An initiative of

Talent Montréal

MTL INTL Montréal International
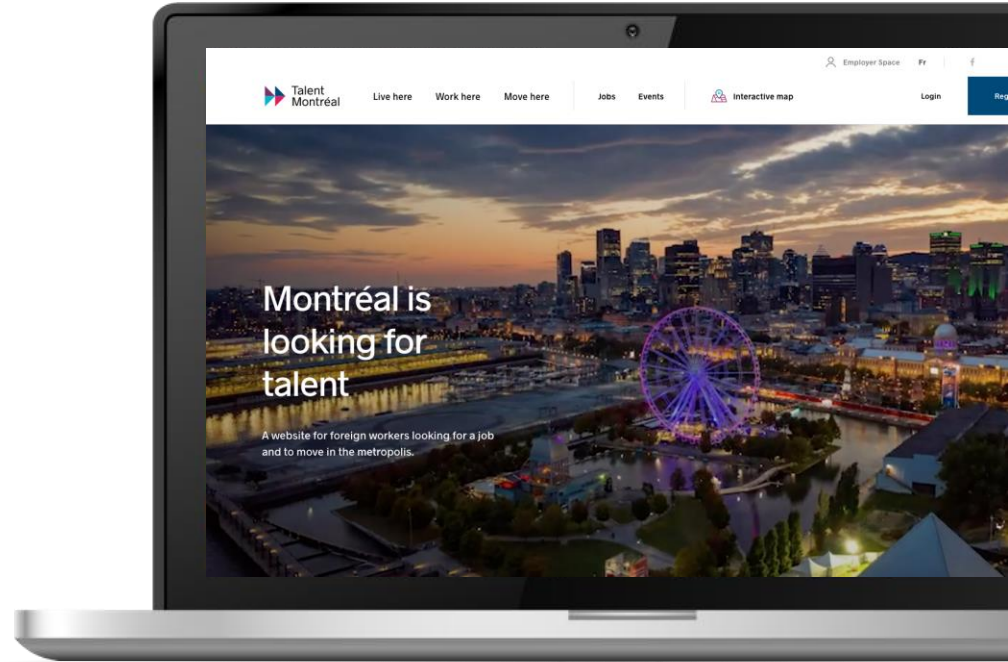
Talent Montréal Job Portal
Candidate Guide

September 13th, 2023

Content

Talent Montréal Recruitment Website

Our website will equip you with the tools to land your future job in Greater Montréal. As of now, you can:

- Create your candidate profile in just a few clicks

- Receive job suggestions based on your skills and criteria

- Use our powerful search engine to find the best positions for you

- Share your application with companies across Greater Montréal

- Manage your application easily with our interactive dashboard

01
Discover our events

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Discover our events

With the support of the Talent Montréal team, Montréal recruiters regularly meet with qualified candidates through our events.

Would you like to participate in an upcoming recruitment event, either in your area or virtually?

Visit the talentmontreal.com home page and click on the Events section to see the complete program.

