Creating a Candidate Profile

People, Safety & Culture

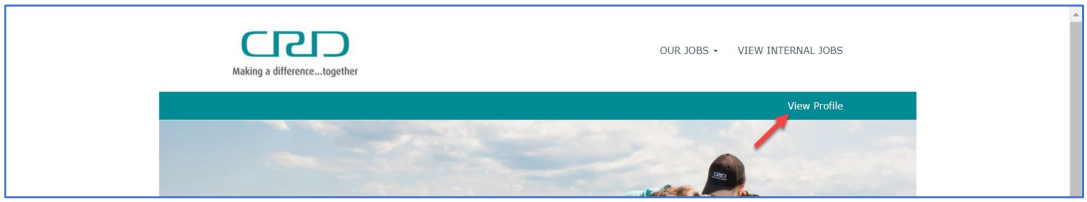
Capital Regional District | April 2026

Before you can apply for a position as an external candidate, you need to create a profile.

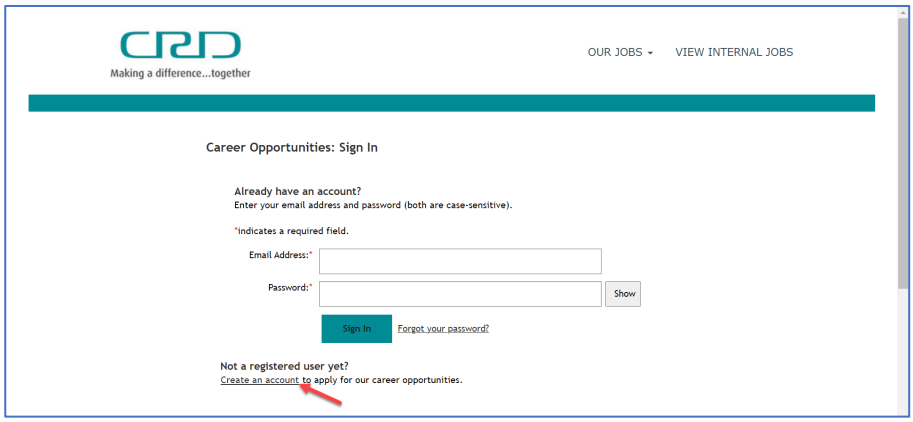
The candidate profile is part of any job applications you make and contains information such as formal education and language skills. Follow the steps below to create your profile.

Steps

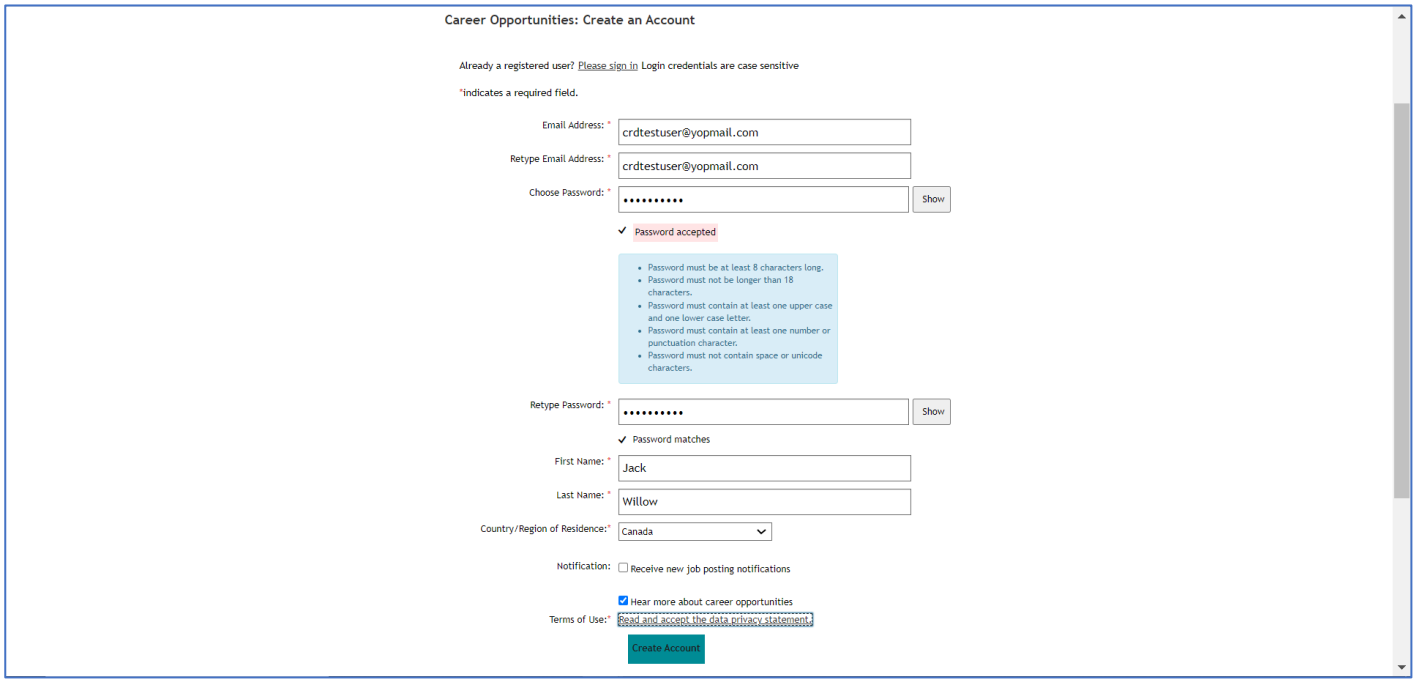
1. Access the CRD Jobs website.
2. Click "**View Profile**".



