



**Vancouver Island  
Construction Association**

# Welcome to the VICA Job Centre

## Table of Contents

What is the VICA Job Centre?.....	<a href="#">2</a>
Frequently Asked Questions.....	3-7
Where Can I Find the New Construction Job Centre?.....	<a href="#">3</a>
How Can I Browse Job Listings Available?.....	<a href="#">3</a>
How to Add Your Resume (For Job Seekers).....	<a href="#">4</a>
How to Post a Job (For Employers).....	<a href="#">4</a>
How to Edit a Job Posting.....	<a href="#">7</a>

# What is the VICA Job Centre?

The Job Centre is the outcome of a partnership across the five construction associations in British Columbia, and offers employers an affordable, efficient, and industry-specific recruitment tool to promote job opportunities to thousands of job seekers from entry level to experienced professionals.

The VICA Job Centre has two parts!

## 1. A place for Employers to post jobs

Employers can advertise their job postings for up to six weeks and have the capability to make revisions and turn off the posting at any time.

We use an industry-customized database to match the job seekers interest and abilities with the needs of the employers' job requirements. Once VICA receives notification that you have posted a job vacancy, we send a job alert to all candidates closely matching the criteria you have selected. Applicants will then contact you directly.

Each job posting is also featured in the weekly VICA eNewsletter and tweeted out to 1,500+ Twitter followers via [@VICA\\_BC](#) and [@ConstJobCentre](#).

### **Job Posting Rates:**

VICA Members: \$125.00 + GST

Non-Members: \$175.00 + GST

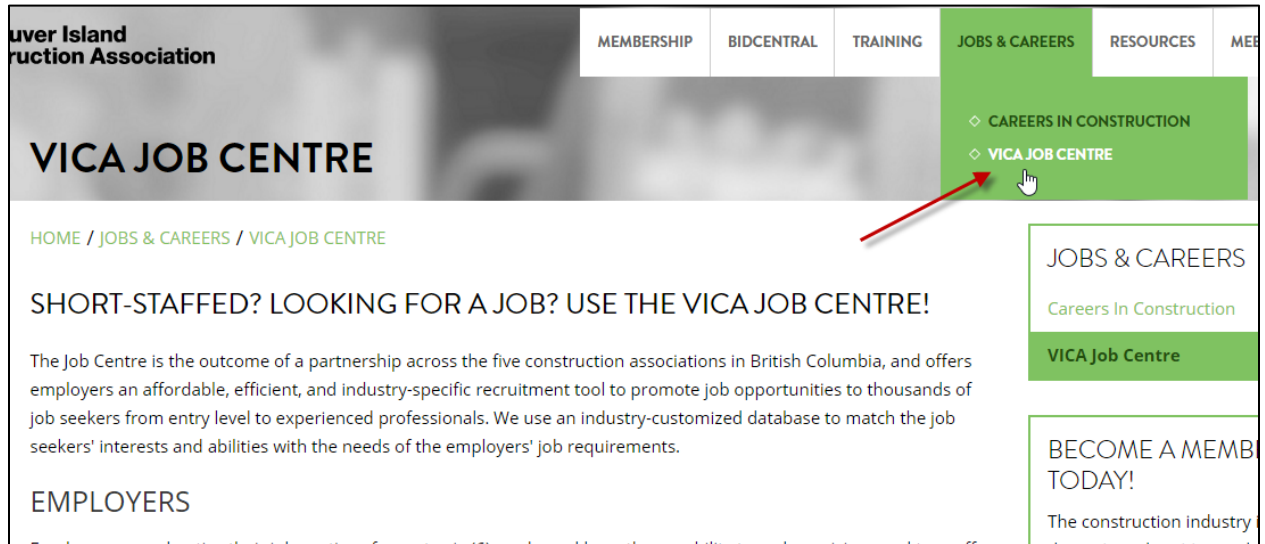
## 2. A place for Job Seekers to host their resume

Job Seekers can create a profile and upload a resume to display for potential employers who are logged into the system. They can also browse current opportunities available.