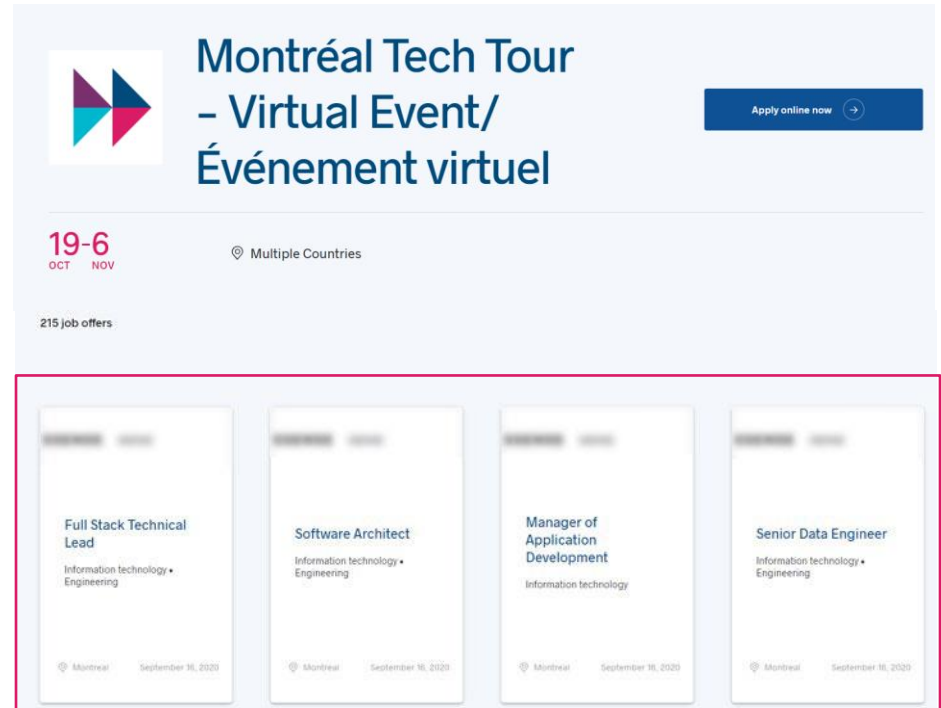# Find events that interest you

Would you like to know more about a recruitment event?

Click on the event to access all the pertinent information:

- Description
- Important dates
- Steps to register
- And most importantly, **the job offers available during the event.**

Interested in one of the job offers?

Click on the job offer to view its detailed description.

02
Find the job that you want

Job offer content

Click on the job offer to see all relevant information about the position.

- Job description and main tasks
- Necessary skills and years of experience required for each position
- Information about the company

From the detailed job offer, you can also:

- Apply for the job directly
- Share the job offer
- Mark it as a favourite

Apply easily: Simply click on "Apply for this offer" to create your own candidate account.

The process only takes a few minutes!

Senior Data Engineer

Montreal   1 position(s)

Information technology • Engineering   Published September 17, 2020

Job description

is looking for a Senior Data Engineer to join our rapidly growing technology team. The Senior Data Engineer will take complex features of the product roadmap, break them down into their required technical components, and develop them independently. They own at least one component of the technical stack and hold accountability for its SLAs. The ideal candidate will actively contribute to knowledge dissemination within the organization, participate in the recruiting and onboarding of new employees, and mentor Junior Developers on the team.

RESPONSIBILITIES

Product delivery:

- Build, test and operate stable, scalable data pipelines that cleanse, structure and integrate disparate data sets into a readable and accessible format for end-user facing reports, data sciences and ad-hoc analyses
- Develop a deep understanding of the product roadmap for the squad, including future features to be developed

Required skills

Python	3 to 5 years	Data Lakes	3 to 5 years
Spark	3 to 5 years	ETL Pipelines	3 to 5 years
Hadoop	3 to 5 years	Data Engineering	3 to 5 years
Data Warehousing	3 to 5 years	Agile/Scrum Environment	3 to 5 years
Cloud (AWS, Azure, Ansible or Google Cloud Platform)	3 to 5 years		

Apply for this offer →   Share this offer ↱

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03
Create your candidate profile

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1 - Create your candidate profile

Before you begin:

Make sure you have your CV/resume in English and/or French in **PDF format** in hand. You will be asked to upload it to your candidate profile.

From the account set-up page, you will be asked to:

- Fill out the required fields;
- Create a password;
- Give us permission to contact you.

To proceed to the next step, click on the box "I'm not a robot," then click "Confirm."

You can also access this page from Talent Montréal website's home page by clicking on "Registration" in the upper right corner.

Create your candidate profile

Already have an account? [Login]

First Name | Name

✉ Email

✉ Confirm the email address

🔍 Password | 🔍 Confirm password

☐ I would like to be informed by email about the jobs available, the strengths of Greater Montréal and the international recruitment events of Talent Montréal, an initiative of Montréal International. I can unsubscribe at any time. I thereby agree with the Montréal International's privacy policy.

