



Careers at METRO - Quick Guide

Registering As A Candidate

1. To register, click the 'Register'(First time Visitor) button. This will take you to the registration page.
2. Fill out your name, create a user name and password (6 characters), enter a good contact email address, mark the privacy statement, and then click the 'Register' button.
3. You will be taken to the 'Applicant Cockpit' where you will see several tabs: Overview, Candidate Profile, and Employment Opportunities.

Applying For A Job

1. To apply, click the 'Login '(Returning Visitor) button. This will take you to the LOGON page.
2. Enter you User name and password.
3. You can search for job a prior to registering but in order to apply for an opening, you will need to register as a candidate
4. Having selected to apply for a job, click the 'Apply' button, and the Application Wizard will start with the Welcome screen.
5. If you have not previously registered, fill out the name and email fields, mark the data privacy statement, and click 'Save and Continue'. This will take you to the Application Wizard.
6. Fill out the profile information for Personal Data, Education / Military Training, Work Experience, Preferences, Attachments, Application Source, Cover Letter, and Questionnaire, and then send the application. This information must be filled out to be considered for a job opportunity.
7. You can choose to release your profile by marking the statement that begins with "I would like to release my profile"
8. If the profile is not released, recruiters will not be able to see your application data. Profiles should be released when applying for a job.

Searching For A Job

1. Go to the Opportunities tab
2. You can search for job prior to registering but in order to apply for an opening, you will need to register as a candidate
3. Available job titles are listed towards the bottom of the page
4. Click on a title to open the job posting description
5. You can print the description by clicking the 'Print Preview' button
6. You can forward the job posting to someone by clicking the 'Tell a Friend' button