



# **CRAFTSTREAM LEARNING CENTER**

**All Learning Center Content**

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## 1. Sign Up

### 1.1. Introduction

#### 1.1.1. Objective

These instructions provide guidance on creating a new CraftLink account by signing up with an **email address**, or a **third party provider**.

#### 1.1.2. Background Information

CraftLink is an external job application platform designed for craft workers interested in PCL positions. There are multiple ways to use CraftLink:

- Browse available jobs without registering a profile
- Apply for available jobs by registering a profile

### 1.2. Work Instructions

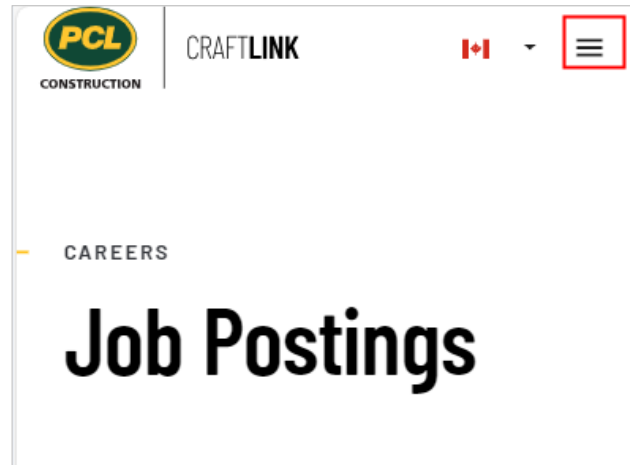
If you are using desktop:

Click on the **Sign In** button at the top right corner on the CraftLink main page.



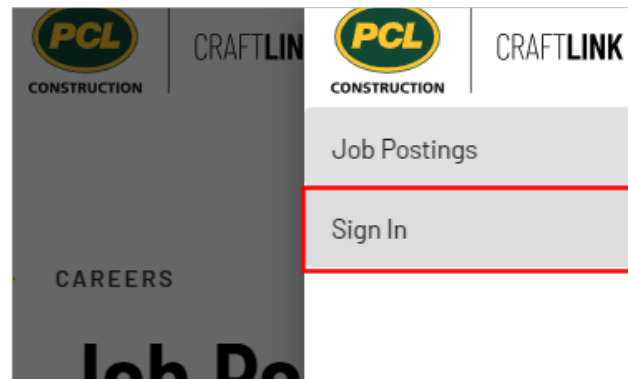
If you are using mobile:

Click on the **hamburger button** on the top right corner.



Click on the **Sign In**.

The remaining instructions are identical regardless of whether you are on desktop or mobile.



#### Method 1: Sign Up with Email Address

To create a new account using an email address, click on **Sign up now**.

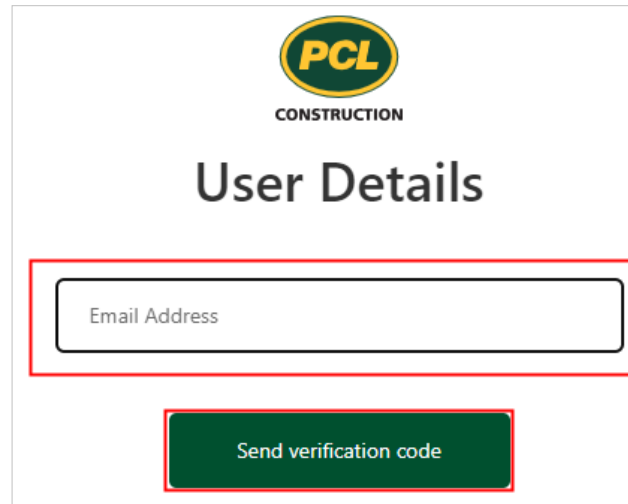
A screenshot of the PCL Construction 'Sign in' page. At the top is the PCL logo. Below it is the heading 'Sign in'. Underneath is the sub-heading 'Sign in with your email address'. This is followed by a red error message 'Please enter your Email Address'. Below the error message are two input fields: one for 'Email Address' and one for a password (represented by dots). Below the password field is a blue link that says 'Forgot your password?'. At the bottom is a green button labeled 'Sign in'. Below the button is the text 'Don't have an account?' followed by a blue link labeled 'Sign up now' which is highlighted with a red rectangular border.

### Verify Email Address

Enter your Email Address.

Click on **Send Verification Code** then check the email inbox for the code

**Notes:** If using a third party provider, you will not required to provide verification code.

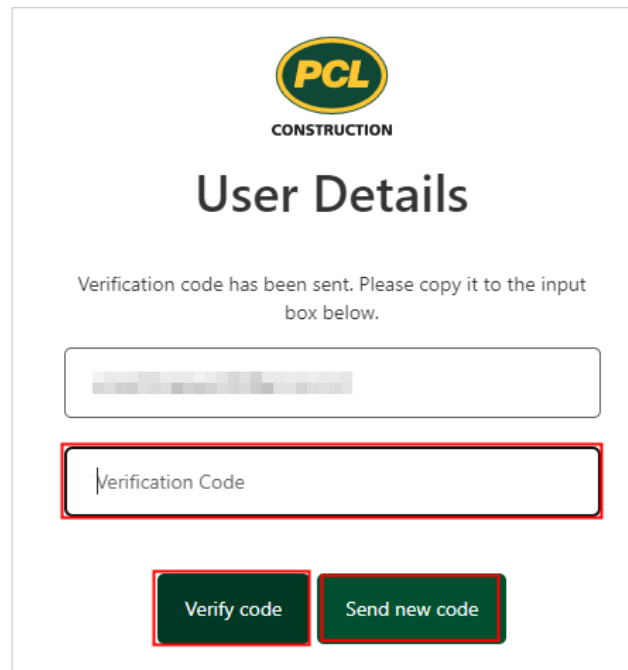


The form displays the PCL CONSTRUCTION logo at the top. Below it is the title "User Details". A text input field labeled "Email Address" is highlighted with a red border. Below the input field is a green button labeled "Send verification code", also highlighted with a red border.

1. Enter the **Verification Code** into the input field.  
\* You will find the email with Verification Code in your email inbox or spam.

2. Click on the **Verify code** button.

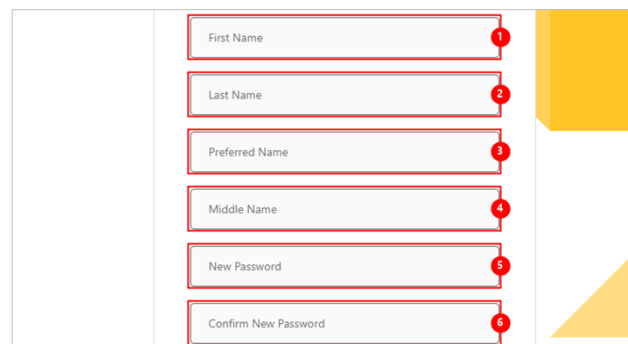
If you didn't receive the code or if it has expired, click on **Send New Code**. Then repeat 1 and 2.



The form displays the PCL CONSTRUCTION logo at the top. Below it is the title "User Details". A message states: "Verification code has been sent. Please copy it to the input box below." Below this message is a text input field containing a blurred verification code. Below the input field is a text input field labeled "Verification Code", highlighted with a red border. At the bottom are two green buttons: "Verify code" (highlighted with a red border) and "Send new code".

### User Details

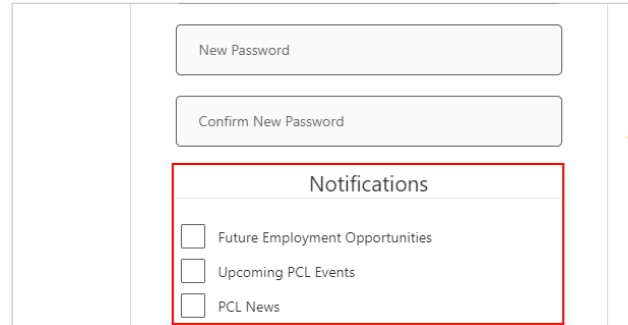
1. **First Name:** Your given name
2. **Last Name:** Your surname
3. **Preferred Name:** Your preferred name
4. **Middle Name:** Your middle name
5. **New Password:** Enter new password



The form displays a vertical stack of input fields, each highlighted with a red border and a red number in the top right corner: 1. First Name, 2. Last Name, 3. Preferred Name, 4. Middle Name, 5. New Password, 6. Confirm New Password. To the right of the input fields is a yellow decorative element.

6. **Confirm New Password:** Confirm new password

Based on your preferences, select the boxes for the types of **notifications** you wish to receive from PCL.



Read and agree to the **Terms of Use**.

Click on the box to agree to the **Terms of Use**.

Click on the **Continue** button.

Under Anti-Spam Legislation, you have the right to decide what types of Commercial Electronic Messages (CEMs) you receive. By checking the boxes, you are giving PCL permission to send you CEMs related to the selected topics. If you uncheck a box, you are withdrawing your permission, and PCL will stop sending you CEMs related to that topic.

**Terms of Use Agreement**

☐ I agree to the Terms of Use

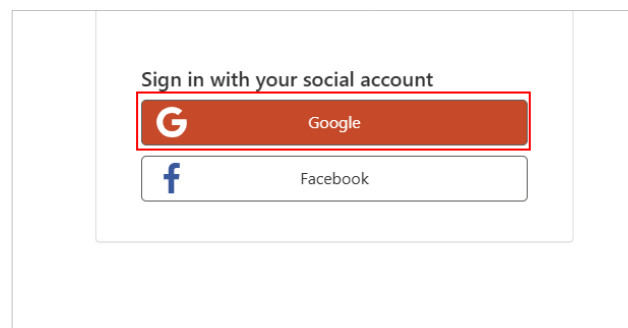
Create

By signing up, you agree to our Terms of Use and acknowledge that you have read our Privacy Policy.  
[Privacy Policy](#)  
[Terms of Use](#)

**Method 2: Sign in with Google account**

Select "Google" to sign in using your Google account.

- Go to Scenario 1 if you are already logged into your Google account in browser
- Go to Scenario 2 if you are not logged into your Google account in browser



Scenario 1: If you are not logged into you Google account

Enter your email or phone number.

If you've forgotten your email, click on **Forgot email** to reset it or use another method to log in.

Click **Next**.

Enter your **password**.

If you've forgotten your password, click on **Forgot password** to reset it or use another method to log in.

Click on **Next**.

Scenario 2: If you are already logged into your Google account

Select the Google account you're currently signed into.

Or choose another account you want to use.

Consent

Make sure you are aware of the **Privacy Policy** and **Terms of Service** before you give consent.

Click on **Continue** to go to the next step.

## User Details

**First Name:** Your given name  
**Last Name:** Your surname  
**Preferred Name:** The name you prefer to be called  
**Middle Name:** Your middle name.

Based on your preferences, select the boxes for the types of **Notifications** you wish to receive from PCL.



## User Details

First Name is required.

Last Name is required.

## Notifications

☐

Future Employment Opportunities

☐

Upcoming PCL Events

☐

PCL News

## Terms of Use Agreement

Read and agree to the **Terms of Use Agreement**.

Click on the box to agree to the **Terms of Use**.

Click on the **Continue** button.