# Frequently Asked Questions

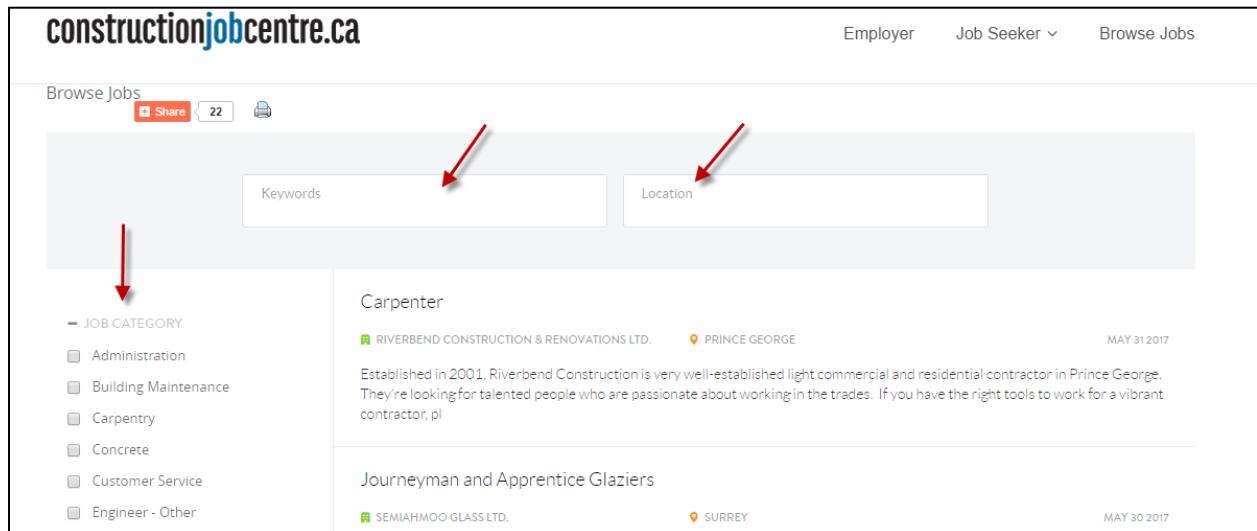
Q: Where can I find the new Construction Job Centre?

A: You can visit [www.vicabc.ca](http://www.vicabc.ca) under 'Jobs & Careers'



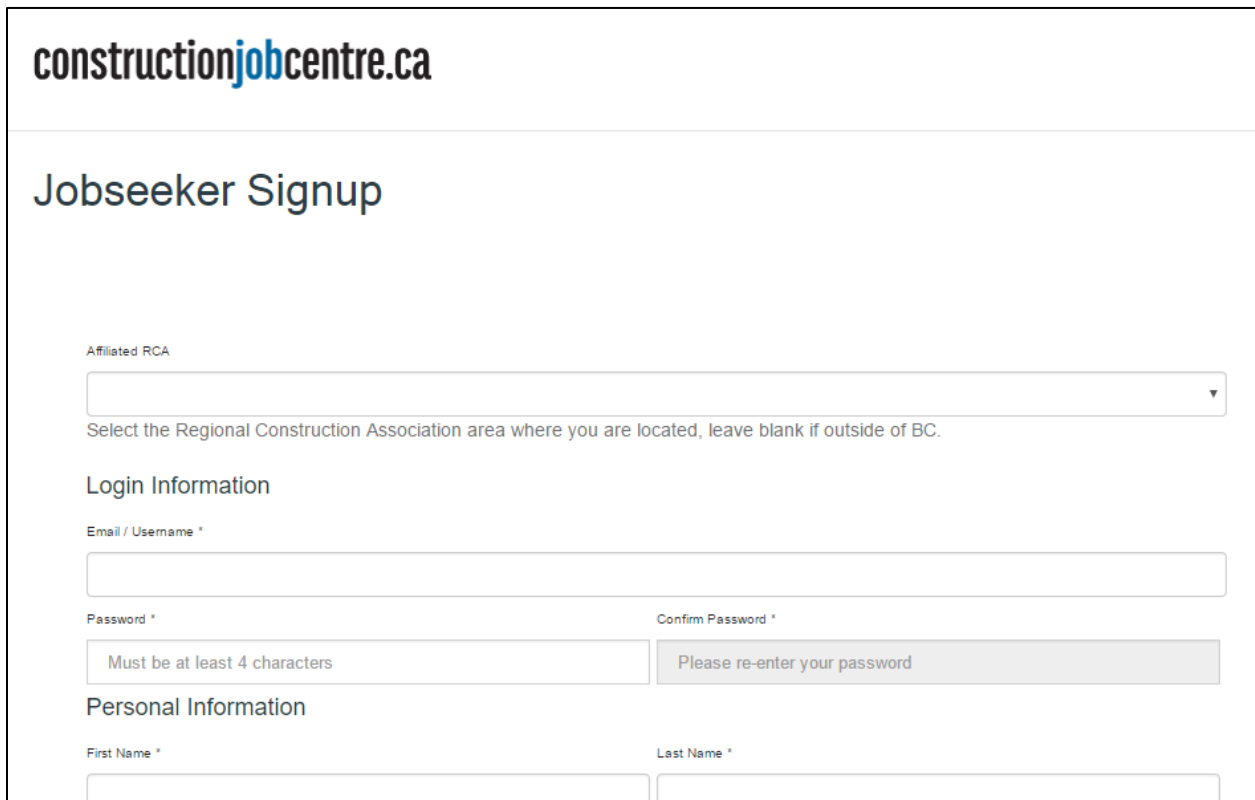
Q: How can I browse job listings available for Vancouver Island?

