



CareerAIM User Guide

Canada's largest source for job opportunities



CareerAIM finds job postings from job boards, industry job sites, corporate websites, newspapers, and all levels of government. **Available in library only at all Surrey Libraries.**

Get Started

1. If you are a returning user with an account, log in with your login name and password, or click "Create a full feature account" to register. If you register for an account, you can create job alerts which send job postings to your email account. If you simply want to browse postings, click "Job Search."

Leave blank for limited features access [Tell me more](#)

Login Name

Password

By logging in I agree to all of the conditions of use in the notice below.

[Create a full feature account](#)

[Forgot your password?](#)

Please note: To create an account you will need an email address. Once registered, a confirmation will be emailed, which you will need to complete registration by clicking the hyperlink in the email.

Thank you for subscribing to the Surrey Public Library - CareerAIM.com Job Search service!

To activate your Job Alerts, please verify your email address by clicking on the following link:
<http://www.careeraim.com/RegComplete.aspx?en&v=I2HFkngcEX%2bgno7b7wi%2bec8jtPMNqoYYkbjFp89500WSMZegZoh35TR2vR4x1HylE4YGY%2fSakldBEf%2bh2vWY0g%3d%3d>
(If clicking the link above does not work, copy the URL into a new browser window.)

2. To search for postings, type in a keyword and select the location from the drop down list. Click "Search." Surrey is considered "Vancouver and Area" under "British Columbia."

JOB SEARCH Selected 1 location(s)

Squamish, Lillooet and Whistler Areas

Sunshine Coast - Powell River

Vancouver and Area

The CareerAIM.com Job Search System is Canada's largest s

www.surreylibraries.ca



- From the search results, click “View Details” of the job title to see the full posting.

Search Results

111 results. Limit Reached.

[Modify Search](#) [Save Search and Create Job Alert](#)

1 2 3 4 5 6 7 8 9 10 search again, sort by relevance ▾

Library Assistant (c)		Date Posted	Thursday, April 18, 2013
Location	Vancouver and Area	...Library Assistant (c) Vancouver, BC, CA Job Posting Library / Organization	
Source	The Partnership National Library Jobsite of Canada	NameLangara College Library TypeAcademic Job DescriptionPermanent, Full-Time Start Dateprovides support to various areas of the Library such as reserves, media, reference support, and ...	
Industries	Library related		

[View Details](#) >

This entry is older than 7 days

- Click “Save Search and Create Job Alert” to have similar postings sent to your email account. If you do not find the type of postings you want, go back to step 2 and search again using different keywords or locations.
- Choose a name for the search, make sure “Send me email Job Alerts” is checked and click “Save.”

Save Search and Create Job Alert

This page allows you to save your job search criteria and create a Job Alert. Saving your search criteria allows you to save keywords and other settings for future reuse. Job Alerts, if enabled, will automatically search and email you the results on a schedule you select.

Enter a name that describes your search criteria

Send me email Job Alerts based in this search

- A confirmation will display. You will be emailed job postings every day for 3 weeks. To change how often you are emailed, click “Change schedule for Job Alerts.”

Save Search and Create Job Alert

Your Saved Search and Job Alert have been created.

[Change schedule for Job Alerts](#)
[Return to previous page](#)



7. Choose the days you would like to receive job postings. Click “Save Changes.”

Manage Job Alerts

Choose a saved search to schedule for e-mail alerts

Library

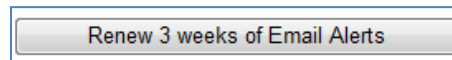
Enable e-mail alerts for this search

Days on which to receive alerts

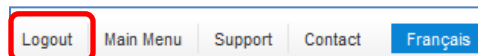
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Save Changes

8. In 3 weeks, you will need to renew your job alerts to continue receiving job postings in your email account. From the Main Menu, click “Renew 3 weeks of Email Alerts.”



9. When you are done searching CareerAIM, click “logout” in the top right so other users may login.



Need help? From the Main Menu click “FAQ” or “Search Tutorial” for frequently asked questions or help with searching. Or simply ask at the information desk of your local Surrey Library.