Under Anti-Spam Legislation, you have the right to decide what types of Commercial Electronic Messages (CEMs) you receive. By checking the boxes, you are giving PCL permission to send you CEMs related to the selected topics. If you uncheck a box, you are withdrawing your permission, and PCL will stop sending you CEMs related to that topic.

## Terms of Use Agreement

☐

I agree to the Terms of Use

Create

By signing up, you agree to our Terms of Use and acknowledge that you have read our Privacy Policy.

[Privacy Policy](#)

[Terms of Use](#)

### Method 3: Sign Up with Facebook account

Select **Facebook** to sign in using your **Facebook** account.



## Sign in

Sign in with your email address

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

Sign in with your social account

 Google

 Facebook

Enter the **Email or phone number**.

Enter the **Password**.

Click on the **Log In** button.

### Log Into Facebook

Log In

[Forgot account?](#)

or

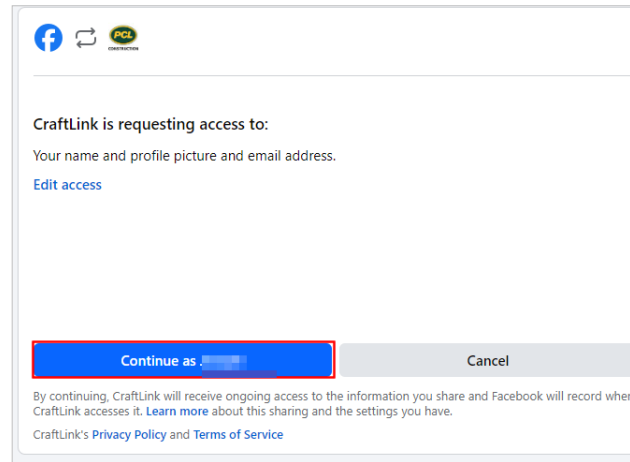
Create new account

[Not now](#)

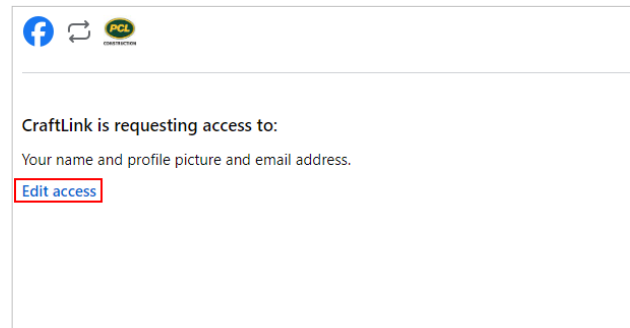
## Give access to CraftLink

Click on **Continue as [Your Name]** to grant CraftLink access through Facebook.

Click on **Cancel** if you do not wish to grant CraftLink access.

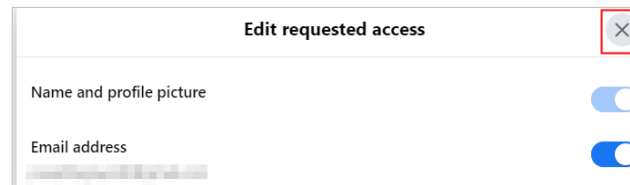


To edit access, click on the **Edit Access** option.



The default name and profile picture will be shared with CraftLink, while sharing your email address is optional.

Once you have made the selections, click the **X** in the top-right corner to finish.



## User

## Details

**First Name:** Your given name  
**Last Name:** Your surname  
**Preferred Name:** The name you prefer to be called  
**Middle Name:** Your middle name

In the example:  
Enter the **first name** in the top input box (e.g., **Joseph**).  
Enter the **last name** in the second input box (e.g., **Bigeye**).

## Notifications

Based on your preferences, select the boxes for the types of notifications you wish to receive from PCL.

## Terms of Use Agreement

Read and agree to the **Terms of Use**.  
Click on the box to agree to the **Terms of Use**.  
Click on **Continue** to finish signing up with Facebook.

## User Details

Joseph

Bigeye

Preferred Name

Middle Name

## Notifications

- ☐ Future Employment Opportunities  
☐ Upcoming PCL Events  
☐ PCL News

Under Anti-Spam Legislation, you have the right to decide what types of Commercial Electronic Messages (CEMs) you receive. By checking the boxes, you are giving PCL permission to send you CEMs related to the selected topics. If you uncheck a box, you are withdrawing your permission, and PCL will stop sending you CEMs related to that topic.

## Terms of Use Agreement

☒ I agree to the Terms of Use

Create

By signing up, you agree to our Terms of Use and acknowledge that you have read our Privacy Policy.  
[Privacy Policy](#)  
[Terms of Use](#)

## 1.3. Related Resources

- [Sign in](#)
- [Profile Setting](#)
- [Apply for job](#)

## 2. Sign in

### 2.1. Introduction

#### 2.1.1. Objective

These instructions provide guidance on signing into CraftLink after external user has already create a profile.

#### 2.1.2. Background Information

CraftLink is an external job application platform designed for craft workers interested in PCL positions. There are multiple ways to sign into CraftLink such as:

**Sign in with Email address**

**Sign in with Google Account**

**Sign in with Facebook Account**

### 2.2. Work Instructions

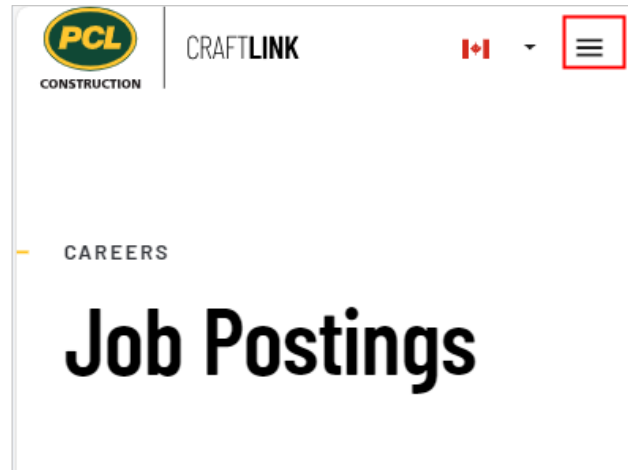
**If you are using desktop:**

Click on the **Sign In** button at the top right corner on the CraftLink main page.



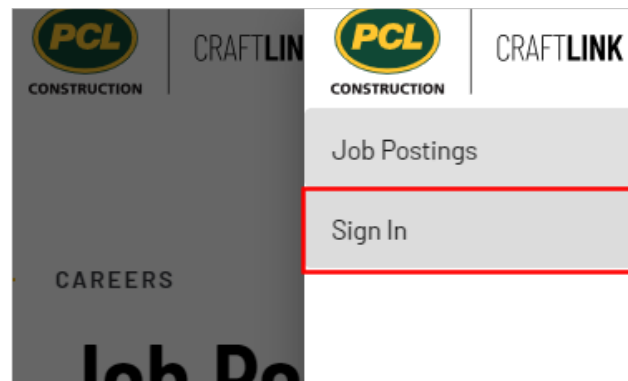
If you are using mobile:

Click on the **hamburger button** on the top right corner.



Click on the **Sign In**.

The remaining instructions are identical regardless of whether you are on desktop or mobile.



Method 1: Sign in with your email address

Enter your **Email Address** if you have already sign up before

Enter your **Password**

\* Reset your password if you forgot it.

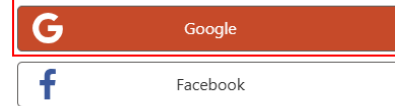
Click on **Sign in**.

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### Method 2: Sign in with Google account

Select **Google** to sign in.

Sign in with your social account



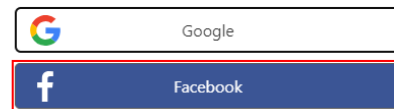
---

### Method 3: Sign in with Facebook account

Select **Facebook** to sign in.

Don't have an account? [Sign up now](#)

Sign in with your social account



## 2.3. Related Resources

- [Sign Up](#)
- [Profile Setting](#)
- [Apply for Job](#)

### 3. Your Profile

#### 3.1. Update your Profile

##### 3.1.1. Background Information

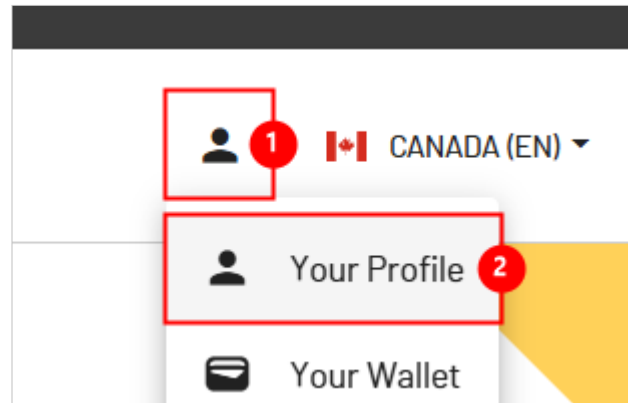
This instruction serves as a guide for updating an existing profile for users who have previously applied. It allows you to review and modify information already on file, including:

- Personal Information
- Contact Information
- Craft Details
- Employment History
- Qualifiers
- Resume and supporting documents (e.g., certifications, tickets)

##### 3.1.2. Work Instructions

Access Your Profile

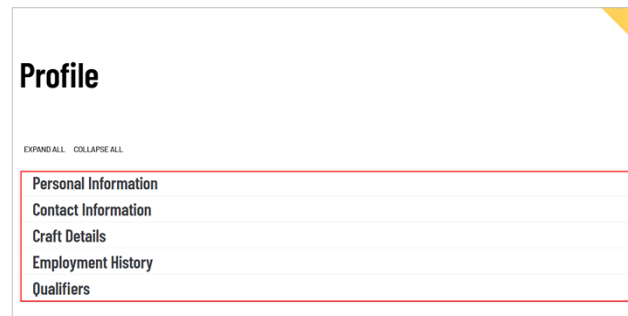
1. After signing in, click the Person icon at the top left of the site.
2. From the menu, click Your Profile.



On your profile page, you can view all available subsections.

Expand each section to review and update your information, including:

- Personal Information
- Contact Information
- Craft Details
- Employment History
- Qualifiers



Use Expand All or Collapse All to quickly navigate through the sections

3. Click the **Expand** button for the section you want to update.
4. After expanding the section, click **Edit** to update the information.