By registering on the portal as a candidate, you agree to receive email alerts related to your activities on the portal. At any time, you will be able to manage the reception frequency of these alerts. Your profile will be made public to Greater Montréal employers, who will be able to contact you by email once you have applied. You thereby agree to the Montréal International's privacy policy

☐ I'm not a robot — reCAPTCHA Privacy - Terms   [Confirm]

2 - Create your candidate profile

1 **Your position family, job title, work experiences and education:**

2 Enter the job title(s) from the National Occupational Classification (NOC)

Enter the job title and sector you want to associate with your profile.

For example:

Senior Java Developer

3 *Pediatric Nurse, etc.*

List your work experience (A maximum of 5)

4

List your academic training (A maximum of 2)

To delete an experience or training course, simply click on the "X" in the top right-hand corner of each section.

Position family

Please choose a job title from the National Occupational Classification (NOC) developed by the Government of Canada to complete your profile.

The NOC code is very important for immigration procedures. You need to identify the code that corresponds to **the duties of the position and the training required.** This is more important than choosing a code based on the name of the position alone. For more information on NOC job descriptions, you can also consult Emploi Québec's Labour Market Information site.

1

Search by job name	Family of selected positions
	• Secondary school teachers ×

2 Please indicate the title under which you would like to introduce yourself to recruiters (e.g .: Java programmer, Cloud Expert / Devops, etc.)

Job Title
Enseignant secondaire
21 / 128

Industry
Educational Services

Experience

3 Position (1)   ×

Title: Enseignant anglais
Company name: Lycée Descartes
Industry: Educational Services

Country: France
Start date: 2021/05
End date:

☑ I am currently working in this role.

+ Add a work experience   You can include up to 5 work experiences in your profile.

4 Education

Main Education   ×

School: Université Paris Sorbonne
Degree: Master MEEF
Field of study: Other

Level of study: 2nd cycle university and above
Country: France
Start date: 2018/05
End date (or expected): 2020/05

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3- Create your candidate profile

Your technical and personal skills:

6 Indicate your technical skills (up to a maximum of 6)

Use the fields to indicate skills in French (a drop-down menu will allow you to select from a pre-established list)
Automatic translation into English (if the skill comes from the drop-down menu)

7 Indicate your personal skills using the drop-down menu (up to a maximum of 2)

If you wish to add more skills, click on "Add a skill".
To delete a skill, simply click on "Delete".

Technical Skills

The skills you enter will be used to determine which jobs you qualify for. Take the time to select the skills that best define your professional and personal achievements.

A set of specific knowledge and skills imparted to a person through training or education, in one or more fields of knowledge such as information technology, science, architecture, medicine and engineering (OQLF).

Examples: Javascript, blockchain, Oracle...

?	Need Help ?	Write the keywords corresponding to your skills.	See examples

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Skills

1	Français Enseignement secondaire		English Secondary Education		Years of experience
	23 / 60			19 / 60	1 to 2 years

Skills

2	Français Enseignement de l'anglais		English English Language Teaching	
	25 / 60			25 / 60

1 to 2 years
3 to 5 years
5 to 10 years
10 years or more

+ Add a skill   You can add new skills to your profile.

Personal Skills

All the personal skills that an individual possesses and that can be useful in his work (OQLF).

7

You must select at least one personal skill

Communication skills ▾

Stress management ▾   Delete ✕

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Create your candidate profile – Advice*

***Important! The skills section is one of the
most valuable sections for your application.***

<u>Tips:</u>

- List all your skills related to your experience or your professional tasks (e.g. names of the programming languages you master)

- Use one or more keywords instead of sentences (there is a character limit)

- List any certifications obtained or knowledge acquired during training (e.g. Lean Six Sigma, PMP)

- Avoid repetitions

- Only one skill per field, do not combine them

- Avoid listing education (e.g. Engineering)

Be precise and concise!

✗	Software development with Java MVC	1 to 2 years
✗	Software development with .Net MVC	3 to 5 years
✗	Software development with PHP MVC	1 to 2 years
✗	Programmation Java Android with MVP architecture	5 to 10 years
✓	Javascript	5 to 10 years
✓	Object–oriented programming	5 to 10 years
✓	C++	3 to 5 years
✓	python	1 to 2 years
✓	MYSQL	5 to 10 years
✓	SQLServer	3 to 5 years

4- Create your candidate profile

Fluency in French and English

- Inform the employer of your level of proficiency in both languages.

