



New Employer Accounts

You can register a new “Employer Account” by clicking on our “Employers” tab from the homepage at www.futurepaths.ca.



On the “Employers” page you will find three boxes for the Employer Registry, Account Login, and Account Signup. Signing up for an account allows employers to post a corporate profile into our registry.



1) The “Sign Up” link gives you a long form to fill in, with many sections. The first section you will see is titled “Account Details”.

1. Account Details

a Primary Email: Account e-mails will be sent to this address.

Password:

Verify Password: **b**

c Please enter a valid email address.

Please enter an email address. Please enter a general email address (**a**) that will be displayed as the contact information for your company in the “Employer Registry”. Having a general email here also allows for easier password retrieval in the situation of a forgotten password. Next you will enter a chosen password, and then enter the same password in the next field for verification (**b**). During your account sign up warning messages will show up on the right hand side anytime that a field is required, or has been filled in incorrectly (**c**).

2) The second section includes your “Company Information” and looks like this:

2. Company Information

Company Name: SIEC

Address: 602 Lenore Drive

City: []

Province: Saskatchewan

Postal Code: S7K 6A6

Phone: 1- [] - 683-7774 (xxx-xxxx) ext. []

Fax: 1-306-657-3999

Website: www.saskatooniec.ca

Contact Name: Janet Uchacz-Hart

Position: Executive Director

Phone: 1-306-[]-683 (xxx-xxxx) ext. []

Email: []

This field is required.

This field is required.

This field is required.

This information is important for two specific reasons. All the information in the first section (a) represents what the public will see in the FuturePaths.ca “Employer Registry”. Therefore information here should be general and unlikely to change often. Keeping this up to date will best represent your company image to the public.

The second section (b) is information for use by the SIEC specifically. This helps us to keep up to date records of our participants for contact purposes. Since this contact information may change as human resources evolve, it is important to keep this information current. Having said this, it is important as a company to keep the information about this account, username, and password in more than one individual in the case of employee turnaround.

Again, any warning messages will show up on the right hand side for a field that is required or has been filled in incorrectly (c).

3) The next sign up section is a long one that says “Company Profile”. At the top of this “Edit Profile” list you will see:

3. Company Profile

Description of company: Please enter a short description (maximum 700 characters) about what your company does in "youth friendly" language.

Description of company: The Saskatoon Industry-Education Council (SIEC) is a partnership between three local school divisions and regional business/industry. A board of directors representing industry, education, and business organizations governs the SIEC. Our vision is to create a community of shared responsibility, preparing youth for quality careers. Industry and Education collaborate and focus resources supporting youth to make educated career-life decisions.

Path: p + span-span

*NOTE: This may be similar to your company profile found on your organizations website.

Number of Employees: 3

Industries: Educational Services

The “Description of company” field (a) is a good place to put your established mission statement. We are encouraging our employers to keep in mind that a large portion of the audience for the www.futurepaths.ca website are youth and students. Rewording your mission statement in “youth friendly” language may be in your interest to best communicate clearly to a younger audience.

You are able to associate your company with 1 or 2 applicable “Industries”. These industries are predetermined and available by selecting them from the drop down lists on each of the “Industries” spaces (b).

3.1) Beneath the “Industries” boxes you have the option to profile your company geographically.

Customer Base Local Provincial National International

Select the region(s) by clicking on the map or the checkbox/name:

- 1. Ile-A-La-Crosse
- 2. La Ronge
- 3. Meadow Lake
- 4. Prince Albert
- 5. Nipawin
- 6. Melfort
- 7. Lloydminster
- 8. North Battleford
- 9. Kindersley
- 10. Saskatoon
- 11. Humboldt
- 12. Wynyard
- 13. Yorkton
- 14. Swift Current
- 15. Moose Jaw
- 16. Regina
- 17. Fort Qu'Appelle
- 18. Weyburn
- 19. Estevan

Map provided by SaskJobs.ca

Logo: You'll be able to upload your company's logo after registering and logging in.

A company is able to indicate their “Customer Base”. Choose as many selections from these checkboxes (a) according to the varying scope of your business.

Secondly, you can indicate within Saskatchewan which regions your business may be based. Multiple selections are again welcome here. You can click on the visual map (b) or the checkboxes beside the region name (c) to make your selection. This is some new information for futurepaths.ca, and will help employers to be able to deliver the SIEC’s programming to their potential employees province wide.

If you have made changes to any of the above listed parameters, you will need to click the “Submit Changes” button (d) once to save your new information. If the save has been successful, the page will refresh and in the upper left corner you will see:

Success: Your information was saved successfully.

