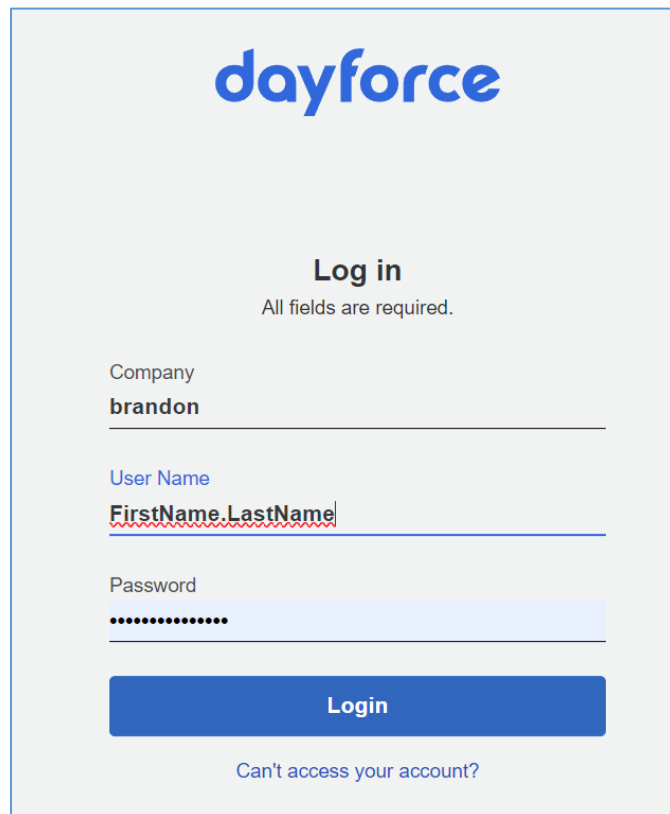


How to Apply for Jobs in Dayforce (Employees)

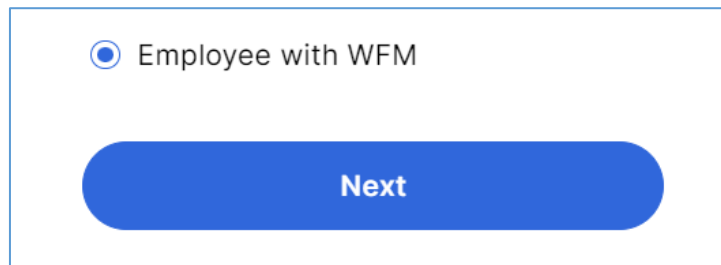
1. Go to the Employee Dayforce Log-in Page.

<https://www.dayforcehcm.com/mydayforce/login.aspx>



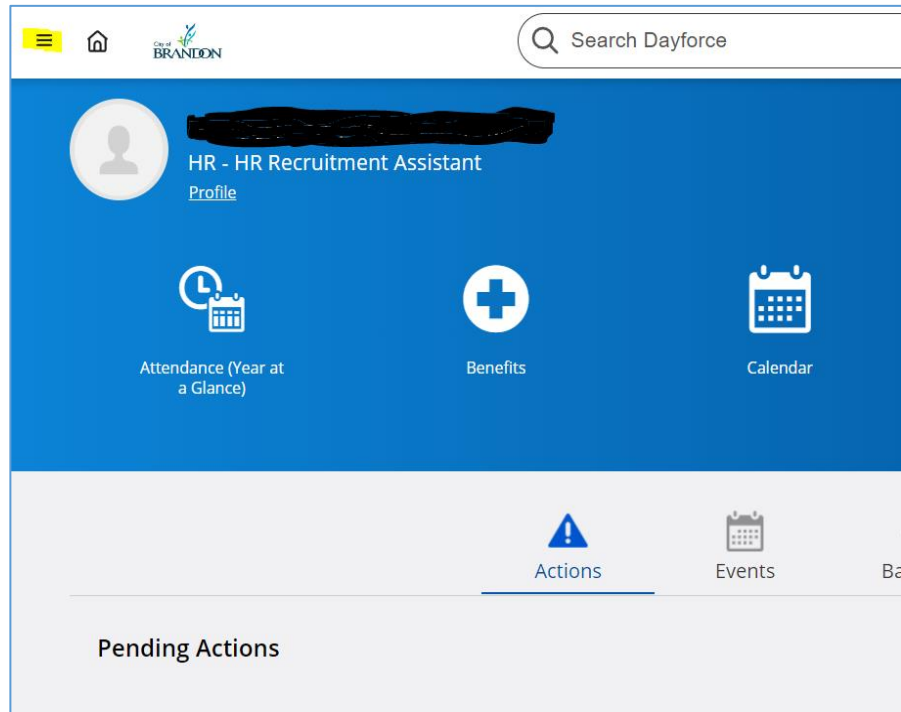
The image shows the Dayforce login page. At the top is the Dayforce logo. Below it is the heading "Log in" with the text "All fields are required." underneath. There are three input fields: "Company" with the value "brandon", "User Name" with the value "FirstName.LastName" (which has a red dashed underline), and "Password" with masked characters. Below the fields is a blue "Login" button. At the bottom, there is a link that says "Can't access your account?".