- Make your choice by clicking on the form that best matches your language level among the seven presented.

- Once you've done so for both English and French, click on "Save and go to the next step".

Proficiency in French

The choice of answers is based on the Common European Framework of Reference for Languages (CEFR).

A1	A2	B1	B2
Beginner	**Beginner**	**Intermediate**	**Intermediate**
capable of understanding and using simple expressions in response to concrete situations in daily life	capable of understanding simple expressions pertaining to personal and family life, work, shopping, and discussing their day-to-day lives	capable of understanding key points when addressed in clear, standard language about such familiar subjects as work and hobbies. Users at this level are also capable of expressing themselves regarding these subjects	capable of understanding key points in complex texts or a technical discussion within the user's field of expertise. Users at this level are capable of expressing themselves in a clear and thorough fashion on a wide range of subjects

C1	C2	Mother tongue
Advanced	**Advanced**	
capable of understanding lengthy texts and sophisticated information. Users at this level are capable of expressing themselves fluently in an effective, flexible, and well-structured manner on complex subjects	capable of understanding practically all information, without significant effort, in both oral and written circumstances. Users at this level are capable of expressing themselves spontaneously, precisely and fluently on complex subjects	

5- Create your candidate profile

Adding your CV/resume

Upload your current CV **in PDF format** (the only format the system accepts).
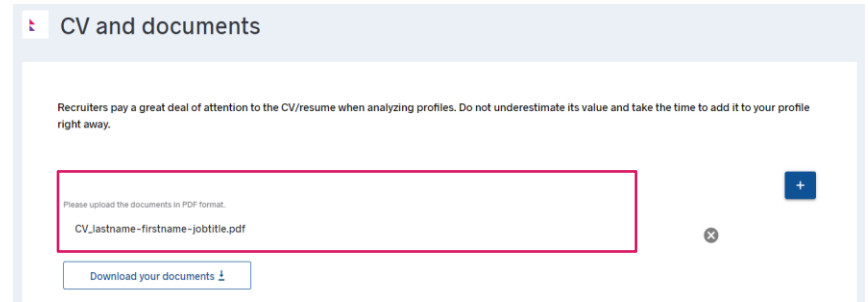
<div>

Important!

1. *The addition of your CV is mandatory in order to continue the registration process.*

2. *Be sure to name your CV correctly.*

   CV_Lastname-Firstname-Positiontitle

   *No special characters

</div>

<u>Tips:</u>

- Read through your CV carefully before submitting it.

- Need help improving your CV? Read <u>our article</u> and discover all our tips.

CV and documents

Recruiters pay a great deal of attention to the CV/resume when analyzing profiles. Do not underestimate its value and take the time to add it to your profile right away.

Please upload the documents in PDF format.

CV_lastname-firstname-jobtitle.pdf

Download your documents

6- Create your candidate profile

Immigration process

- Enter your citizenship country
- Enter your country, city and region of residence
- Choose from the drop-down list the option that best corresponds to your immigration status in Canada.

7- Create your candidate profile

Portfolio and LinkedIn profile (optional)

Do you have an up-to-date portfolio and/or LinkedIn profile?

Add their URLs now or later.

Then click on " **Complete** "

That's it, your profile is complete!

You can now apply for the jobs that you want.

Links and portfolio   All the fields in this section are optional.

Portfolio

in   LinkedIn

04
Apply for jobs

Apply for jobs

① Preview your application

Your application is a summary of the information you have already provided.

At the bottom of the job posting, you'll be able to click on "Modify my profile before continuing", to view and update your candidate profile.

Click on "**Confirm**" if no changes are required, to proceed to the next step.