A: You can click on 'Browse Jobs' and filter by location, job category, or type in a keyword!



Q: I'm a job seeker — how do I add my resume?

A: Click on 'Add Resume' and fill out the form. Once you have completed this, hit 'Submit Now'.

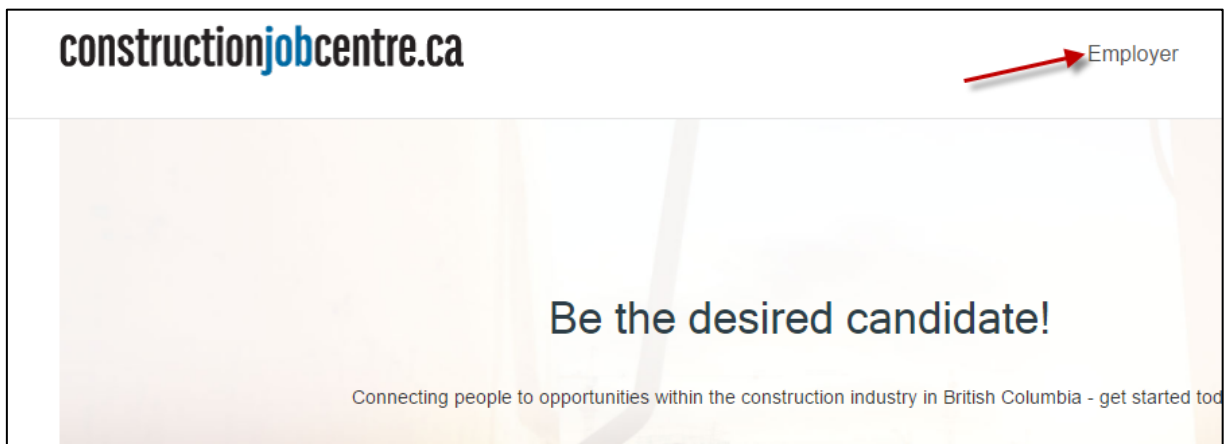


The screenshot shows the 'Jobseeker Signup' page on the website. At the top left is the logo 'constructionjobcentre.ca'. Below it is the heading 'Jobseeker Signup'. The form includes a dropdown menu for 'Affiliated RCA' with a note: 'Select the Regional Construction Association area where you are located, leave blank if outside of BC.' Below this is the 'Login Information' section, which has a text input for 'Email / Username \*', two text inputs for 'Password \*' and 'Confirm Password \*', and two buttons: 'Must be at least 4 characters' and 'Please re-enter your password'. The 'Personal Information' section has two text inputs for 'First Name \*' and 'Last Name \*'.

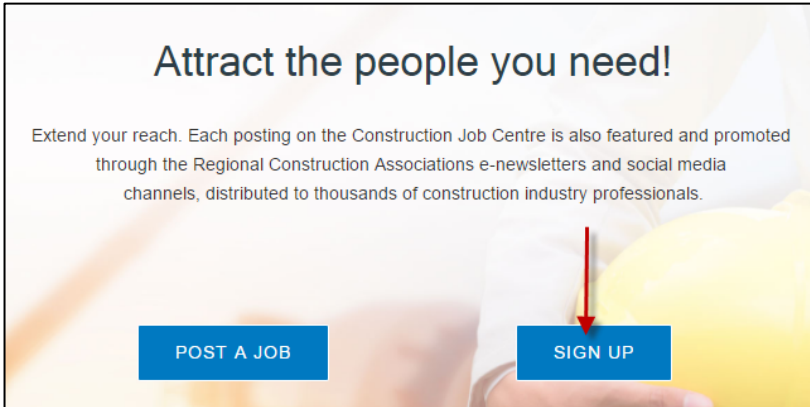
Q: I'm an Employer, how do I post a job?