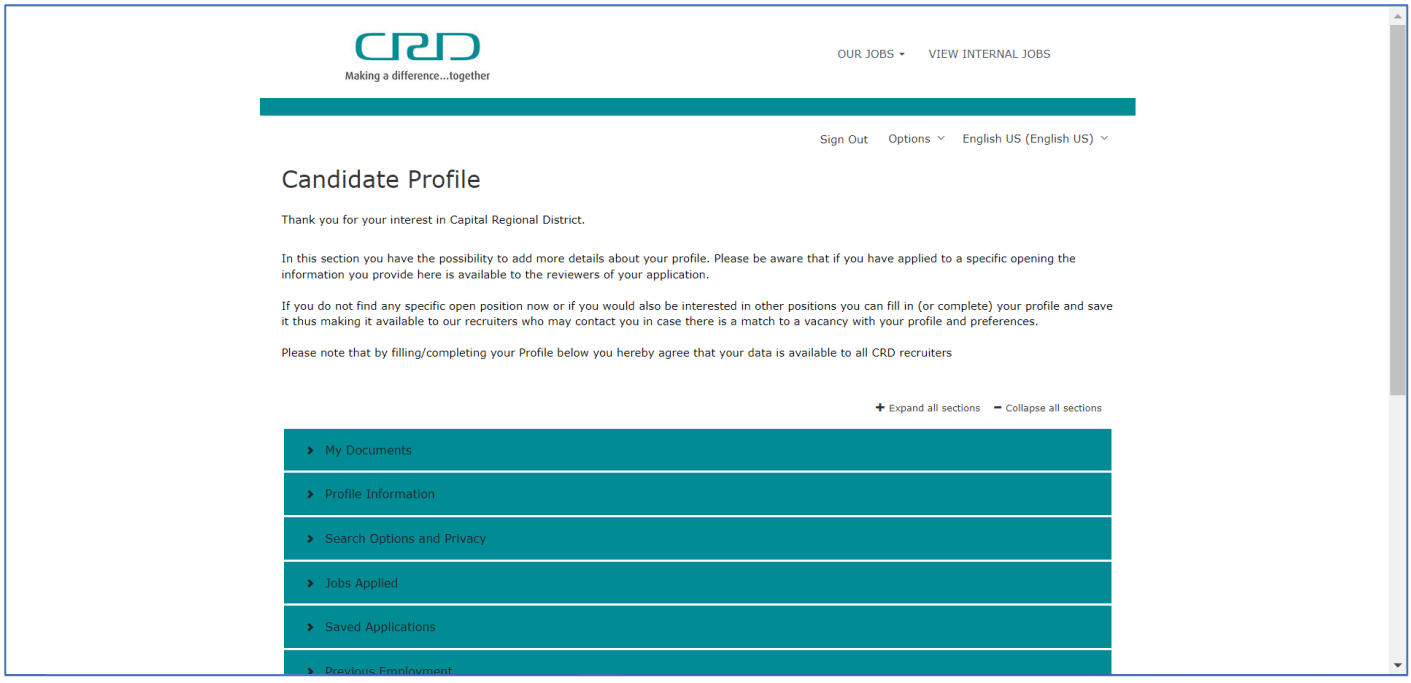
Then, click the "**Create an account**" link and fill in the mandatory fields to create your profile.