EXPAND ALL COLLAPSE ALL

Personal Information

John Doe

Edit

Contact Information

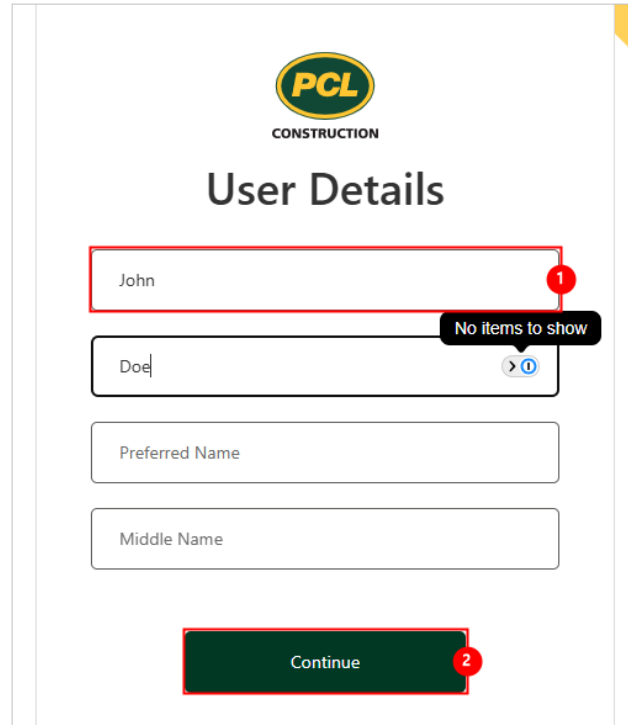
Craft Details

Employment History

Qualifiers

### Edit Personal Information

1. Update the required fields.
2. Click **Continue**.



PCL CONSTRUCTION

## User Details

John

Doe

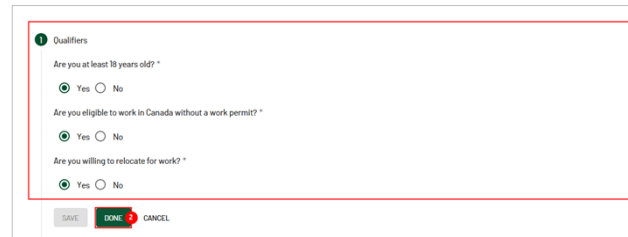
Preferred Name

Middle Name

Continue

### Qualifiers

1. Similar to the previous sections, make the required changes to the **Qualifier** fields.
2. Click **Done/Save** to save your changes, or **Cancel** to discard them.



Qualifiers

Are you at least 18 years old? \*

☒ Yes ☐ No

Are you eligible to work in Canada without a work permit? \*

☒ Yes ☐ No

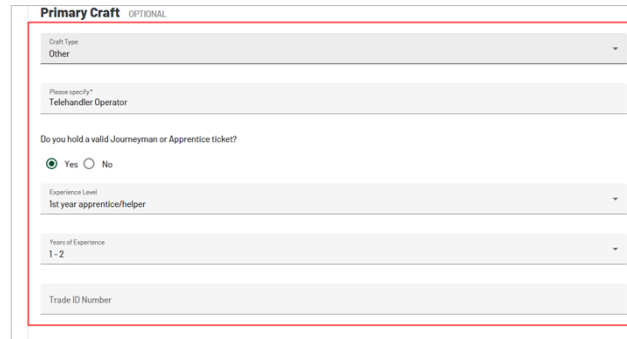
Are you willing to relocate for work? \*

☒ Yes ☐ No

SAVE DONE CANCEL

### Update Primary Craft Details

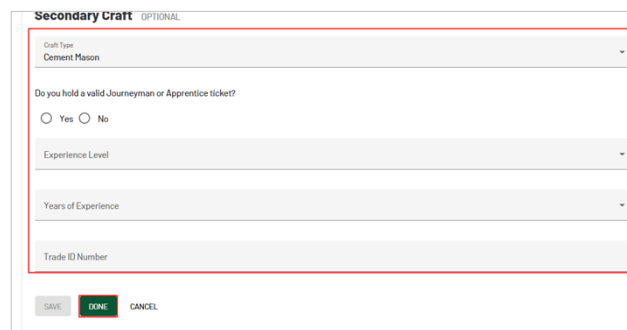
3. Navigate to Craft Details on your profile.
4. Under Primary Craft, review your main craft information.
5. Make any required changes to the Primary Craft fields.



The screenshot shows the 'Primary Craft' form with the following fields: Craft Type (dropdown menu set to 'Other'), Please specify (text field with 'Telehandler Operator' entered), Do you hold a valid Journeyman or Apprentice ticket? (radio buttons, 'Yes' selected), Experience Level (dropdown menu set to '1st year apprentice/helper'), Years of Experience (dropdown menu set to '1-2'), and Trade ID Number (text field). The form is titled 'Primary Craft' and 'OPTIONAL'.

### Update Secondary Craft Details

6. Navigate to Craft Details on your profile.
7. Under Secondary Craft, review the additional craft information.
8. Make any required changes to the Secondary Craft fields.

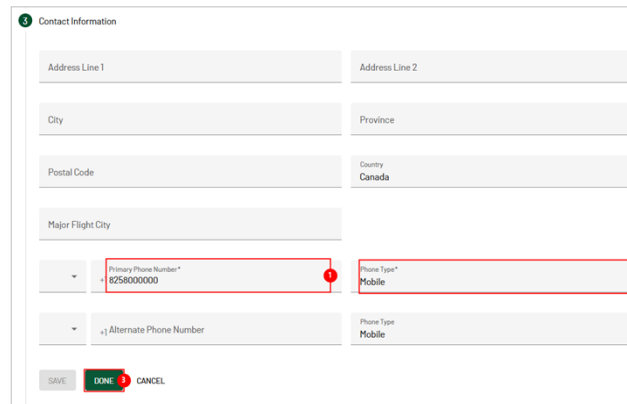


The screenshot shows the 'Secondary Craft' form with the following fields: Craft Type (dropdown menu set to 'Cement Mason'), Do you hold a valid Journeyman or Apprentice ticket? (radio buttons, 'No' selected), Experience Level (dropdown menu), Years of Experience (dropdown menu), and Trade ID Number (text field). The form is titled 'Secondary Craft' and 'OPTIONAL'. At the bottom, there are 'SAVE', 'DONE', and 'CANCEL' buttons.

Click **Done** to save your changes, or **Cancel** to discard them.

### Contact Details

1. Enter or update the Required Fields Eg. **Primary Phone Number** and select the appropriate **Phone Type** (e.g., Mobile).
2. Fill in or update the Other fields, if applicable.
3. Click **Done** to save your changes, or **Cancel** to discard them.



The screenshot shows the 'Contact Information' form with the following fields: Address Line 1, Address Line 2, City, Province, Postal Code, Country (set to 'Canada'), Major Flight City, Primary Phone Number (text field with '8258000000' entered and a red error icon), Phone Type (dropdown menu set to 'Mobile'), Alternate Phone Number (text field with '+1' entered), and Phone Type (dropdown menu set to 'Mobile'). The form is titled 'Contact Information'. At the bottom, there are 'SAVE', 'DONE', and 'CANCEL' buttons.

### Update Employment History

1. Review the option Authorize PCL to contact my current employer.
  - Selecting this checkbox is optional and will not affect consideration for employment.
2. Click **Add Employer** to enter employment details.

### Add New Employer

1. Enter the **Previous Employer's** Name.
2. Provide any additional information, as applicable (optional fields may be left blank).
3. Click **Save** to record the employer details, or **Cancel** to discard changes.

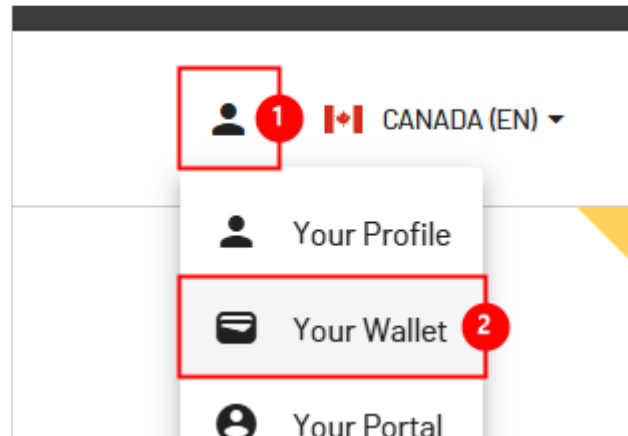
#### 3.1.2.1. Update Resume and Documents

**Resumes** and **supporting documents**, such as certifications and tickets, are managed through the **Wallet**. If you have previously created a profile, any updates to these documents must be completed in the Wallet section. Follow the steps below to upload, review, or update your documents.

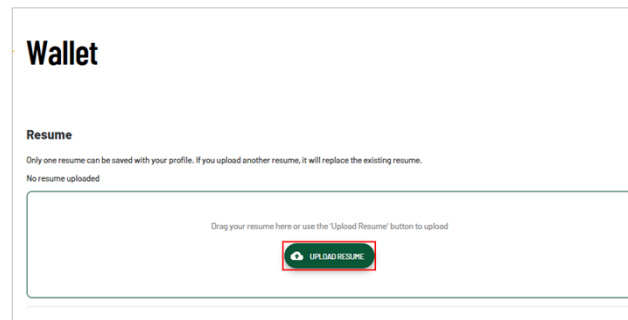
Review [Upload Resumes and Documents](#)

## Access Wallet

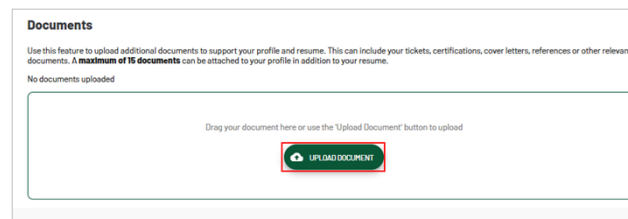
1. After signing in, click the Person icon at the top left of the site.
2. From the menu, Click on **Your Wallet**.



3. Click Upload Resume to add files, or
4. Drag and drop files from your file manager if you are using a desktop or computer.



5. Click Upload Document to add files, or
6. Drag and drop documents from your file manager if you are using a desktop or computer.



### 3.1.3. Related Resources

## 3.2. Create your profile

### 3.2.1. Introduction

#### 3.2.1.1. Objective

This instruction serves as a guide for setting up a profile. The profile includes all the necessary information required to provide when applying for a position, including:

- Personal Information
- Contact Information
- Craft Details
- Employment History
- Qualifiers

### 3.2.1.2. Background Information

After signing up or logging in, external users are required to input their profile information. While this step can be skipped initially, completing the profile becomes mandatory for external users who wish to [apply for a job](#).

**Only completed profiles will show up in our Systems**

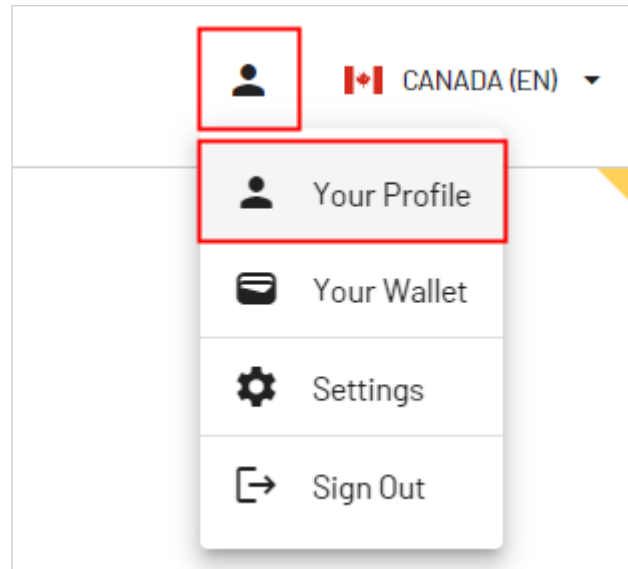
### 3.2.2. Work Instructions

If you are using desktop:

For initial user setup, you will be automatically directed to complete profile and qualifiers.