4) The next section of the employer sign up is titled “Careers in Your Company”. This is the area to keep all your career information up to date. You are able to see your current associated careers, as well as search for new ones to add.

4. Careers in Your Company

Please indicate ALL the careers within your company. This provides the user with a better understanding of the careers within your organization. If your company falls into one of the sectors below, click the icon to display that sector's career options. Once you have completed a labour market you can select careers from other labour markets as well by clicking on the icons below. If your business is not represented by the icons below please skip to "Search by Title or NOC code" option below.

a

Construction

Manufacturing

Mining

Health Care

Construction
Please view the complete labour market career listing or select an education level for a refined listing. These listings will open in a separate window. From the opened window click on all the applicable careers found in your company to automatically add them to the list generated below.

Complete Alphabetical Listing

- Grade 10: Floor Covering Installers, Light Duty Cleaners
- Grade 12: Material Handlers, Shippers & Receivers
- 1 year post-secondary: Bookkeepers, Truck Drivers, General Office Clerk
- 2 year post-secondary: Drafting Technologists and Technicians
- Journey person: Glaziers, Plumbers, Roofers and Shinglers, Crane Operators, Industrial Electricians
- Bachelors: Civil Engineers, Financial Auditors and Accountants

b

Click the icons (a) to reveal listing options of all careers in a sector by alphabet and educational requirement. Clicking these links (b) will launch a pop up window with a listing of the defined jobs and the government assigned NOC (National Occupation Code) associated with each job. (see next page for pop up window graphic)

The pop up window (a) lets you click on individual job titles to automatically add them to your compiled list found under “The current careers chosen are below:” (c).

4 Careers in Your Company

Construction
Complete Listing A-Z

Click on any of the careers to add it to the list.

- 1431 - Accounting and related clerks
- 1441 - Administrative clerks
- 1221 - Administrative officers
- 7321 - Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairs (JP)
- 7262 - Boilermakers (JP)
- 1231 - Bookkeepers
- 7281 - Bricklayers (JP)
- 7272 - Cabinetmakers (JP)
- 7271 - Carpenters (JP)
- 2231 - Civil Engineering Technologists and Technicians
- 2131 - Civil Engineers
- 7262 - Concrete finishers (JP)
- 2234 - Construction Estimators
- 7311 - Construction Millwrights and Industrial Mechanics (Except Textile) (JP)
- 7611 - Construction Trades Helpers and Labourers
- 2264 - Construction Inspectors (JP)
- 0711 - Construction managers 2 Yrs P/S
- 7215 - Contractors and Supervisors, Carpentry Trades (JP)

Construction, Manufacturing, Mining, Health Care

Search by Title or NOC code:

The current careers chosen are below:

- 1441 - Administrative clerks
- 7321 - Automotive Service Technicians, Truck and Bus Mechanics and Mechanical Repairs
- 1231 - Bookkeepers

If you do not find the career you are looking for or your business careers are not represented through the icon lists, you can alternately add careers to your list by typing either the name or NOC into the search bar (b). The search bar will auto fill based on your entry. If at any time you see your desired career in a drop down list below the search bar (b), you can click on it and it will be added to your existing entries (c).

If you have career entries in your list (c) that no longer apply to your business and need to be removed, click the “Delete” button located after the job title.

5) The next tab “Learning Opportunities” holds all the information indicating how you would like your company involved with the programming offered through futurepaths.ca .

5. Learning Opportunities

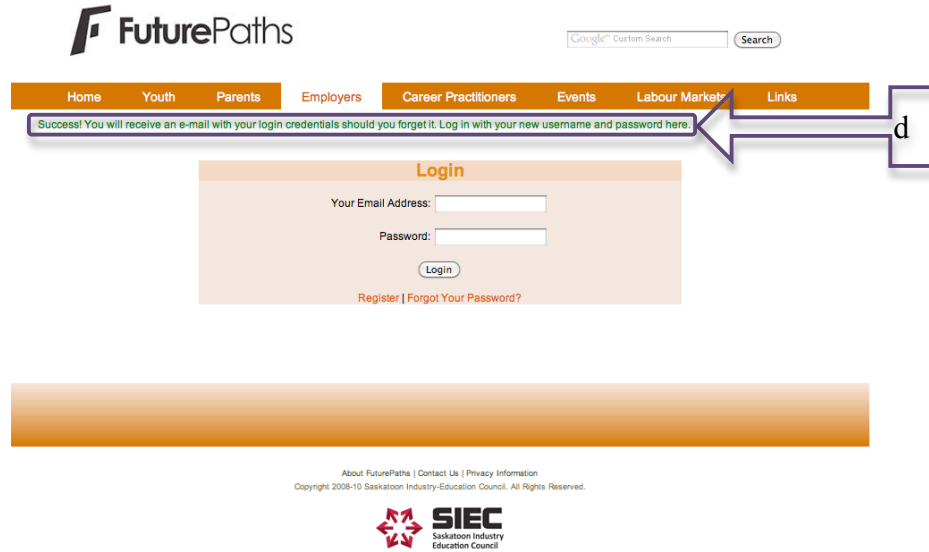
There are a number of ways your company can provide valuable learning opportunities to youth. Please review the options below and indicate whether or not you would like to provide that particular type of learning opportunity. A coordinator will be in contact with you prior to organizing any type of learning opportunity. No learning opportunity will be offered unless the employer agrees that the date and time is accommodating for their company. Also note that these opportunities can be changed at any time.

