, or other desired criteria. Visit our [Work with us](#) page for more detailed information. **Ex:**

Find a job

Search 82,867 jobs in Canada

Example: electrician in Guelph

Search



Client Assist Tool: The Client Assist tool is a pilot project to enable HR advisors to "case manage" the ability to view and assist job seekers' with their Job Bank accounts. When a job seeker has granted permission, the officer is able to access the job seeker's profile to assist with building their resume, filling in their profile and looking for jobs.



COVID-19 Telework Feature: A new 'tag' option is available on Job Bank to label if a job is remote or not, allowing more people to work remotely or from home and to know exactly which jobs are available as telework (i.e. Shopify, phone centres etc.).

Additional [new features](#) since April 2021:

- Take the [new survey about labour market information](#). Answers will help improve the [Trend analysis](#) section of Job Bank's website;
- Visit their updated page for [Indigenous job seekers](#), and the new page for [employers looking to recruit them](#);
- Find information about an employer's application for a Labour Market Impact Assessment (LMIA) on their job posting; and
- Use the new "[Temporary Foreign Workers](#)" filter when searching for jobs.