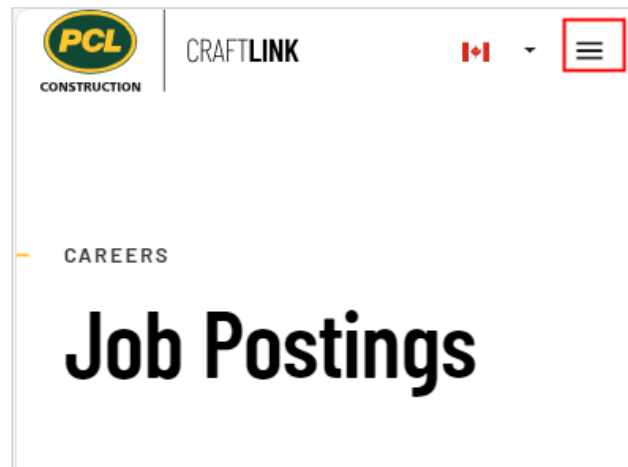
You can edit the profile details after initial setup:  
Click on **User Center**  
Click on **Your Profile**.

**Note:** Existing users must complete this step to edit their profile.



If you are using mobile:

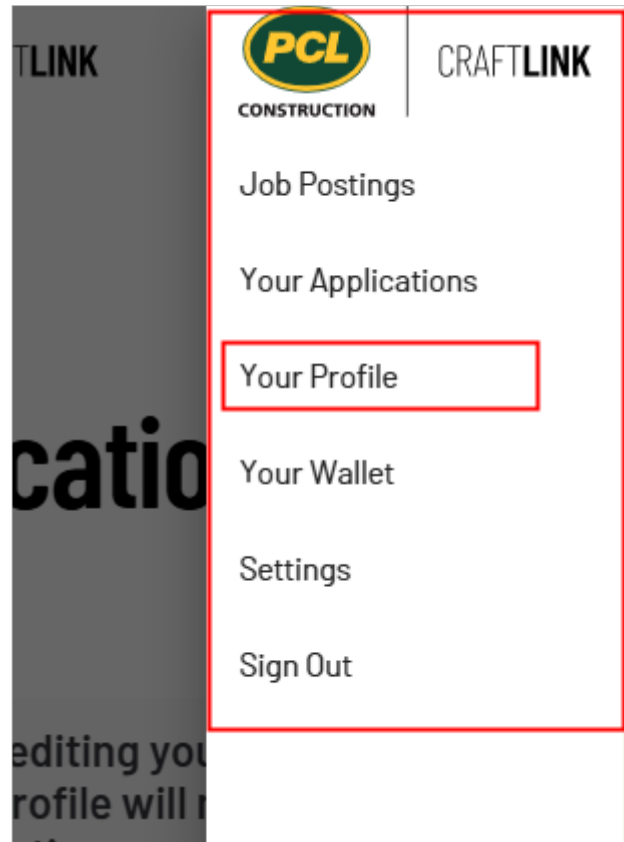
Click on the **hamburger button** on the top right corner.



Click on **Your Profile**.

The remaining instructions are identical regardless of whether you are on desktop or mobile.

Note: Existing users must complete this step to edit their profile.



## Qualifiers

Choose **Yes** or **No** based on your situation.

Questions marked with an asterisk (\*) are mandatory and must be answered before proceeding to the next section.

Click **Next** if you have completed the qualifiers.

A screenshot of a 'Qualifiers' form. At the top left of the form is a green checkmark icon and the title 'Qualifiers'. The form contains three questions, each with radio button options for 'Yes' and 'No'. The questions are: 'Are you at least 18 years old? \*', 'Are you eligible to work in Canada without a work permit? \*', and 'Are you willing to relocate for work? \*'. A red rectangular box highlights the entire section containing these three questions. Below the questions, there is a grey button with the text 'NEXT' in capital letters, which is also highlighted with a red rectangular box.

## Craft Details

The Craft Details list provides information about Craft Workers' skill sets, including:

- Craft Type
- Experience Level
- Years of Experience
- Trade ID number

Note: Both primary craft type and secondary craft type are optional fields.

2 Craft Details

**Primary Craft**

Craft Type

Do you hold a valid Journeyman or Apprentice ticket?

☐ Yes ☐ No

Experience Level

Years of Experience

Trade ID Number

**Secondary Craft** OPTIONAL

Craft Type

Do you hold a valid Journeyman or Apprentice ticket?

☐ Yes ☐ No

Experience Level

Years of Experience

Trade ID Number

Select the **Craft Type** from the drop-down list.

2 Craft Details

**Primary Craft**

Craft Type

Boilermaker

Bricklayer

Carpenter

Cement Mason

Cladder

Concrete (Brick and block)

Trade ID Number

Click **Yes** or **No** based on whether you holds a valid Journeyman or Apprentice ticket.

Do you hold a valid Journeyman or Apprentice ticket?

☐ Yes ☐ No

Experience Level

Years of Experience

Trade ID Number

Select the **Experience Level** from the **drop-down list** based on your background.

Experience Level

Entry-level apprentice/helper

1st year apprentice/helper

2nd year apprentice/helper

3rd year apprentice/helper

4th year apprentice/helper

Select the **Years of experience** from the **drop-down list** based on the your background.

Years of Experience

None

Less than 1

1 - 2

3 - 4

5 - 6

Enter **Trade ID Number**

Experience Level

Years of Experience

Trade ID Number

## Secondary Craft

Repeat the same steps for the **Secondary Craft** if you have experience in another craft skill.

Click **Next** to proceed to the next section.

### Secondary Craft OPTIONAL

Craft Type

Do you hold a valid Journeyman or Apprentice ticket?

☐ Yes ☐ No

Experience Level

Years of Experience

Trade ID Number

PREVIOUS

NEXT

There are multiple ways to upload a resume and relevant documents:

- Drag the files into the designated area
- Use the upload option

**Resume**

Only one resume can be saved with your profile. If you upload another resume, it will replace the existing resume.

No resume uploaded

Drag your resume here or use the 'Upload Resume' button to upload

**Documents**

Use this feature to upload additional documents to support your profile and resume. This can include your tickets, certifications, cover letters, references or other relevant documents. A **maximum of 15 documents** can be attached to your profile in addition to your resume.

No documents uploaded

Drag your document here or use the 'Upload Document' button to upload

### Use the drag option

Drag your files into the designated box to submit them

### Use the upload option

1. Click on **Upload Resume** or **Upload Document**.
2. Select the **file** you want to upload to your **CraftLink** profile.
3. Click **Open** to upload the file.

Microsoft Edge P...

name: (PDF) & CS Discussion Custom Size

Upload from mobile Open Cancel

No resume uploaded

Drag your resume here or use the 'Upload Resume' button to upload

replace the existing resume.

Click **Next** to proceed to the next section.

Drag your document here or use the 'Upload Document' button to upload

**UPLOAD DOCUMENT**

PREVIOUS **NEXT**

## Contact Information

Complete the Contact Information section by providing the required details.

Fields marked with an asterisk (\*) are required and must be completed before moving to the next section.

Click **Next** to proceed to the next section.

The screenshot shows the 'Contact Information' section of a form. It includes fields for Address Line 1, Address Line 2, City, Province, Postal Code, and Country (set to Canada). There is a 'Please Enter City' label. Below these are phone number fields: 'Primary Phone Number \*' and 'Alternate Phone Number'. A dropdown menu is open for the Primary Phone Number, showing options: 'Phone (cell)', 'Land line', 'Mobile', and 'Land line' (checked). At the bottom are 'PREVIOUS' and 'NEXT' buttons, with 'NEXT' highlighted in red.

## Employee History

If you does not authorize PCL to contact your current employer, click **Next** to skip this section.

The screenshot shows the '5 Employment History' section. It starts with a checkbox 'I authorize PCL to contact my current employer'. Below it is a note: 'Please note: this will not in any way affect consideration for employment'. There is a green button with a plus sign and the text 'ADD EMPLOYER'. At the bottom are 'PREVIOUS' and 'NEXT' buttons, with 'NEXT' highlighted in red.

**Check the box** if you authorize PCL to contact your current employer for employment history verification.

Click on **Add Employer** to add Employment History.

This screenshot is similar to the previous one but shows the 'I authorize PCL to contact my current employer' checkbox checked. The 'ADD EMPLOYER' button and 'NEXT' button are also highlighted with red boxes.

**Complete the fields** about employment history information.

**Fields** marked with an **asterisk (\*)** are required and must be completed before moving to the next section.

Click **Save**.

**ADD EMPLOYMENT HISTORY**

Employer Name\* Position

City Province

Postal Code Country  
Canada

+1 Primary Phone Number

Start Date End Date

Hourly Start Rate Hourly End Rate

Immediate Supervisor Supervisor's Position

Duties and Tasks  
0 / 2000

Reason for Leaving  
0 / 500

CANCEL SAVE

Click **Next** to proceed.

**5** Employment History

☐ I authorize PCL to contact my current employer

*Please note: this will not in any way affect consideration for employment*

**+ ADD EMPLOYER**

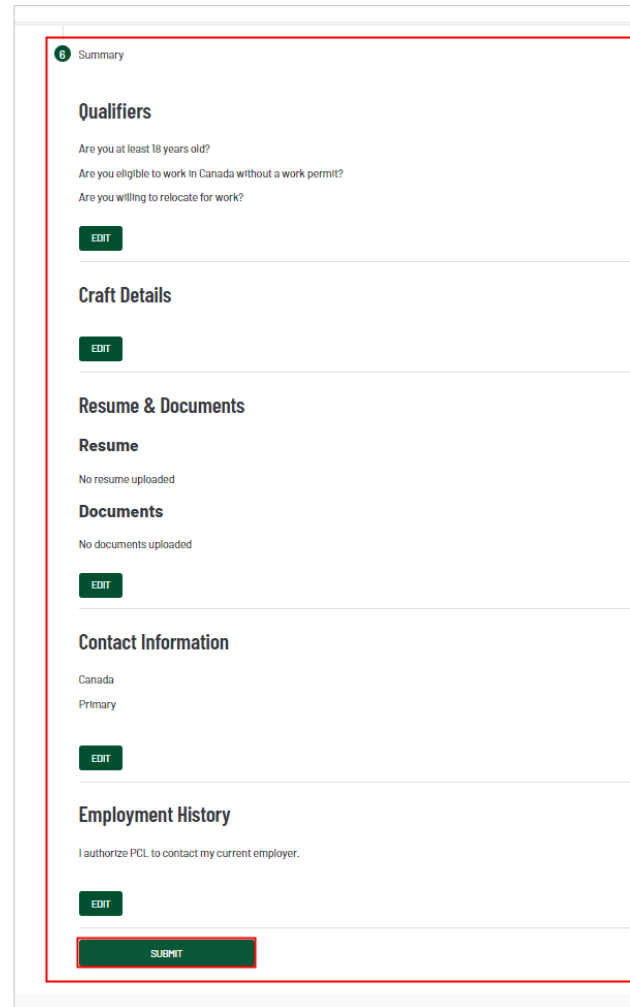
PREVIOUS **NEXT**

## Summary

**Review** the answers provided in the **Summary** section.

Click the **Edit** button under each section if you want to **modify** any information.

Click **Submit** if you confirm that the data is accurate.



**Summary**

**Qualifiers**

Are you at least 18 years old?

Are you eligible to work in Canada without a work permit?

Are you willing to relocate for work?

**EDIT**

**Craft Details**

**EDIT**

**Resume & Documents**

**Resume**

No resume uploaded

**Documents**

No documents uploaded

**EDIT**

**Contact Information**

Canada

Primary

**EDIT**

**Employment History**

I authorize PCL to contact my current employer.