You will need to provide an email address, first and last name and country of residence, as well as agree to a data privacy statement.

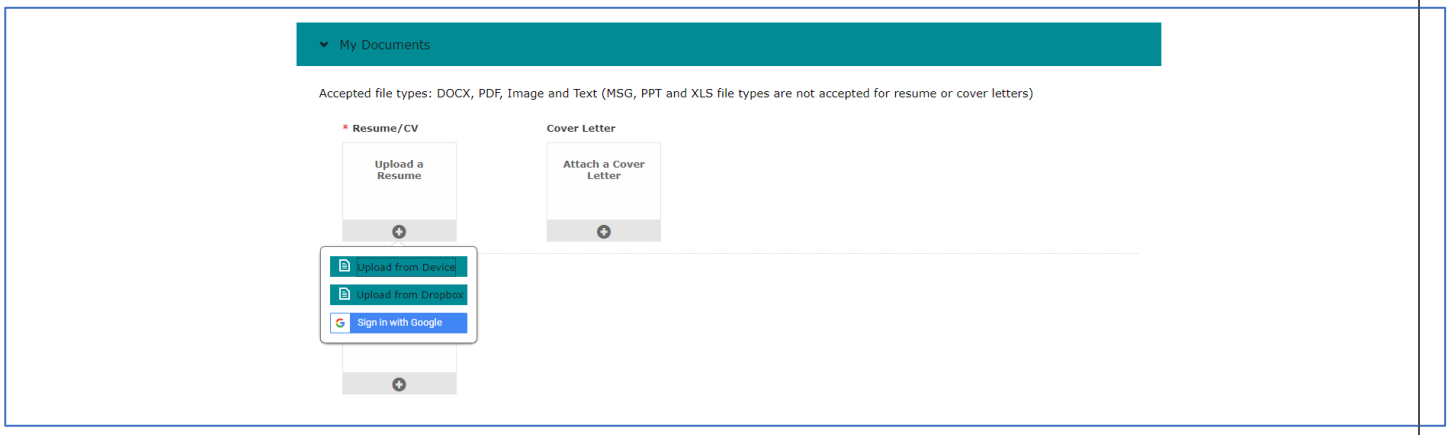


Once you have logged in or created an account, review and update your Candidate Profile. Sections include My Documents, Profile Information, Search Options and Privacy, Jobs Applied, Saved Applications, Previous Employment, Formal Education, Professional Membership, Language Skills, and Geographic Mobility.

