



Job Portal First Steps

wrenetwork.ca/portal

Accept your invite to the portal and make your account

Your caseworker will:

- Send you an email inviting you to your Job Portal on the Windsor Regional Employment Network website (wrenetwork.ca)

You need to:

- Check your email, and click the invite link to accept
- Make your account with your email and chosen password
- Build your profile by adding your phone number, priority population status*, and choose to receive emails about new jobs available

* Priority population status fields allow you to self-identify as a Francophone, Newcomer, Person with a Disability, Black or Racialized Person and more.

Start following occupations, sectors, and companies that interest you

Under *Following*, you can choose to follow:

- Occupations (specific job titles)
- Sectors (industries)
- Companies

What you follow will show up in your *My Jobs Feed* under *Jobs*, showing a list of customized job postings that match your interests.

Watch out for *Following* and *Skills* suggestions from your caseworker! You can choose to accept or decline their recommendations!

Complete your Skills Profile

Under *Skills*, you can choose skills to add to your profile. These skills will be used to suggest jobs that you are qualified for, may be interested in, or that your caseworker thinks match your skills. Job postings that match your skills will show in your *My Jobs Feed*, and may include a % skills match for specific job postings. Want to see those numbers go higher? Keep building your skills and add them to your *Skills Profile*.

Create or upload your resume and cover letter

If you have a resume already created, upload it to your *Files* tab in your profile. Your caseworker can also see this file that you have added.

If you need to create a resume, use the *Resume Builder*. You can input any education, work experience, skills, etc. and choose a template that you like. The resume will be saved and viewable by your caseworker. You can then create a Cover Letter to match!

Start saving jobs that you want to apply for

When you view your *My Jobs Feed* or the *Job Board*, you can view jobs that align with your interests and skills. Save job posts that you want to come back to and update your application status as you move through the process.