①

05
Confirm your availabilities for interviews

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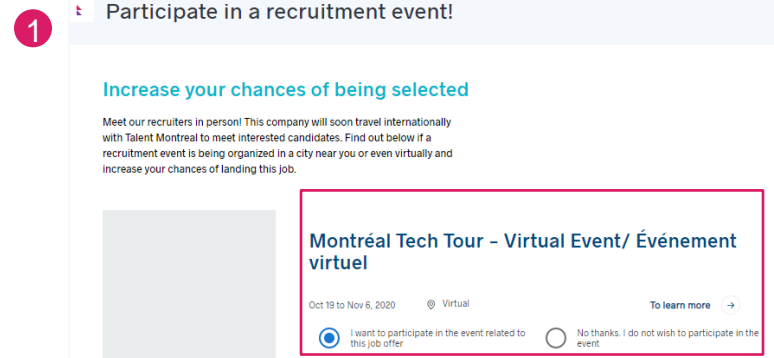
Indicate your availabilities (1/2)

If the offer you applied to is posted as part of a recruitment event, you will be asked to **indicate your availability for an interview**.

① **Register for the recruitment event**

In the registration box, your participation is activated by default, allowing recruiters to send you an interview invitation.

You have the option to uncheck this box if you do not want to be interviewed.

① Participate in a recruitment event!

Increase your chances of being selected

Meet our recruiters in person! This company will soon travel internationally with Talent Montreal to meet interested candidates. Find out below if a recruitment event is being organized in a city near you or even virtually and increase your chances of landing this job.

Montréal Tech Tour – Virtual Event/ Événement virtuel

Oct 19 to Nov 6, 2020   ⊙ Virtual   **To learn more** →

◉ I want to participate in the event related to this job offer   ○ No thanks. I do not wish to participate in the event

Indicate your availabilities (2/2)

② **Enter your availability during the recruitment event**

All time slots are selected by default, indicating to recruiters that you are available during all these time slots.

- Confirm what your actual availabilities are and uncheck boxes as necessary;
- Click "Confirm."

Important! If the event takes place over several days, be sure to verify all the dates and times by clicking on the calendar on the left and uncheck the "I am available all day" box if applicable.

Keep as many boxes checked as possible: this will increase your chances of being called for an interview.

If you are called, you will receive an email confirmation with the details of your interview. The recruiter may also write to you personally to provide you with extra details about your appointment.

Submit your application

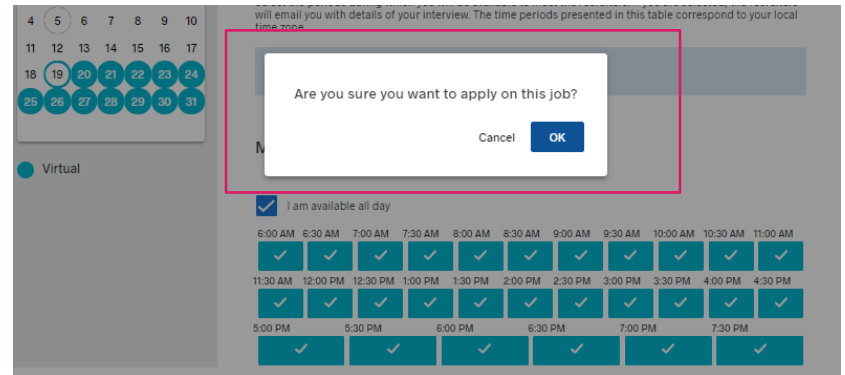**Ready to submit your application?**

Click on "OK" to send it to the recruiter.

Congratulations! You have just applied for your first job offer on the Talent Montréal portal.

What's next?

- Recruiters will communicate by email with successful candidates only.
- Check your email (spam included) regularly so you don't miss an invitation for an interview.

06
Invitation to interview

Invitation to interview

The recruiter who posted the offer for which you applied now has access to your profile and your application.

If they would like to meet you for an interview, you will receive an email from Talent Montréal that will specify:

- The date and time of the interview;

- The name of the recruiter you will be meeting;

- The location, if the interview is in person.

In the case of a virtual interview, the recruiter will also send you a personal email confirming the access details for the online appointment.

Important! Only candidates selected by the recruiter for an interview **will receive an invitation**.