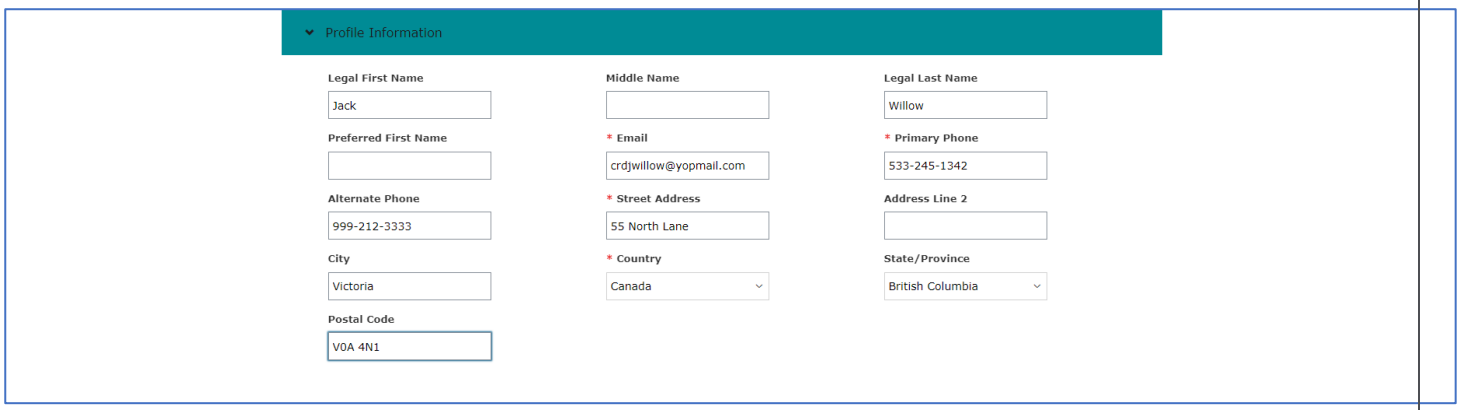


3. Complete **My Documents** by uploading a resume to your Candidate Profile. Click the Upload a Resume button to select a file from your device or drag and drop the file(s).

Note: The accepted file types are: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letters)



4. Fill out the required **Profile Information**, including email address, phone number, and address.



5. **Search Options and Privacy** allows you to opt in or out of hearing about more career opportunities with the CRD. You can also view the Data Privacy Statement.



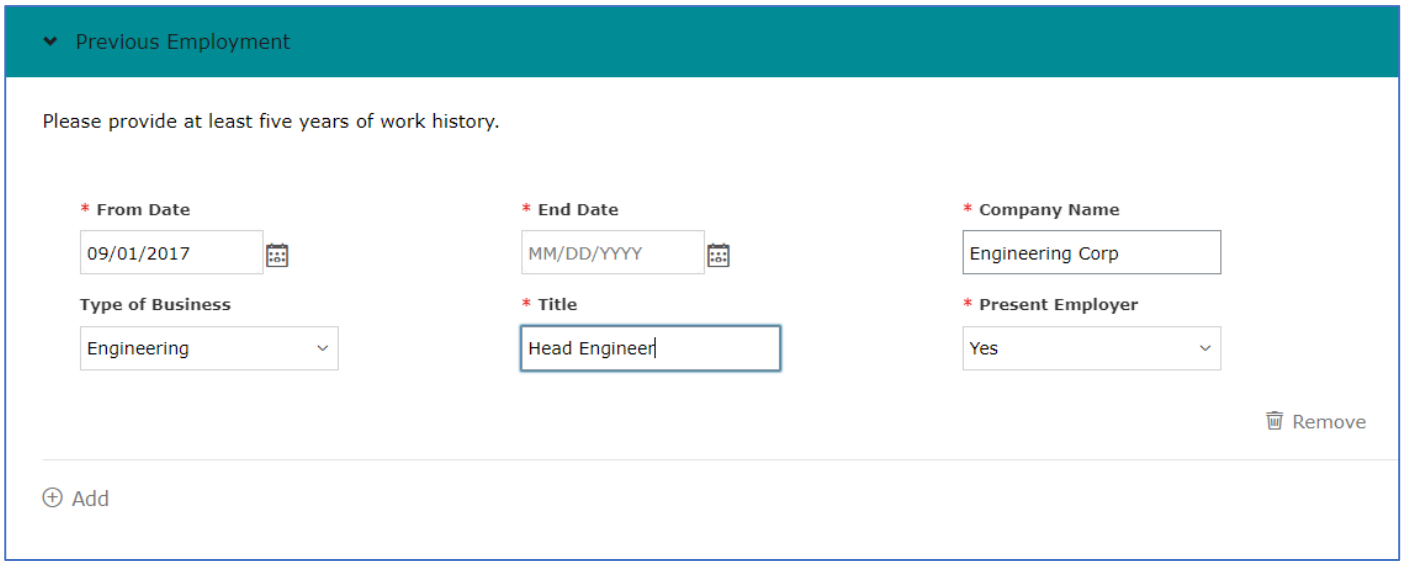
6. The **Jobs Applied** section displays postings you have previously applied to, as well as their status. On a new profile, this section will be blank.



