What is TalentNest?

TalentNest is the new "go to" Career Site for the Electro-Federation of Canada. It's an Applicant Recruiting and Tracking Software platform available in both English and French.

EFC Members can now post their vacant jobs and push them to major job boards with one click to increase applicant flow and improve the candidate experience.

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

How do I register to post jobs on TalentNest?

Email support@talentnest.com to request access as an EFC 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 "EFC Member Access Request" in the subject line.

How do I learn to use TalentNest?

Once registered, we 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.

What is the cost to post a job?

Pricing for **EFC members** is $275 CAD + applicable taxes, for each job posting. Pricing for **non-members** is $400 CAD + applicable taxes, for each job posting.

All job postings now require a credit card payment to activate your job posting. Please select the following secure link to process your request:

https://cvent.me/NQKvQW

How long will my job posting remain open?

EFC reserves the right to remove job postings that have been open for more than 60 days. EFC 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.

All job titles should follow a standardized format: Job title | company name

Example:
Quotes Specialist | Litleline Corporation

If you would like your postings to appear on Indeed, you will need their own TalentNest account.

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 our customer service team by emailing support@talentnest.com.

What if I am not an EFC Member?

If you wish to post a job, but are not a member of the EFC, please contact Ekaterina Lutovinova, Controller at eLutovinova@electrofed.com.

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.

On which job sites will TalentNest automatically post my job?

Indeed
ZipRecruiter
Google
SimplyHired
Glassdoor
Wow   Jobs
MyJobHelper …and many
more!

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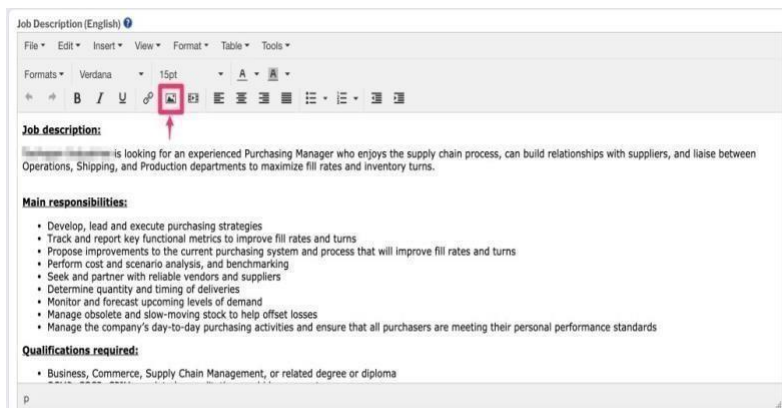
Once you click the Insert Image icon, a pop-up window will appear. Paste the image URL in the Source textbox and select Ok *(the other options of Image description and Title are optiona*l). **The image will then appear properly on your job description.**

Insert/edit image

Source	
Image description	
Dimensions	☐ x ☐ ✔ Constrain proportions

Ok Cancel

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.