2. Select the "Employee with WFM" role. (if requested)

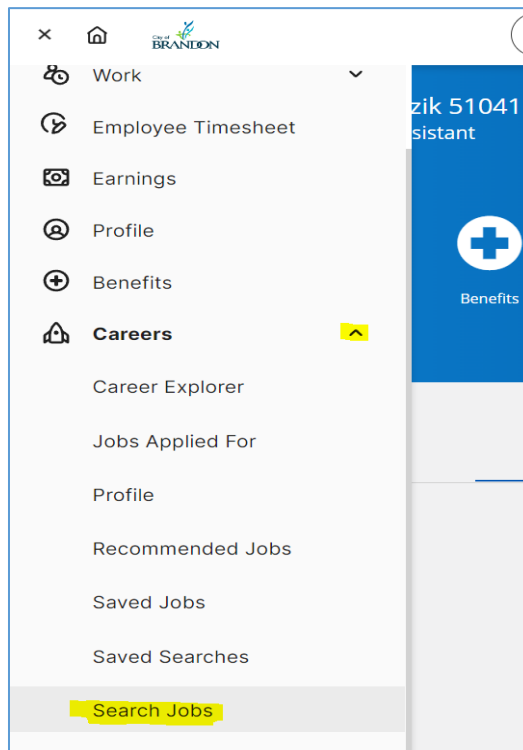


The image shows a selection screen with a radio button selected next to the text "Employee with WFM". Below this is a large blue button with the word "Next" in white.

3. Select the Menu Button  on the top left-hand corner of the page.



4. Select the down arrow on the **Careers** tab, and select **Search Jobs** at the bottom of the list.



5. Select the position you want to apply for, scroll to the bottom of the listing. Then select **Apply Now**.

• Necessary to work in all types of weather conditions (daily);
• Works in equipment at various heights (frequently);
• Works in areas of confined space, unpleasant noise levels, and adverse odours (occasionally);
• Available for overtime and call outs (occasionally);
• May be required to perform weekend and evening shifts (in accordance with the Collective Agreement);
• Responsible to the Chargehand, Greenspace Maintenance.

Please contact HR@brandon.ca for a complete job description.

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Other details

Job Family Tradesworker Pay Type Hourly

Apply Now

6. Select “**Replace Resume**”, then select “**Import Resume**”.

Review Questionnaire Submit

Review
Please review the information in your profile before submitting the application.

Replace Resume

7. Select the “plus”  buttons next to **Resume**, **Cover Letter**, or **Additional Documents** to upload the required documents.

Upload Files

Resume*   No record available

Cover Letter   No record available

Additional Documents   No record available

Cancel OK

8. Ensure to fill out any fields marked with a red Asterix (*). Once complete select next.

9. Fill out the hiring questionnaire, once complete select next.

The screenshot shows a progress bar at the top with three stages: 'Review' (marked with a green checkmark), 'Questionnaire' (marked with a green circle), and 'Submit' (marked with a grey circle). The main content area is titled 'Questionnaire - Additional Questions COB' and contains four questions:

1. Are you legally authorized to work in Canada?
☐ Yes
☐ No
2. What are your preferred pronouns?
3. Preferred Language
4. Previously employed by City of Brandon?
☐ Yes
☐ No

Below the questions is a disclaimer: "The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation."

At the bottom are three buttons: 'Cancel', 'Previous', and 'Next'.

10. Review the candidate acknowledgement, and select the check box to agree with the terms, then click submit.

The screenshot shows a progress bar at the top with three stages: 'Review' (marked with a green checkmark), 'Questionnaire' (marked with a green checkmark), and 'Submit' (marked with a green circle). The main content area is titled 'Submit Application' and contains the following text:

Please review the Candidate Acknowledgment statement below and confirm your acceptance using the displayed checkbox. When you're done, click the Submit button to complete your application.

Candidate Acknowledgement

To the best of my knowledge, the information included in my resume, cover letter and application is complete and accurate to the best of my knowledge and I understand that any misrepresentation or omission herein may result in the cancellation of this application.

☒ I Agree to the Candidate Acknowledgement

Below this is the same disclaimer as in the previous form: "The City of Brandon is committed to an inclusive, barrier free environment and will accommodate the needs of applicants under the Accessibility for Manitobans Act (AMA) throughout all stages of the recruitment and selection process. We thank all applicants for their interest; only those advancing in the competition will be contacted. If contacted to participate in the process, please advise if you require an accommodation."

At the bottom are three buttons: 'Cancel', 'Previous', and 'Submit' (highlighted with a yellow box).