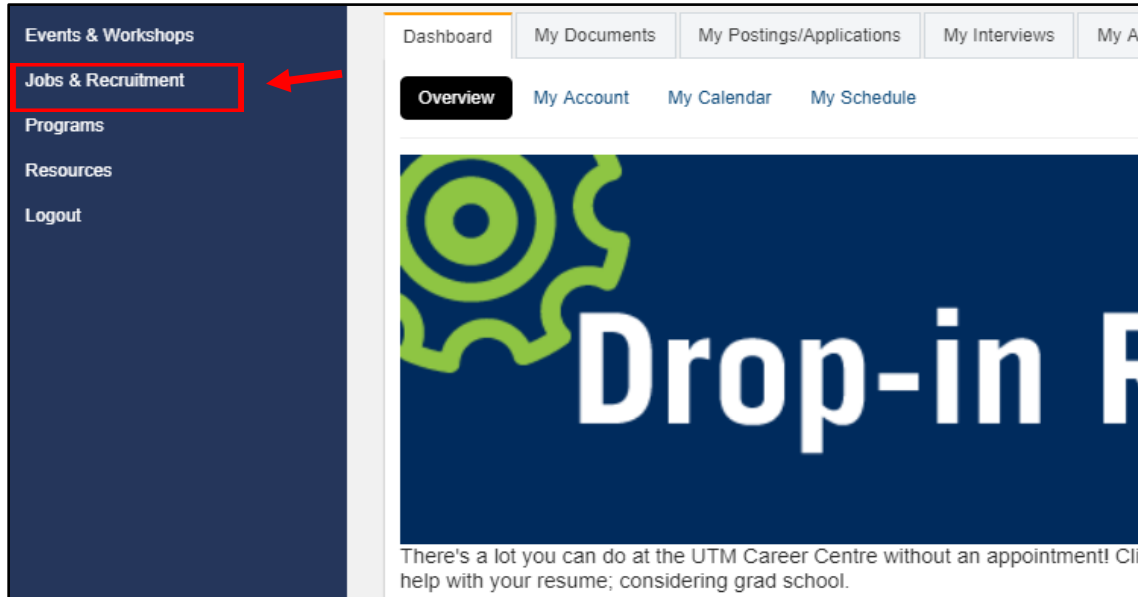


How to Navigate Organizational Profiles

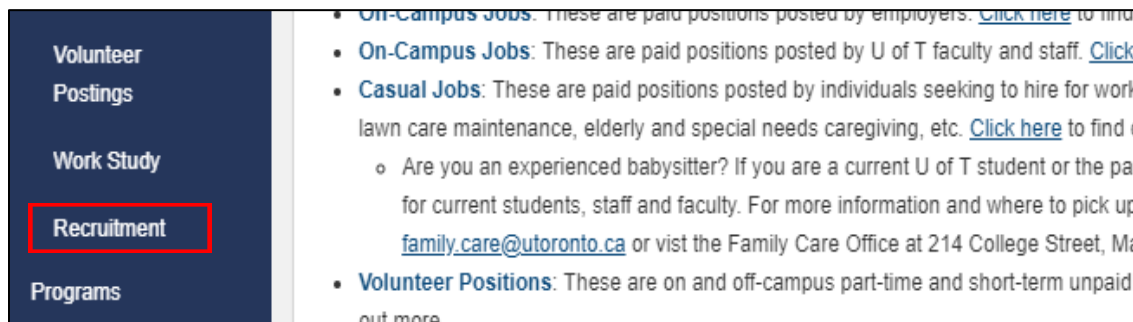
This guide is best used when viewing the CLNx on desktop

How to Filter Organizations

Step 1: On the left hand panel click on “Jobs & Recruitment”



Step 2: Under the “Jobs & Recruitment” tab select “Recruitment”



Step 3: Under the “Recruitment” tab select “Organizational Profiles”