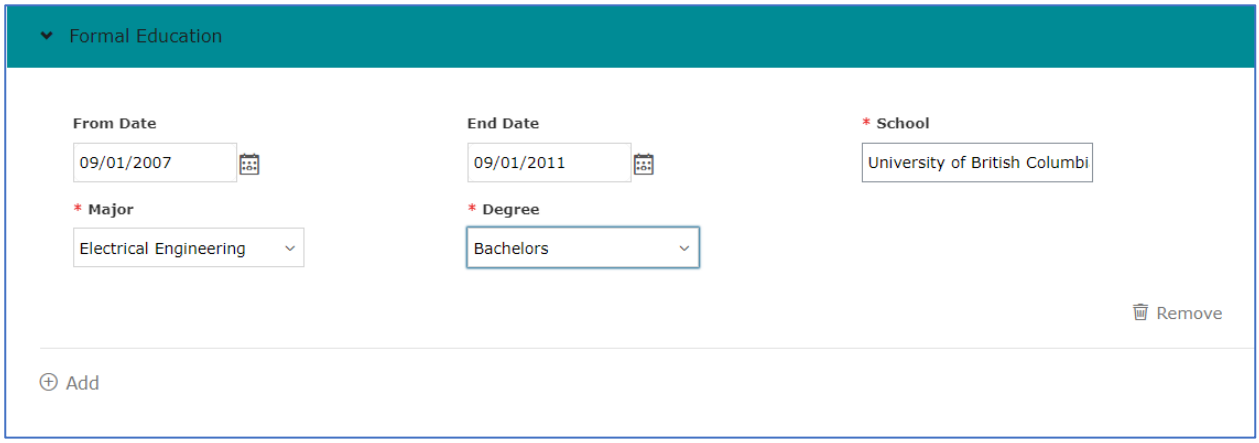
7. The **Saved Applications** section shows any in-progress postings you have saved, but not yet applied to.



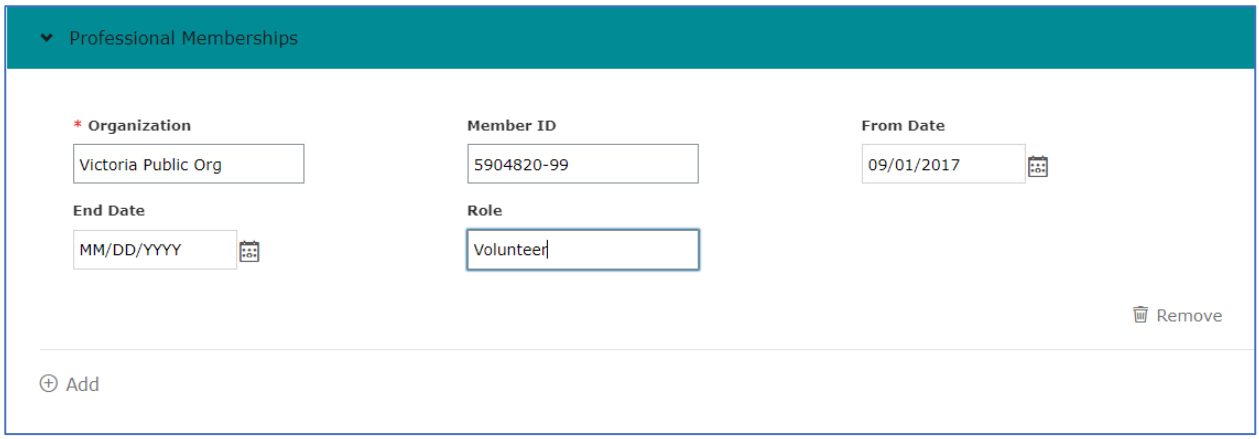
8. In the **Previous Employment** section, you can fill out information about previous work history. This is not required to create a profile.