**EDIT**

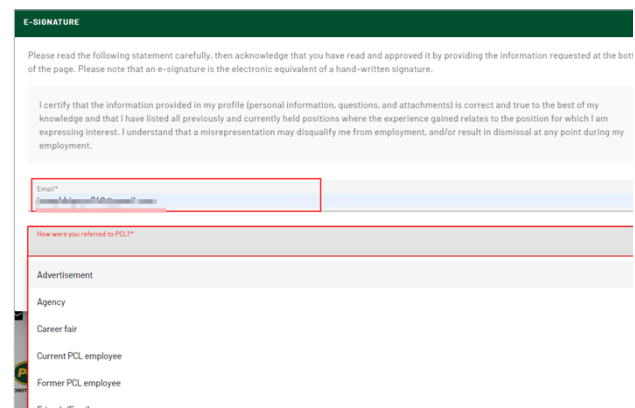
**SUBMIT**

## E-Signature

Enter the email address used for sign-in or sign-up in the provided field. It must match the email associated with the account.

Select the source from the **drop down list** to indicate how you was referred to PCL.

Fields marked with an **asterisk (\*)** are mandatory and must be completed before proceeding to the next section.



**E-SIGNATURE**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an e-signature is the electronic equivalent of a hand-written signature.

I certify that the information provided in my profile (personal information, questions, and attachments) is correct and true to the best of my knowledge and that I have listed all previously and currently held positions where the experience gained relates to the position for which I am expressing interest. I understand that a misrepresentation may disqualify me from employment, and/or result in dismissal at any point during my employment.

**Email\***

**How were you referred to PCL?**

Advertisement

Agency

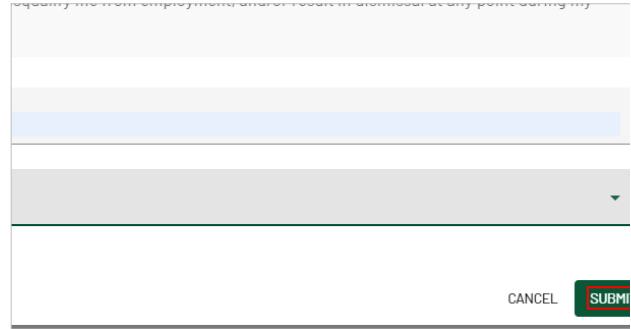
Career fair

Current PCL employee

Former PCL employee

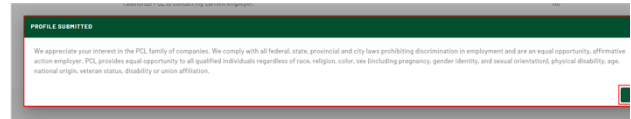
**Next**

Click **Submit** after you have reviewed and confirmed all the information.

A screenshot of a web form submission interface. It features a large, empty rectangular area for content, with a light blue horizontal bar at the top and a grey horizontal bar at the bottom. In the bottom right corner, there are two buttons: a 'CANCEL' button and a 'SUBMIT' button with a green background and white text.

Read Profile Submitted Notification.

Click on **OK**.

A screenshot of a notification box titled 'PROFILE SUBMITTED'. The box has a green header bar. The main text reads: 'We appreciate your interest in the PCL family of companies. We comply with all federal, state, provincial and city laws prohibiting discrimination in employment and are an equal opportunity, affirmative action employer. PCL provides equal opportunity to all qualified individuals regardless of race, religion, color, sex (including pregnancy), gender identity, and sexual orientation, physical disability, age, national origin, veteran status, disability or union affiliation.' There is a small 'OK' button in the bottom right corner.

### 3.2.3. Related Resources

- [Sign Up](#)
- [Sign In](#)
- [Apply for Job](#)

## 4. Search for positions

### 4.1. Introduction

#### 4.1.1. Objective

This instruction provide guidance on how external users can **search for their ideal positions** using the search bar, applying filters, and sorting the search results.

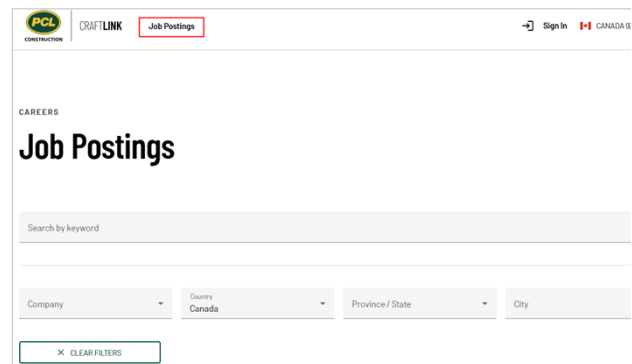
#### 4.1.2. Background Information

CraftLink features available job postings for craft workers at PCL. You can explore these opportunities by visiting the CraftLink website and navigating to the job listings section.

### 4.2. Work Instructions

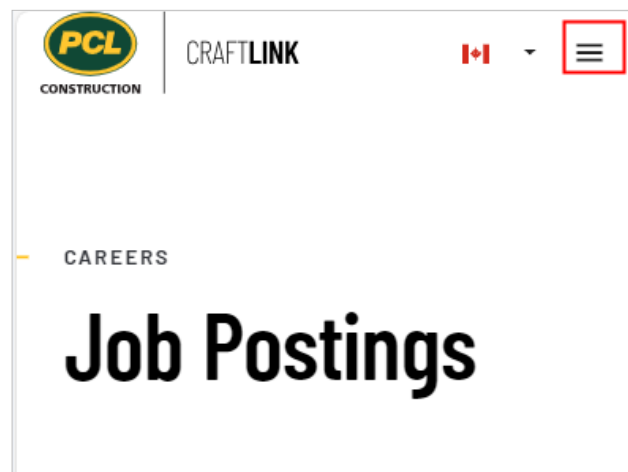
If you are using desktop:

Click on **Job Postings** at the top of CraftLink to take you to the main job postings page.



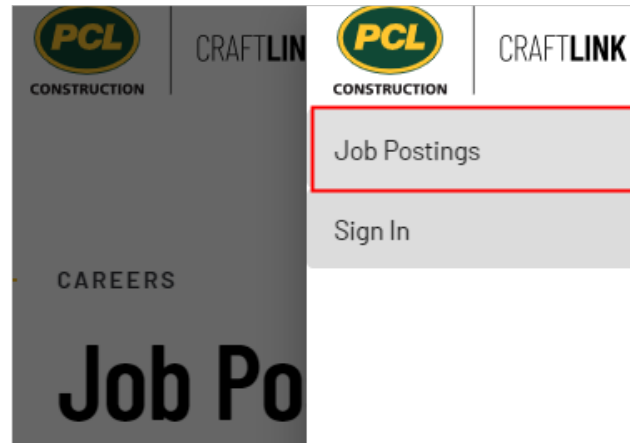
If you are using mobile:

Click on the **hamburger button** on the top right corner.



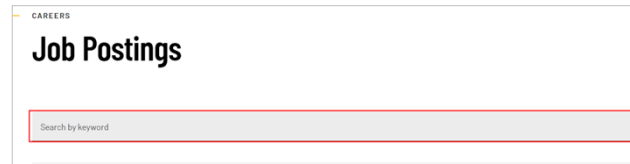
Click on the **Job Postings**.

The remaining instructions are identical regardless of whether you are on desktop or mobile.



### Method 1: Searching for job postings

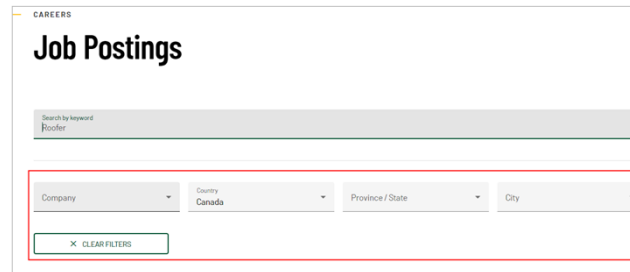
Click on '**Search by Keyword**' to enter specific terms related to the job or position you are looking for.



### Method 2: Searching by adding filters

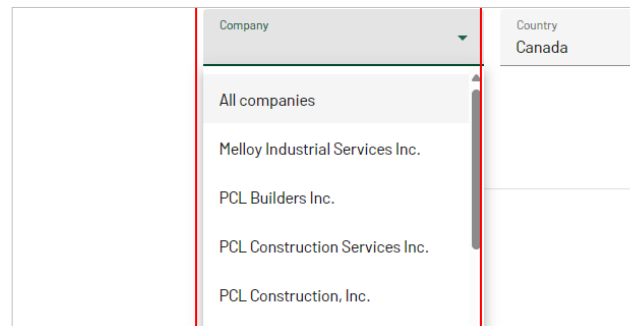
Use filters to refine your search results.

There are multiple filters available: Company, Country, Province, and City.

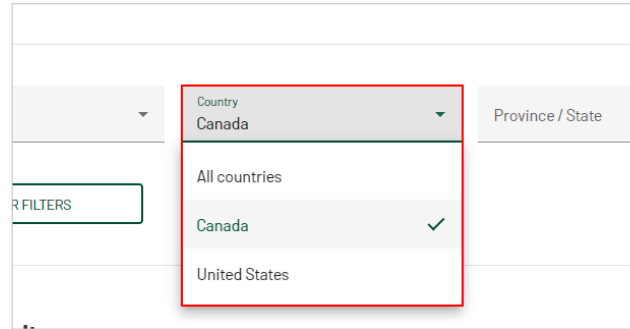


**Note:** The filters are displayed vertically on mobile, but the functions remain identical on both desktop and mobile.

Click on **Company** from the dropdown list to select your preferred PCL company.

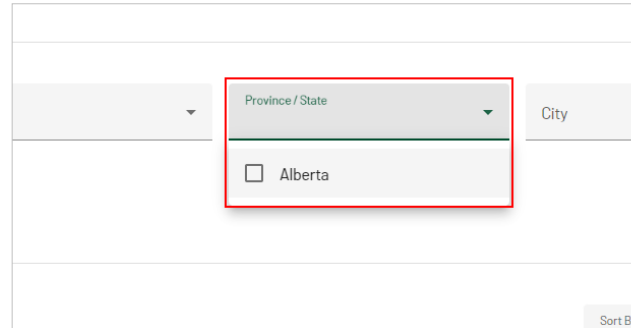


Click on the **Country** dropdown menu to select the preferred country.



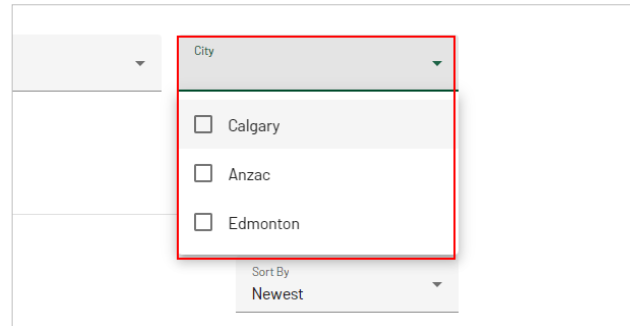
A screenshot of a web form showing a dropdown menu for 'Country'. The menu is open, displaying three options: 'All countries', 'Canada' (which is selected and marked with a green checkmark), and 'United States'. The dropdown is highlighted with a red rectangular box. To the right of the dropdown is a 'Province / State' field. Below the dropdown is a 'CLEAR FILTERS' button.

Click on **Province** from the dropdown list to select the preferred province.