- Classroom Presentations:**
 - Going to classrooms to present information to youth about your industry and careers found in your company.
- Company Facility tours:**
 - Providing tours to youth, parents educators and career counsellors to discuss your company and career opportunities.
- Participation at Career Information Sessions / Job Fairs:**
 - Providing presentations and/or displays to talk about your company and career opportunities.
- Job Shadowing:**
 - Allowing youth to spend a day with your employees to learn about what they do in their career.
- Interviews:**
 - Provide an employee to give information to a student or teacher on a particular career through the following methods: email, phone or in person.
- Career/Work Education Placement:**
 - Opportunities for youth to do work terms while in high school. This is a non-paid position.
- Part-Time Employment:**
 - Opportunities for youth to work part-time after school hours/weekends. This is a paid position.
- Summer Youth Internship Program:**
 - Opportunities for youth to work in the SIEC Internship Program for a six week period. Starting July 1, 2009. This is a paid position.
- Research/Project Work:**
 - An opportunity for a student to participate in a particular area of interest or research for a stated period of time.
- Mentorship:**
 - Provide an opportunity for a student to be paired with an expert in a particular field of study or career.
- Educator/Career Practitioner Professional Development:**
 - To provide an opportunity for educators/career practitioner to develop an understanding of the skills and knowledge needed field of study of career.

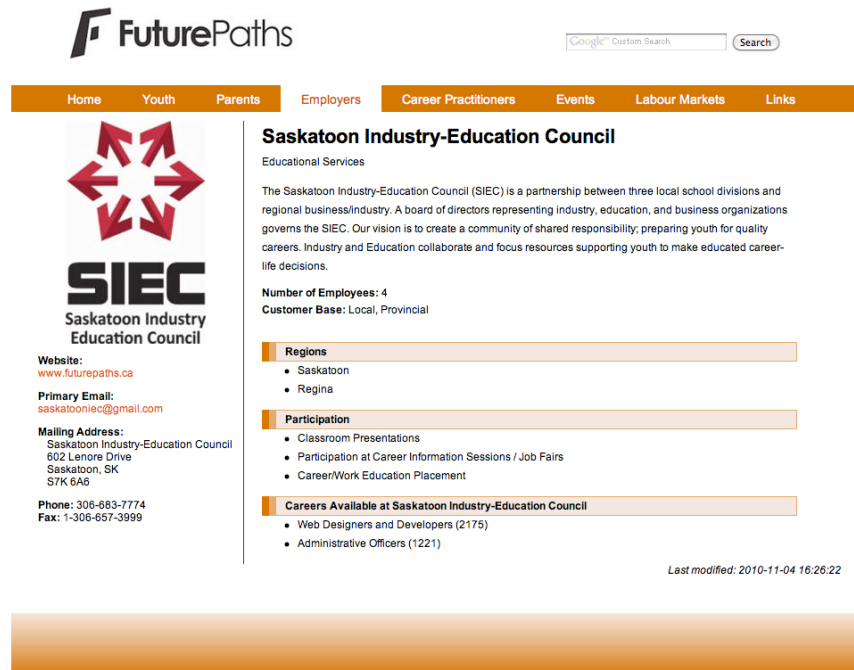
Other:

Please review your information, then click on the button only once below to finalize the registration.

Use the checkboxes beside each of the futurepaths.ca activities (a) for which your company would like to participate. Conversely, you can also uncheck them from this list by clicking on the box again. If you have other activities to offer that are not represented in this list, please enter them in the field beside “Other” (b). Once your “Learning Opportunities” list is complete, double check all of your sign up information. When you have all fields completed click the “Register” button (c), the page will refresh and you will see this page and this statement (d):



Your registration will be sent to the Saskatoon Industry-Education Council for approval. Upon approval your company will appear in our “Employer Registry” as a listing that looks like this:



Please refer to our other help documents for information on modifying your corporate account as well as navigating the Employer Registry links under the “Employers” tab at www.futurepaths.ca .