07

Modify your availabilities

Modify your availabilities

You haven't been called for an interview yet? Maybe you didn't provide enough availabilities.

Note that it is possible to change your availabilities at any time, even after submitting your application.

1. Click on "My offers" from the drop-down menu and select the job offer for which you would like to modify your availabilities;

2. Scroll down to the bottom of the page and click on "Your application";

3. Scroll down to "Take part in a recruitment event";

4. Change your availability by checking the appropriate boxes.
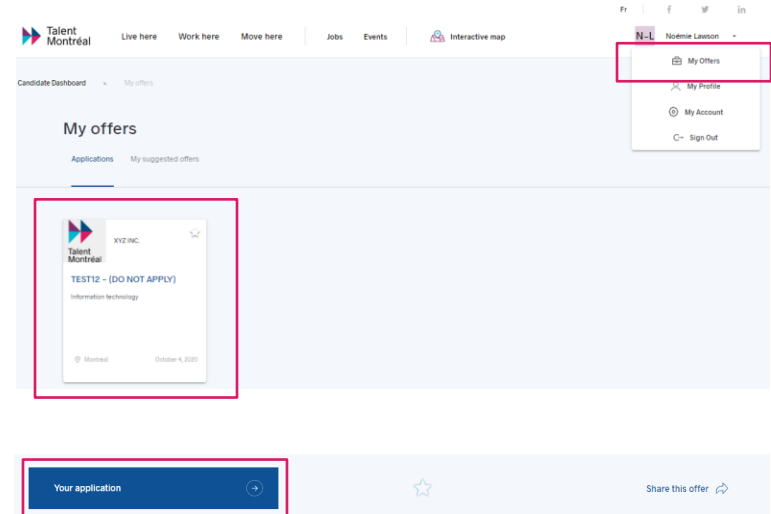
Important! If you already have a confirmed interview with a recruiter, you must contact them by email to request a change or to cancel the interview.

08

Update your profile

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Update your profile

You can update your profile at any time.

To access it, click on "My Profile" in the portal drop-down menu.

You can change the following information:

- Your skills;
- Your CV (by replacing the current version);
- Links to your LinkedIn profile and your portfolio;
- Your city and country of residence;
- Your immigration status.

Don't forget to save your changes by clicking "Save profile."

Get help preparing your application

Whether you need advice to update your CV or to ace your interview, you will find all the useful information on the Talent Montréal website:

Write your resume like a pro →

Prepare for an interview →

The Talent Montréal team wishes you all the best for your preparation!

Discover our recruitment events

You've heard about a Talent Montréal recruitment event on social media and would like to participate?

- **Visit the event page on the Talent Montréal website for more information.**

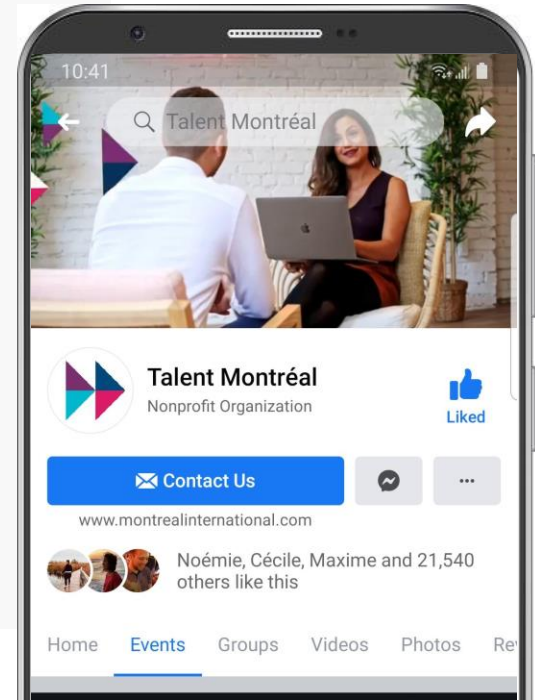Follow us on Facebook, LinkedIn, and Twitter to stay tuned for upcoming recruitment events:

 @TalentMTL

 Talent Montréal

 @talentmontreal

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