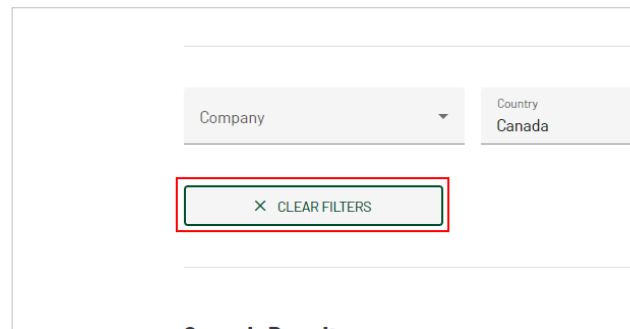
A screenshot of a web form showing a dropdown menu for 'Province / State'. The menu is open, displaying one option: 'Alberta' (which is selected and marked with a green checkmark). The dropdown is highlighted with a red rectangular box. To the right of the dropdown is a 'City' field. Below the dropdown is a 'Sort By' dropdown menu set to 'Newest'.

Click on **City** from the dropdown list to select the preferred working location.



A screenshot of a web form showing a dropdown menu for 'City'. The menu is open, displaying three options: 'Calgary', 'Anzac', and 'Edmonton'. The dropdown is highlighted with a red rectangular box. To the right of the dropdown is a 'Sort By' dropdown menu set to 'Newest'.

Click on the **Clear Filters** button to remove all applied filters and return to the default settings.

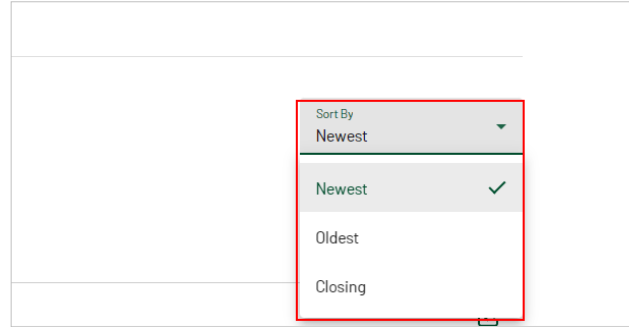


A screenshot of a web form showing a 'CLEAR FILTERS' button. The button is highlighted with a red rectangular box. Above the button are two dropdown menus: 'Company' and 'Country' (set to 'Canada').

The sorting feature allows you to customize the display order of job postings to suit your preferences.

The **Sort By** dropdown menu offers the following options:

- **Newest:** Displays the most recently posted jobs at the top of the list.
- **Oldest:** Lists the earliest job postings first.
- **Closing:** Sorts job postings by their application closing dates.



### 4.3. Related Resources

- [Apply for Job](#)
- [View Job Postings](#)
- [Share Job Posting](#)

## 5. View job postings

### 5.1. Introduction

#### 5.1.1. Objective

These instructions provide guidance on how to view job postings in CraftLink.

**Note:** The remaining instructions are identical regardless of whether you are on desktop or mobile.

#### 5.1.2. Background Information

To access the detailed description and requirements for a specific position, you can simply click on the job title listed in the search results.

This will redirect you to a page with comprehensive information about the role.

### 5.2. Work Instructions

#### To view job posting.

Click on the **job title** you would like to apply for to view more details about the position and proceed with the application process.

## Search Results

### Welder Test

Edmonton, Alberta, Canada  
PCL Enerav Inc.

The detailed job posting page provides key information, including:

- Job title (e.g., "Carpenter Journeyman")
- Location (e.g., "Anzac, Alberta, Canada")
- Company name (e.g., "PCL Industrial Constructors Inc.")
- Job number
- Posting date
- Closing date

## Carpenter Journeyman

|                                             |                                    |                         |
|---------------------------------------------|------------------------------------|-------------------------|
| JOB TITLE<br>CARPENTER JOURNEYMAN           | LOCATION<br>ANZAC, ALBERTA, CANADA | JOB NUMBER<br>156283    |
| COMPANY<br>PCL INDUSTRIAL CONSTRUCTORS INC. | POSTING DATE<br>FEBRUARY 18, 2019  | CLOSING DATE<br>ONGOING |

[APPLY NOW](#)
[SHARE JOB](#)
[VIEW JOB POSTINGS](#)

Carpenter Journeyman - Anzac, Alberta (Job Number: 156283)

#### Description

**My Field. My Craft. My Legacy.**

You have talent, and PCL recognizes the value that each skilled craft person brings to the work site. You will have the opportunity to work on a variety of construction jobs with a company that is recognized as a leader in the construction industry. Be part of world-class projects and a culture that is built on employee success and sharing of collective experiences.

PCL has one of the best safety records in the industry. On our construction jobs, PCL has a goal of zero incidents which continues to be a top priority. It is important that you go home uninjured at the end of every day. With PCL's mentorship culture, you will be able to share your talents as well as learn from some of the best in the industry. Whether your focus is civil infrastructure, heavy industrial, or buildings, PCL has construction jobs that will showcase your skills.

- 
- Job description

To proceed with the application process, click on the **Apply Now** button.

To share this position, click on the **Share Job** button.

To view other job postings, click on the **View Job Postings** button.

---

**Note:** The job description and functional buttons (**Apply Now**, **Share Job**, **View Job Posting**) are displayed vertically on mobile, but the functions remain identical on both desktop and mobile.

### 5.3. Related Resources

- [Apply for Job](#)
- [Search for Positions](#)
- [Share Job Postings](#)

## 6. Apply for job

### 6.1. Introduction

#### 6.1.1. Objective

These instructions provides guidance on using **CraftLink** to **apply for job** opportunities. It also explains how to **modify** your application, including **updating your available date** and **withdrawing your application** if necessary.

**Note:** These instructions are identical regardless of whether you are on desktop or mobile.

#### 6.1.2. Background Information

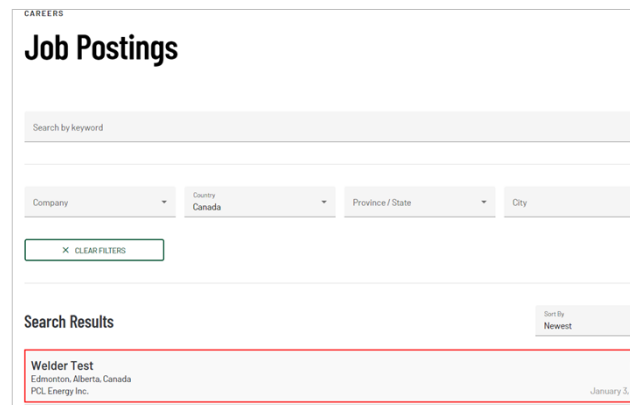
You are **required** to create a CraftLink account and [complete your profile](#) to apply for job opportunities.

CraftLink will **automatically redirect** you to the [sign-in](#) or [sign-up](#) page and the profile setup page if necessary during the application process.

### 6.2. Work Instructions

Navigate to the CraftLink Job Postings section.

Search or browse for the positions you are interested in applying for.



The screenshot shows the 'CAREERS' section of the CraftLink website. The main heading is 'Job Postings'. Below it is a search bar with the placeholder text 'Search by keyword'. Under the search bar are four filter dropdown menus: 'Company', 'Country' (set to 'Canada'), 'Province / State', and 'City'. Below these filters is a button labeled 'X CLEAR FILTERS'. The 'Search Results' section is visible, showing a single result for 'Welder Test' at 'Edmonton, Alberta, Canada' by 'PCL Energy Inc.'. The date 'January 3,' is partially visible on the right side of the result. A 'Sort By' dropdown menu is set to 'Newest'.

Select the job you wish to apply for.

For this instruction, we will use the Welder Test position as an example.

Click on the **Apply Now**.

The screenshot shows the PCL CraftLINK Job Postings interface. At the top, there are logos for PCL Construction and CraftLINK, along with a 'Job Postings' title and a 'Sign In' button. Below this, the section is titled 'JOB POSTINGS' and 'Welder Test'. A table-like layout displays job details: Job Title (WELDER TEST), Location (EDMONTON, ALBERTA, CANADA), Job Number (212470), Company (PCL ENERGY INC.), Posting Date (JANUARY 3, 2024), and Closing Date (ONGOING). Below the details are three buttons: 'APPLY NOW' (highlighted with a red border), 'SHARE JOB', and 'VIEW JOB POSTINGS'. At the bottom, there is a summary line: 'Welder Test - Edmonton, Alberta (Job Number: 212470)', followed by 'test', 'Company: PCL Energy Inc.', 'Job Posting: Jan 03, 2024', and 'Closing Date: Ongoing'.

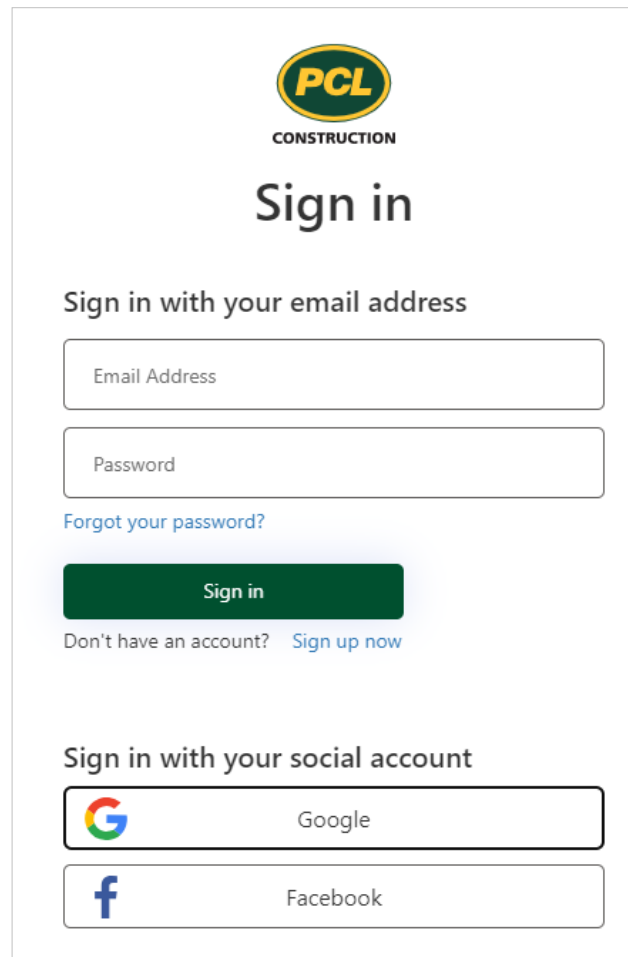
|                 |                           |              |
|-----------------|---------------------------|--------------|
| JOB TITLE       | LOCATION                  | JOB NUMBER   |
| WELDER TEST     | EDMONTON, ALBERTA, CANADA | 212470       |
| COMPANY         | POSTING DATE              | CLOSING DATE |
| PCL ENERGY INC. | JANUARY 3, 2024           | ONGOING      |

[APPLY NOW](#) [SHARE JOB](#) [VIEW JOB POSTINGS](#)

Welder Test - Edmonton, Alberta (Job Number: 212470)  
test  
Company: PCL Energy Inc.  
Job Posting: Jan 03, 2024  
Closing Date: Ongoing

**Note:** The **Apply Now** button is displayed vertically on mobile, but the functions remain identical on both desktop and mobile.