Step 4: To the right of the left hand panel click “**Search Organization Profiles**”

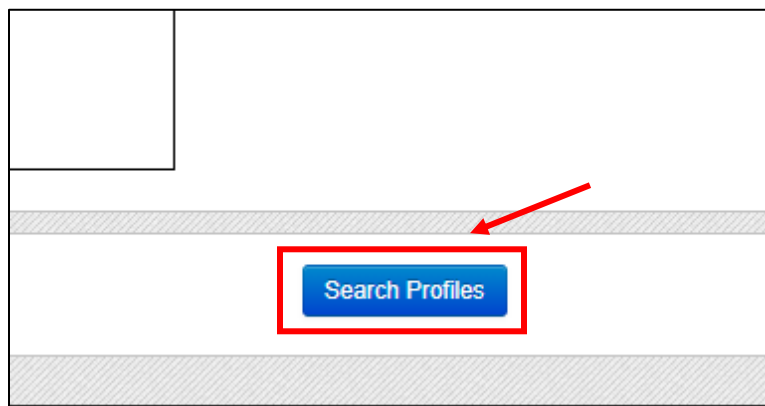


Step 5: This will take you to an **Advanced Search** to filter the organizations in 5 categories:

- 1) **Industry** (ex. Accounting Services, Government, Health Services, etc.)
- 2) **Organization Size** (ex. private individual, from small (less than 25) to Very large (500+))
- 3) **Organization funding** (ex. Government, Not for profit etc.)
- 4) **Considered a Startup** (Yes or No)
- 5) **Job Type** (ex. Full-time, Part-time, Summer etc.)

You can also filter the organizations by searching for keywords in the “**Organization Name**”.

Step 6: Scroll to the bottom of the page and select “**Search Profiles.**”



Step 7: Select your organization of interest by clicking “**View**” on the left hand side.

	Organization Name	Industry
View	Citi	Banking & Financial Services
View	Citizens for the Advancement of Community Development	Community & Social Services
View	Imagine Cities Research Centre	Scientific Research & Development
View	8 80 Cities	Community & Social Services
View	YouthfulCities	Education

How to Review Profiles

Summary

Each organizational profile consists of 3 tabs:

- 1) **Overview**- General overview of the characteristics of the organization (ex. Industry, size and funding etc.)
- 2) **Current Job* Postings** – Positions currently being advertised
- 3) **Previous Job* Postings**– Postions posted in the past that are no longer active

*The term “ **Job**” in this case refers to all paid and unpaid opportunities posted by the organization

Overview Tab

- 1) Within the Overview tab, on the top left hand corner there is a “**Follow**” button.

Citi

[← Overview](#)

[Follow](#)

Overview | [Current Job Postings](#) | [Previous Job Postings](#) | - | -

ORGANIZATION INFORMATION

Organization Name:	Citi
Industry:	Banking & Financial Services
Organization Size:	V.Large (500+)
Organization funding:	Private for Profit
Organization Description:	
Considered a Startup?:	No

- This button places the chosen organization into the section “ **Organizations YOU follow**” in the profiles overview main page
- 2) Go to the profiles overview main page by clicking the “**Overview**” button on the top right hand corner). This provides easier navigation to organizations you would like to stay updated on current opportunities
- The organizations you follow are compiled into a shorter list on the overview page