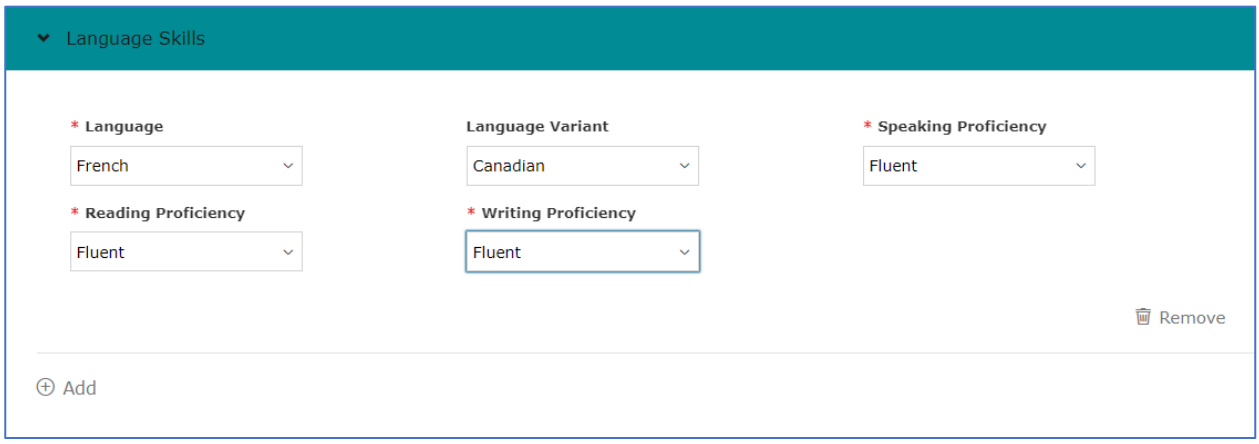
9. The **Formal Education** tab allows you to provide details about your educations background. This is not required to create a profile.



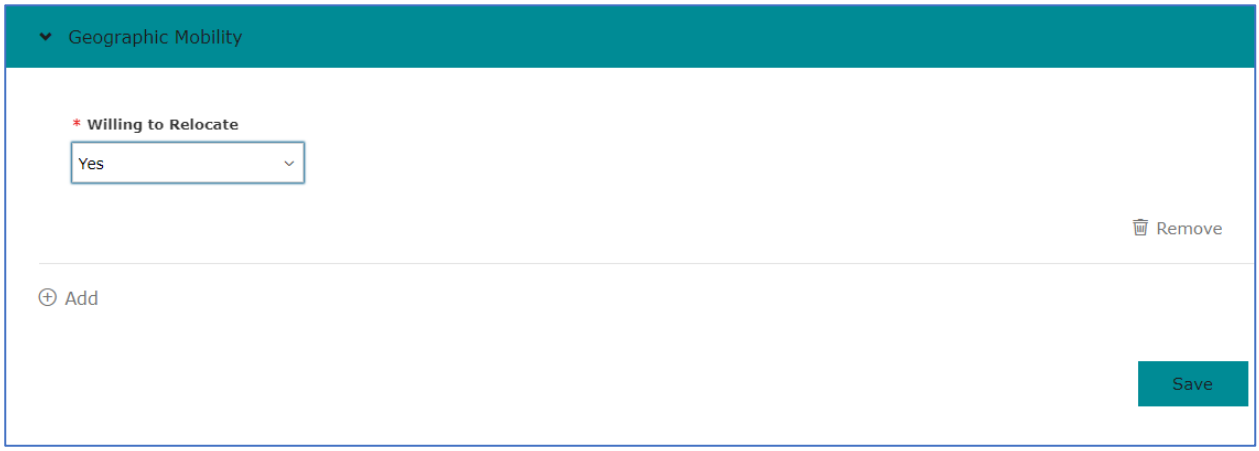
10. In **Professional Memberships**, you can add any professional organizations you belong to, such as employment-related or volunteer organizations. This is not required to create a profile.