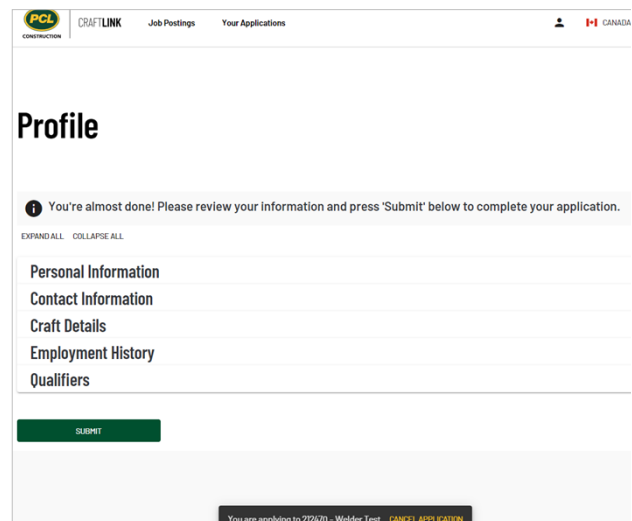
In this example, if you are not signed in to your CraftLink account, clicking on **Apply for** will redirect you to the Sign-In page.



The sign-in page features the PCL CONSTRUCTION logo at the top. Below it is the heading "Sign in". The first section is "Sign in with your email address", which includes two input fields: "Email Address" and "Password". A link "Forgot your password?" is positioned below the password field. A green "Sign in" button is located below the input fields. Below the button is the text "Don't have an account?" followed by a blue link "Sign up now". The second section is "Sign in with your social account", which includes two buttons: "Google" (with the Google logo) and "Facebook" (with the Facebook logo).

After signing in, the user's profile page will appear.

If you have already set up your profile, the previously entered information will be displayed and used as the profile information for the job application.



The profile page shows the PCL CONSTRUCTION logo and the CRAFTLINK logo in the top navigation bar. The navigation bar also includes links for "Job Postings" and "Your Applications", and a user profile icon with a Canadian flag. The main heading is "Profile". Below it is a message: "You're almost done! Please review your information and press 'Submit' below to complete your application." Below this message are two links: "EXPAND ALL" and "COLLAPSE ALL". The profile information is organized into a list of sections: "Personal Information", "Contact Information", "Craft Details", "Employment History", and "Qualifiers". Below these sections is a green "SUBMIT" button. At the bottom of the page, a status bar indicates: "You are applying to 226470 - Welder Test" followed by a "CANCEL APPLICATION" link.

To review your profile, expand each section using one of the following methods:

- Click on "Expand All" to open all sections at once.
- Click on the drop-down icon next to individual sections to expand them one by one.

Ensure details such as contact information, work experience, education, and certifications are complete and valid to meet the job requirements.

### Edit Profile Information .

To update any information in your profile, click on **Edit**.

You will be redirected to the **Profile** page.

After completing or updating your profile, click on **Done** to save the changes.

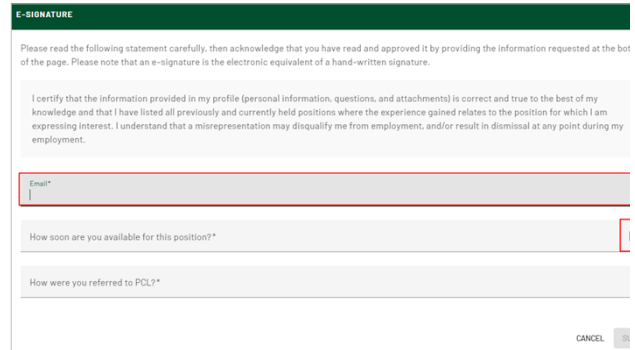
Once all the information has been verified and is valid for the job application, click on **Submit**.

## E-signature

E-signatures are required for applying for positions.

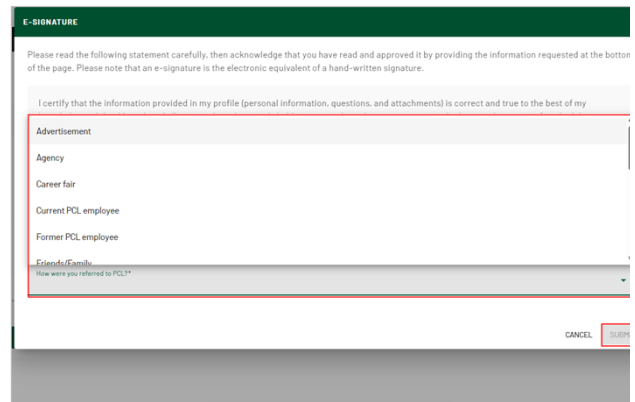
Enter your account **Email address** in the designated field.

Select the most suitable availability for this position by clicking on the **calendar icon** and choosing the appropriate date.

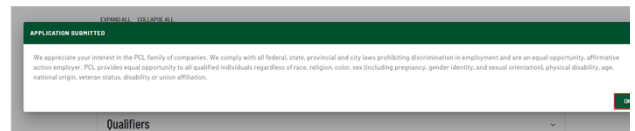


From the **drop-down menu**, select how you were **referred to PCL** (e.g., job board, employee referral, career fair, etc.).

Click on **Submit**.



After reading the notification, click on **OK** to finish application.

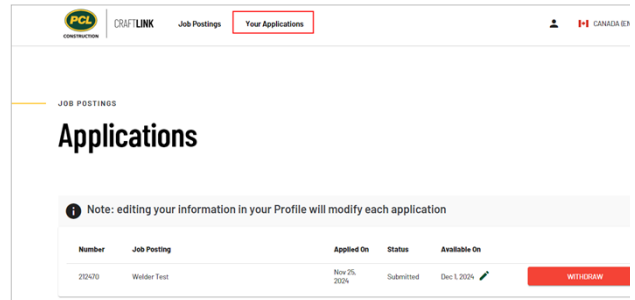


## Modify Application

Click on **Your Applications** located in the top menu.

After submitting your application, only two aspects can be edited:

- Available Date
- Withdraw Application



Modify Available Date

To edit the available time, click on the **pen icon** next to the date under the **Available On** section.

will modify each application

| Applied On   | Status    | Available On |                                                                                     |                     |
|--------------|-----------|--------------|-------------------------------------------------------------------------------------|---------------------|
| Nov 25, 2024 | Submitted | Dec 1, 2024  |  | <div>WITHDRAW</div> |

Click on the **Calendar** icon.  
Select the preferred date by clicking on the calendar and adjusting it to your desired availability.

EDIT AVAILABLE ON DATE

How soon are you available for this position?\*

2024-12-01

DEC 2024

< >

S M T W T F S

DEC

1

2

3

4

5

6

7

8

9

10

11

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30

31

CANCEL

SAVE

Click on the **Save** button to confirm.

DATE

How soon are you available for this position?\*

CANCEL

SAVE

WITHDRAW

## Withdraw Application

Click on the **Withdraw** button

each application

| ID        | Status      | Available On |                 |
|-----------|-------------|--------------|-----------------|
| Submitted | Dec 1, 2024 |              | <b>WITHDRAW</b> |

Confirm your decision to withdraw.

If you wish to proceed, click on **Withdraw**.

If you decide not to withdraw, click on **Cancel** to keep the application active.

**WITHDRAW APPLICATION**

Are you sure you wish to withdraw this application?

**CANCEL** **WITHDRAW**

## 6.3. Related Resources

- [Sign In](#)
- [Sign Up](#)
- [Profile Setting](#)
- [Search for Positions](#)

## 7. Share Job Postings

### 7.1. Introduction

#### 7.1.1. Objective

These instructions provide guidance on how to share a job in CraftLink. There are multiple methods available:

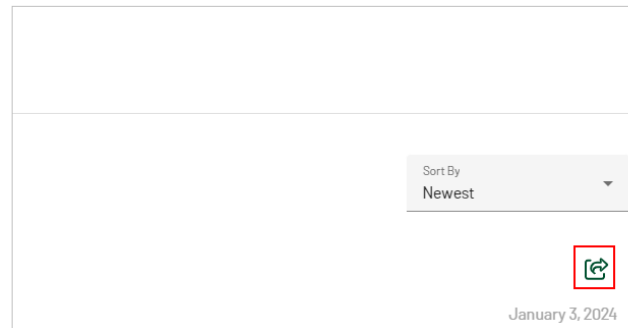
- Share directly from the search results page.
- Click the **Share Job** button on the detailed job description page.

**Note:** The remaining instructions are identical regardless of whether you are on desktop or mobile.

### 7.2. Work Instructions

#### Method 1

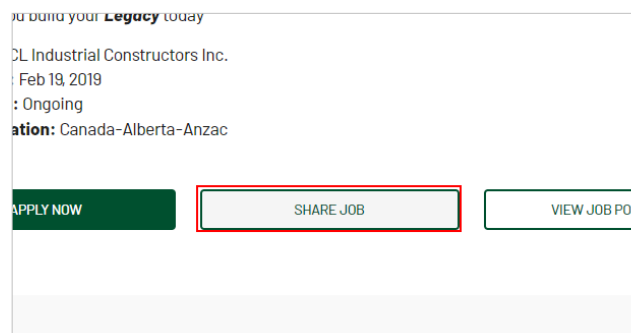
Click on the share icon located on the right-hand side of the job title



#### Method 2

Click on the **Share Job** button on the job posting page.

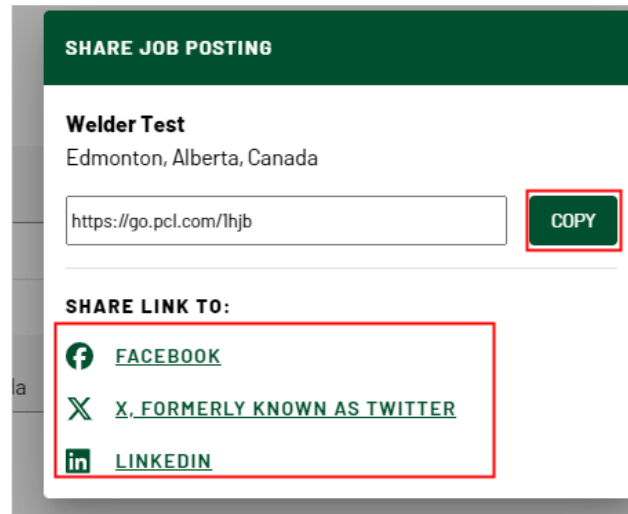
**Note:** The **Share Job** button is available at both the top and bottom of every specific job posting, and it functions the same regardless of its location.



**Note:** The **Share Job** button is displayed vertically on mobile, but the function remain identical on both desktop and mobile.

To share a job posting, you can copy the job link by clicking on **Copy** and then share it with others.

Alternatively, you can directly share the link to Facebook, X (formerly known as Twitter), or LinkedIn by simply clicking the corresponding icon and posting the link on your social media.



**SHARE JOB POSTING**

**Welder Test**  
Edmonton, Alberta, Canada

**COPY**

**SHARE LINK TO:**

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### 7.3. Related Resources

- [Search for Positions](#)
- [View Job Postings](#)

## 8. Upload Resume and Documents

### 8.1. Introduction

#### 8.1.1. Objective

These instructions provide guidance on how a user can upload or update their resume and relevant documents in the **Wallet** after signing up for an account.

#### 8.1.2. Background Information

The Wallet in the User Center serves as a centralized location for storing users' resumes and documents.