A: Follow the steps below to post a job:

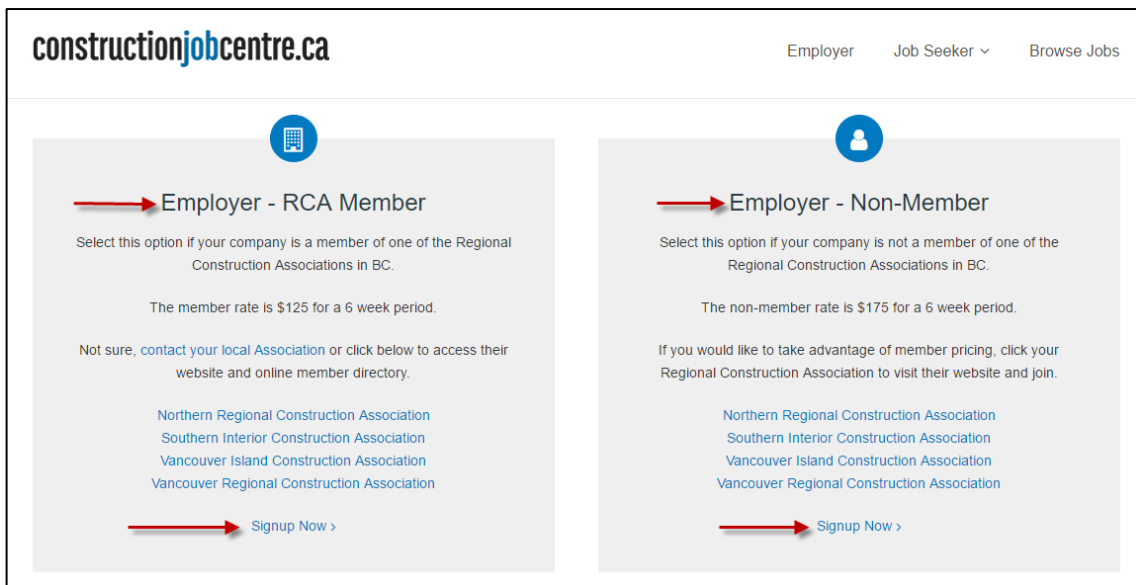
1. Go to [www.constructionjobcentre.ca](http://www.constructionjobcentre.ca).
2. Click on the 'Employer' tab.



3. If it is your first time on the site, click 'Sign Up'. If it is not your first time here, click 'Post a Job' and skip to step 7.



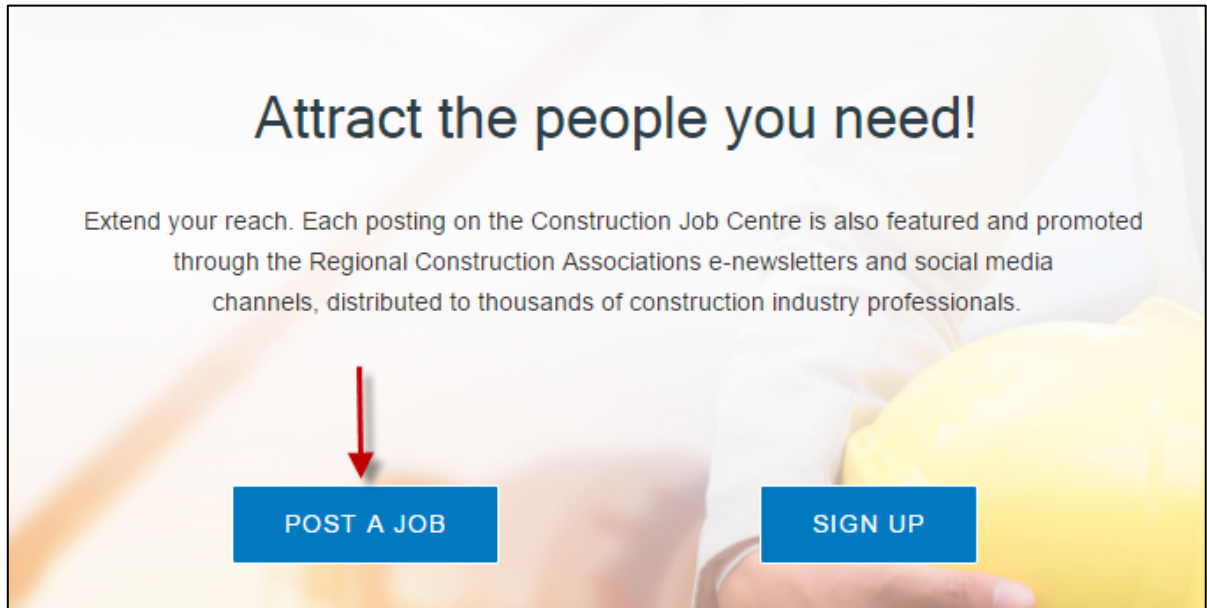
4. If you are a VICA member, click the 'Signup Now' link under 'Employer – RCA Member'. If you are not a VICA member, click the 'Employer-Non Member' Signup link. ([VICA MEMBERSHIP](#) has its benefits).