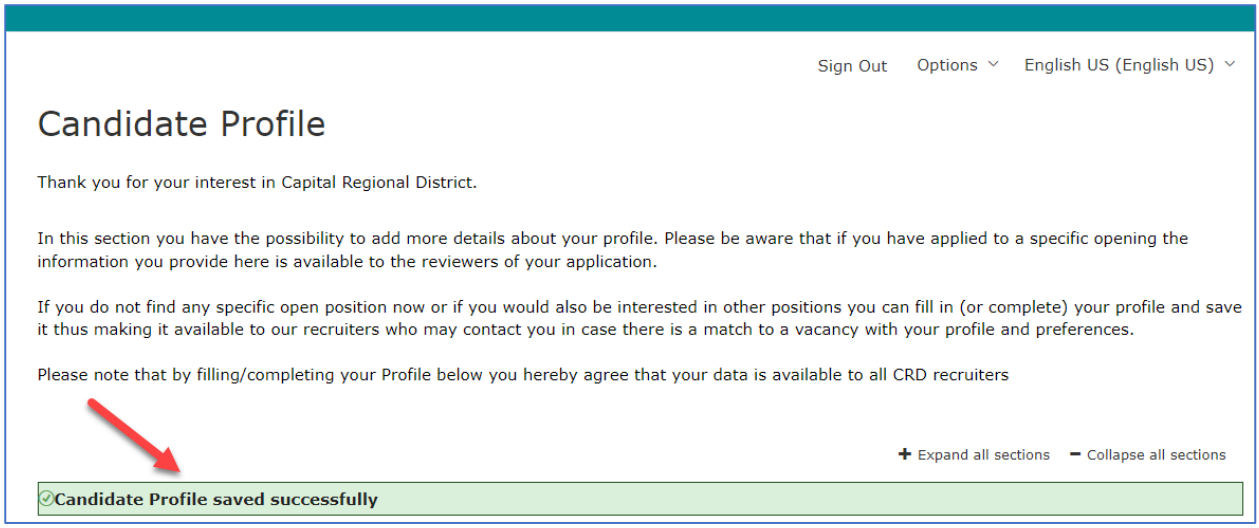
11. Fill out the **Language Skills** section if you have additional skills. This is not a required field.



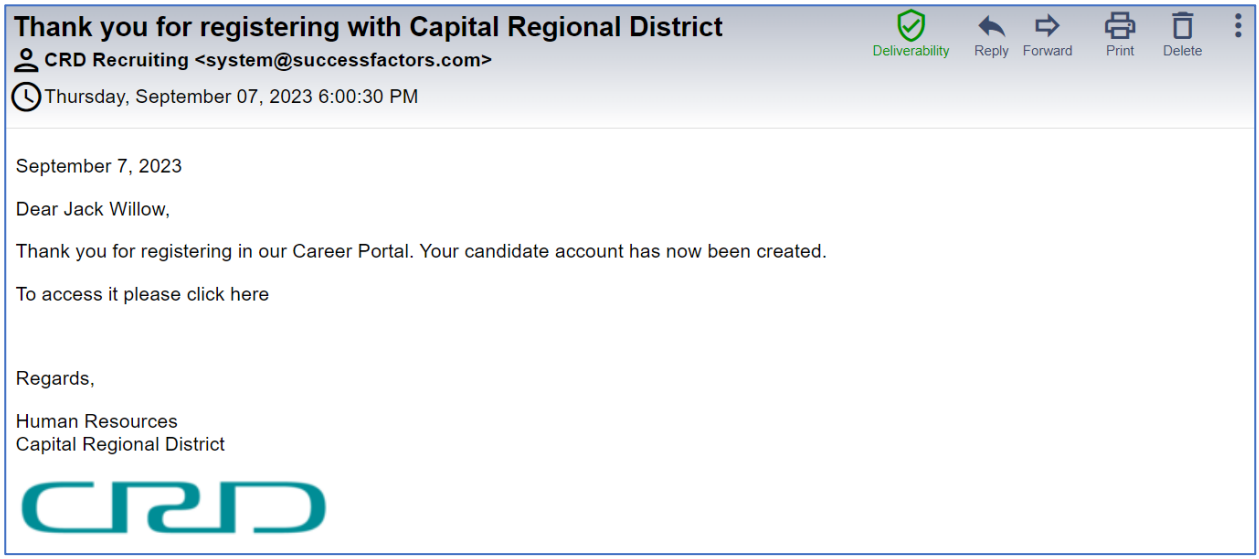
12. If you are willing to relocate for a position, you can indicate this in the **Geographic Mobility** section.



13. When you are satisfied with your **Candidate Profile,** click **Save**. The page will refresh and display a confirmation message.



14. If you have created a new account, you will receive a confirmation email from Capital Regional District Recruiting.



Thank you for registering with Capital Regional District

Deliverability Reply Forward Print Delete

CRD Recruiting <system@successfactors.com>

Thursday, September 07, 2023 6:00:30 PM

September 7, 2023

Dear Jack Willow,

Thank you for registering in our Career Portal. Your candidate account has now been created.

To access it please click here

Regards,

Human Resources
Capital Regional District

Need help? Please visit our FAQ page or contact careers@crd.bc.ca for assistance.