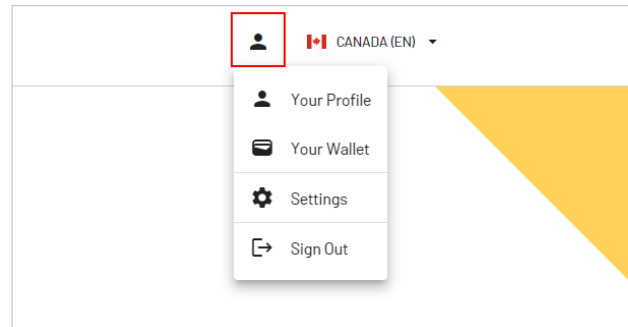
When a new external user [signs up](#) for a CraftLink account, they are initially prompted to upload their resume and relevant documents to their profile.

After [signing in](#), they can still update their resume and relevant documents as needed in their Wallet.

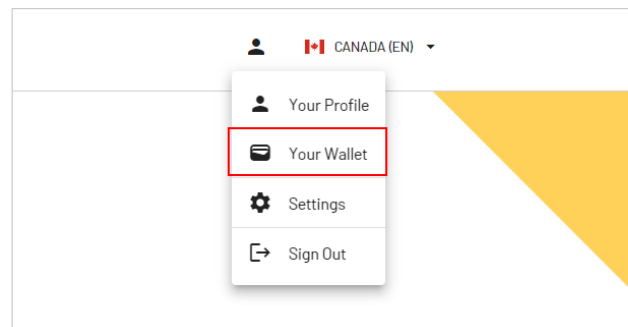
### 8.2. Work Instructions

If you are using desktop:

Click on the **User Center**

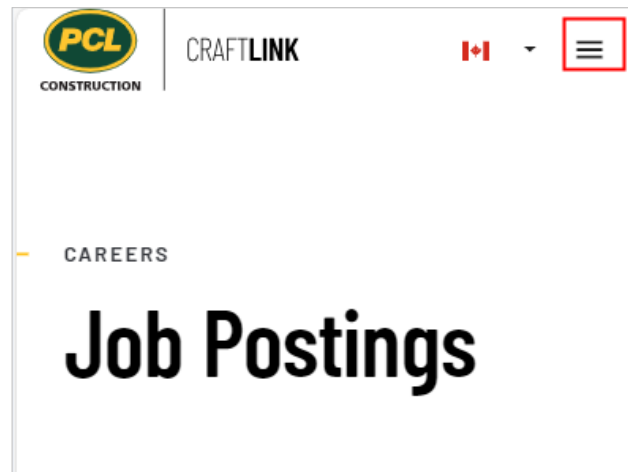


Click on **Your Wallet**



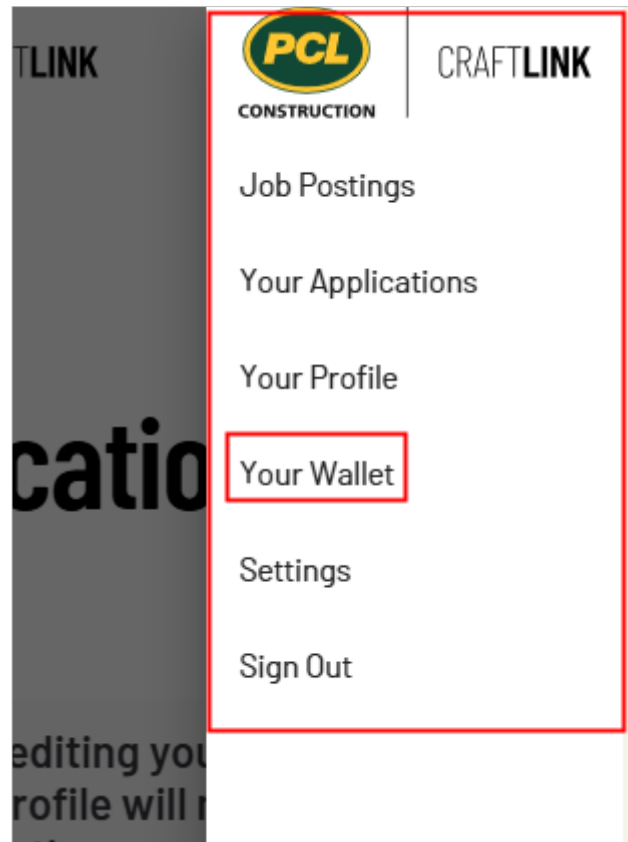
If you are using mobile:

Click on the **hamburger button** on the top right corner.



Click on **Your Wallet**.

The remaining instructions are identical regardless of whether you are on desktop or mobile.



There are multiple ways to upload a resume and relevant documents in desktop:

- Drag the files into the designated area
- Use the upload option

There is only one way to upload a resume and relevant documents in mobile:

- Use the upload option

**Resume**

Only one resume can be saved with your profile. If you upload another resume, it will replace the existing resume.

No resume uploaded

Drag your resume here or use the 'Upload Resume' button to upload

**Documents**

Use this feature to upload additional documents to support your profile and resume. This can include your tickets, certifications, cover letters, references or other relevant documents. **A maximum of 10 documents** can be attached to your profile in addition to your resume.

No documents uploaded

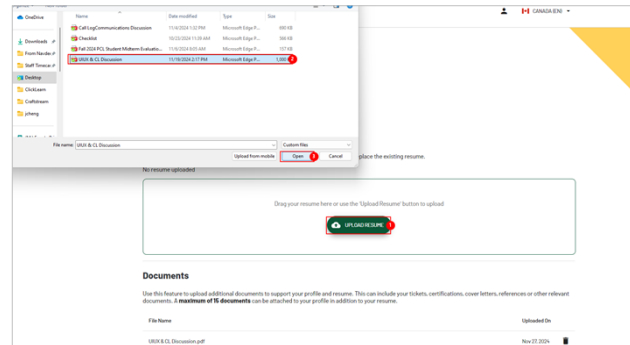
Drag your document here or use the 'Upload Document' button to upload

## Use the Drag Option

**Drag your file** into the designated box to upload it.

Use the Upload Option in desktop

1. Click on **Upload Resume** or **Upload Document**.
2. Select the **file** you want to upload.
3. Click **Open** to upload the file.



## Use the Upload Option in iOS system

If you're using a mobile device to upload files, the display differs from the desktop version.

1. Click on **Upload Resume** or **Upload Document**.
2. Select the **file** you want to Upload

## Use the Upload Option in Android devices

If you're using an Android mobile device to upload files, the display differs from the iOS system but the function is identical.

1. Click on the **Media Picker**
2. Select the **file** you want to upload

**Note:** The banner with options for Camera, Camera Video, and Media Picker might not always appear. If the Media Picker option isn't prompted, it will automatically open the Media Picker directly.

### 8.3. Related Resources

- [Sign Up](#)
- [Sign In](#)
- [Profile Setting](#)
- [Apply for Job](#)

## 9. Change Country Location

### 9.1. Introduction

#### 9.1.1. Objective

These instructions provide detailed guidance for external users on how to change the country setting.

By adjusting their location preferences, external users can tailor their job search results to focus on opportunities available in their desired country.

**Note:** The remaining instructions are identical regardless of whether you are on desktop or mobile.

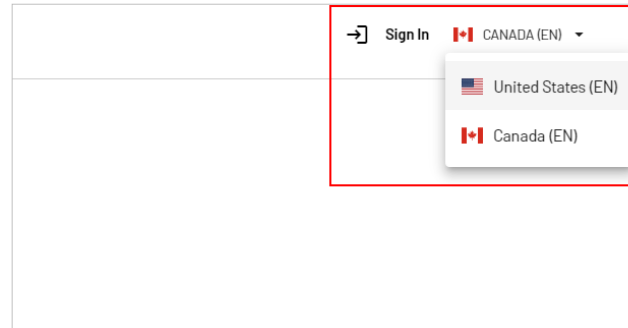
#### 9.1.2. Background Information

Craftlink automatically updates location settings based on your current location, and will display job postings specific to your country.

### 9.2. Work Instructions

Click on the dropdown menu next to your country.

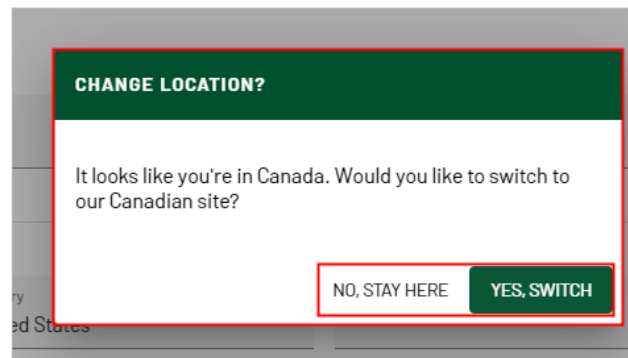
Select the desired country and language from the list of options.



If you're using a mobile device, you'll see the current country location flag in the top right corner, but the country name and language will only appear when you click on the dropdown menu.

When prompted with the **Change Location?** dialog box, review the suggested location.

- If the suggested location is correct, click **Yes, Switch** to update your site location.
- If you prefer to stay on your current site, click **No, Stay Here** to dismiss the prompt.



### 9.3. Related Resources

- [View Job Postings](#)
- [Share Job Postings](#)

## 10. Your Portal

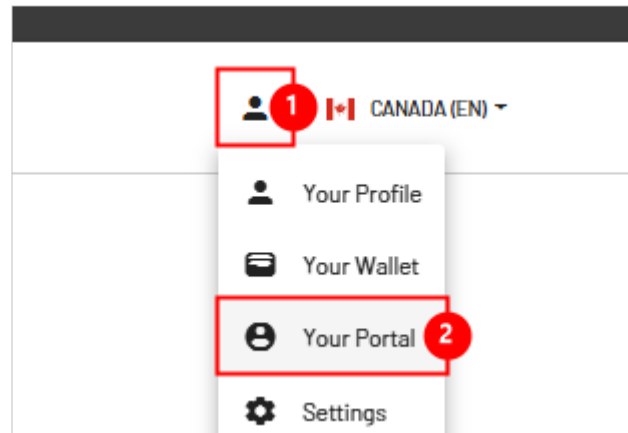
### 10.1. Background Information

The portal page is accessible only to existing employees and is used to view official correspondence and access pay stubs.

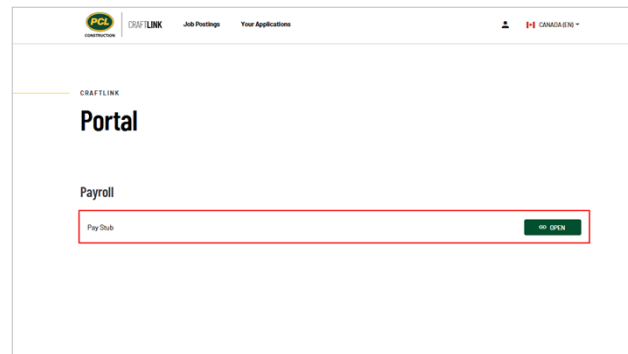
### 10.2. Work Instructions

Access Your Portal

1. Click on the **person** icon, in the top left side of the website.
2. From the drop down menu, click on **Your Portal**.



Any official correspondence and pay stub information will be accessible here.



### 10.3. Related Resources