5. Fill in the sign-up form

A screenshot of the "Employer - Member Sign Up" form on the constructionjobcentre.ca website. The form has a header with the logo and the title "Employer - Member Sign Up". Below the title is a dropdown menu labeled "Affiliated RCA \*" with a downward arrow. Below the dropdown is the text "Select the Regional Construction Association your company is a member of." At the bottom of the form is a section titled "Login Information".

6. Once you have signed up, ensure you are logged into the site.
7. Then click 'Post a Job'.



8. Fill the job form out in its entirety. You will be required to provide payment information during this process.

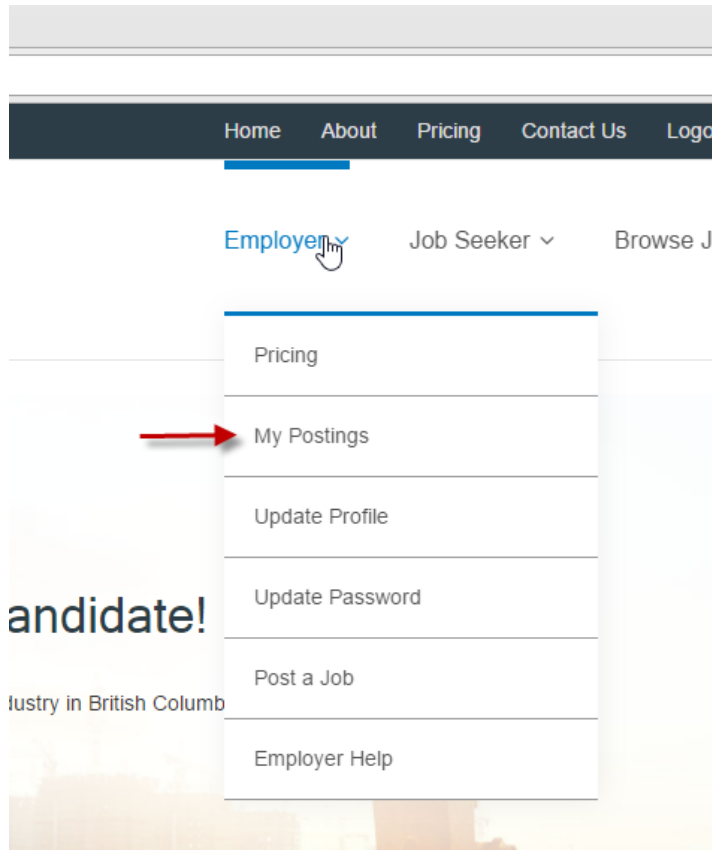
A screenshot of the "Post a Job" form on the website constructionjobcentre.ca. The page header shows the logo and "Welcome Jobs VICA". The main heading is "Post a Job". Below the heading are four numbered steps: 1 (highlighted in blue), 2, 3, and 4. The form fields include: "Job Title \*" with a text input box; "Location" section with "City \*" (text input), "Province \*" (dropdown menu showing "BC"), and "Country \*" (dropdown menu showing "Canada").

9. Once you have completed the process, you will receive an email receipt.

Q: How can I edit a job posting I made previously?

A: Follow the steps below:

1. Login to your account
2. Under the 'Employer' tab, click 'My Postings'



3. Choose the posting you wish to edit
4. Click the pencil icon to the right of the posting you would like to edit
5. Edit your posting
6. Select the SAVE icon at the bottom of the page.