



CIPH Job Board

Frequently Asked Questions

The CIPH Job Board is hosted by:

What is TalentNest?

TalentNest is the new “go to” Career Site for the Canadian Institute of Plumbing & Heating (CIPH). It’s an Applicant Recruiting and Tracking Software platform available in both English and French.

CIPH Members can now post their job openings and push them to major job boards with one click to increase applicant flow and improve the candidate experience. The openings will also appear on the Job Board on the CIPH website.

You also save time by managing your jobs and viewing all activity and reports in your secure member account within TalentNest.

How do I register to post jobs on TalentNest?

Email support@talentnest.com to request access as a CIPH Member. Please include the following registration details:

1. Company Name
2. Company Address
3. User Information (include First and Last Name, Job Title, Email Address, and Phone Number)

Note: When submitting your request, please quote “CIPH Member Access Request” in the subject line.

You can set up a primary company “Business Unit” in the system, but you can also set up multiple locations or departments as individual business units with different recruiters.

How do I learn to use TalentNest?

Once registered, TalentNest will provide you with simple step-by-step instructions on how to set up your account, post jobs, view candidate activity, and generate reports etc. Our account manager can also be reached during regular business hours by emailing support@talentnest.com – she is quick to respond and very knowledgeable about the system.

What is the cost to post a job?

Pricing for **CIPH members** is \$250 CAD + applicable taxes, for each job posting. Once you post an ad, CIPH will email you a link to pay online or request an invoice. Once you have paid online, or the invoice has been sent, we will approve your job posting.

On which job sites will TalentNest automatically post my job?

Once your job posting is approved by CIPH (generally within 2 hours of payment) it will immediately appear on the CIPH Job Board; the only exception would be if you set it to go “live” at a later date. Then within the next few hours, it will be posted by TalentNest to the following sites:

Glassdoor
Indeed
Simply Hired
Wow Jobs
jobrapido

ZipRecruiter
Google Jobs
eluta
jobbydoo
neuvoo

Career Jet
jobilico
Facebook Jobs
jobble.org
Monster

Sales and Customers Service Assessments

Included (at no extra cost) are optional sales and service assessments to help your recruiters find the best candidates.

How long will my job posting remain open?

CIPH reserves the right to remove job postings that have been open for more than 60 days. CIPH encourages members to remove job postings from the site once the position has been filled.

In addition, please ensure to post an **open** and a **closing** date for your job. We also recommend you add your company name to the job title for more clarity. If you would like your postings to appear on Indeed, you will need their own TalentNest account.

Can I refresh my job posting on the external job sites?

Yes, your company recruiter (the person(s) set up with administrative access from your company can refresh your ad once every 30 days which moves your job posting up in the external job sites. As backup (in case you forget), CIPH will also check and refresh your ad.

Resume Bank

Even after job postings are closed, you will have access to the applications/resumes of candidates who were not selected. You can add “tags” to help keep track of candidates who were not selected, but you might want to contact for future opportunities.

What if I am not a CIPH Member?

This program is only available to CIPH members.

How do I close a job?

To close a job, go to the **Jobs** tab, select **View Jobs**, click the drop-down button under the dropdown menu next to **Applicants** and select **Close**.

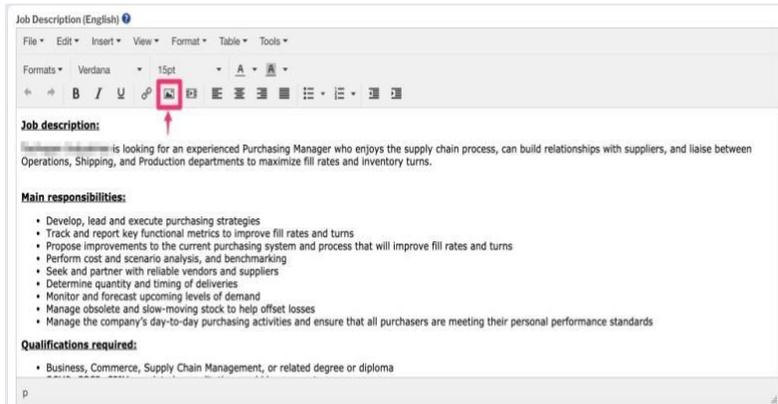
Please note that by closing a job, it will no longer appear on your online site, the "deselect" email (if applicable) will be sent to your candidates (unless you uncheck the option), and you will no longer be able to actively work with any of the candidates who have applied for this position.

Closed jobs will then appear under the **Closed** tab.

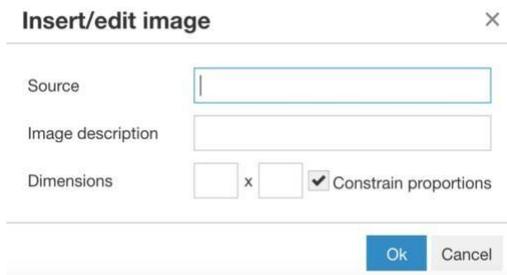
Tips for adding your organization's logo to your posting

When you are creating a new job or editing a posting, you can modify the job description to include images in the body of the text. The image must be hosted somewhere on the web (a URL for the image is required).

First, click on the dropdown menu next to Applicants and click on Edit Job. Once you are in that window, you can add any hosted images. Look for the Insert/Edit Image icon (see below):



Once you click the Insert Image icon, a pop-up window will appear. Paste the image URL in the Source textbox and select Ok (*the other options of Image description and Title are optional*). The image will then appear properly on your job description.

A screenshot of the "Insert/edit image" dialog box. The dialog has a title bar with "Insert/edit image" and a close button (X). It contains three input fields: "Source" (with a text input box), "Image description" (with a text input box), and "Dimensions" (with two input boxes for width and height, and a checked checkbox labeled "Constrain proportions"). At the bottom right, there are "Ok" and "Cancel" buttons.

You can then move it to the desired location on your job description by clicking on the image and dragging it to the specified location in the text box. Click Save, to ensure any edits are recorded on your job description.

Are you a candidate interested in applying for a job?

If you are a candidate applying for a job and you require technical support, please visit our *Help* section to access Frequently Asked Questions.

You can also submit a support request directly to the customer service team by emailing support@talentnest.com.