Organization Profiles

Search Organization Profiles

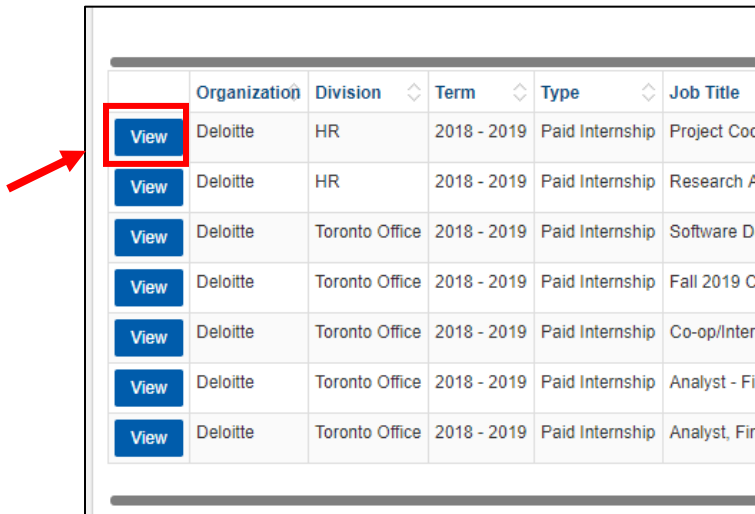
12093	Total Organization Profiles
66	Profiles Added This Month
0	Profiles Added Since Last Visit
2	Organizations YOU follow
0	Divisions YOU follow

Beneath the “**Organization Information**” heading is “**Division Profiles**” heading which categorizes the job postings under specific divisions. This feature is helpful when looking at larger organizations with various divisions.

DIVISION PROFILES	
HR	View
Head Office	View
Technology Consulting	View
Monitor Deloitte - Toronto	View

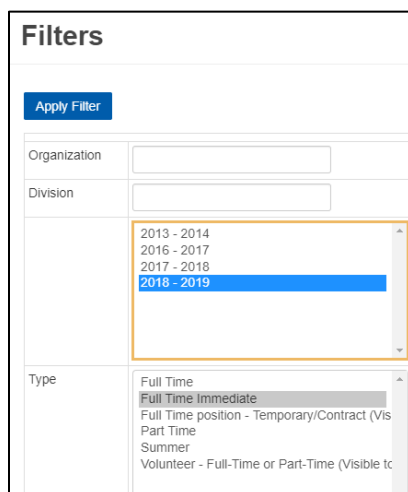
Current Job Postings Tab

In this tab, current opportunities that are available would be listed here. You can select a job posting of interest by clicking “**View**” on the left hand side which will redirect you to the job posting information page that includes a job description, job qualifications and application information.



	Organization	Division	Term	Type	Job Title
View	Deloitte	HR	2018 - 2019	Paid Internship	Project Coo
View	Deloitte	HR	2018 - 2019	Paid Internship	Research A
View	Deloitte	Toronto Office	2018 - 2019	Paid Internship	Software De
View	Deloitte	Toronto Office	2018 - 2019	Paid Internship	Fall 2019 C
View	Deloitte	Toronto Office	2018 - 2019	Paid Internship	Co-op/Intern
View	Deloitte	Toronto Office	2018 - 2019	Paid Internship	Analyst - Fin
View	Deloitte	Toronto Office	2018 - 2019	Paid Internship	Analyst, Fin

In addition, on the top right hand side there is a filter button where you can filter the current list of job postings to a target the division, term (i.e 2018-2019) and type of experience (i.e Full-time, Part-time, Summer etc.)



Filters

Apply Filter

Organization

Division

Term

- 2013 - 2014
- 2016 - 2017
- 2017 - 2018
- 2018 - 2019**

Type

- Full Time
- Full Time Immediate**
- Full Time position - Temporary/Contract (Vis
- Part Time
- Summer
- Volunteer - Full-Time or Part-Time (Visible to

Previous Job Postings Tab

In this tab, previous opportunities that are no longer active are listed here. You can select a job posting of interest by clicking “**View**” on the left hand side which will redirect you to the job posting information page that includes a job description, job qualifications and application information of the posting when it was still active.

Similar to the **Current Job Posting** tab, on the top right hand side there is a filter button where you can filter the list of job postings to target the division, term (i.e 2018-2019) and type of experience (i.e Full-time, Part-time, Summer etc.)

Learn More

Learn more about tips to make better use of this resource by viewing the “**Organizational Profiles Information sheet**”