

How to Post a Job

If you and your company are already registered with go2, you can skip ahead to Step 3.

Step 1 — Register Your User Profile

- Go to www.go2hr.ca
- Click **Register**
- Fill out all the required fields under **User Profile** (*Note: none of this information appears on the website and we will not share your information with outside parties. View our [Privacy Policy](#)*)
- Click **Register Your Company** to submit the form and proceed to Step 2

Step 2 — Register Your Company Profile/Associate Your User Profile to Your Company

- Check to find out if your company is already in our database. Look up your company in the **Company Name** drop-down menu, select your company, and click **Associate**.
- If your company is not listed, fill out all the required fields in the **Company Information** form. (*Note: If your company is a tourism operation, this information will appear in go2's [Tourism Company Directory](#) as well as your job postings.*)
- Click **Submit** to register your company profile.

Note: All company profiles and associations are subject to approval. It takes up to one business day for go2 to approve your request. Once the company profile is activated and your association with the company is approved, you will receive an email confirmation. You will then be able to log in to the site and post jobs.

Step 3 — Post a Job

- Go to www.go2hr.ca
- Click **Login**; login using your user name and password created in Step 1
- Click **Job Board**; scroll down to the bottom of the Job Board page and click **Post a Job**
- Fill out all the required fields of information on the **Job Information** page
- Click **Submit**

Note: All job postings are subject to approval. It takes up to one business day for go2 to approve and activate your job posting.

Frequently Asked Questions

Q: How much does it cost?

Posting a job on the go2 Job Board is absolutely free.

Q: I have already registered. But I still can't post a job.

Have you waited one business day? Your company profile may not be activated yet. All company profiles are subject to approval. It takes up to one business day for go2 to approve and activate your profile.

Have you registered a Company Profile? You may have registered a User Profile, but not a Company Profile. See **Step 2** above.


Q: I submitted a job. But I can't see it on the Job Board.

Your job posting has probably not been activated yet. All job postings are subject to approval. It takes up to one business day for go2 to approve and activate your job posting.

Q: I checked the box "Check here if you will consider candidates with a disability for this position". What happens next?


Thank you for your interest in this untapped labour pool. go2 partners with the BC Construction Association to deliver a pilot program called [Workforce Inclusion Initiative \(WII-STEP\)](#). By checking the box, our Tourism Employment Specialist will follow up to learn more about your job opening and help identify qualified, job-ready candidates from the community of people with disabilities for your position.

Q: How can I edit my job posting?


Go to www.go2hr.ca. Login. Click **Job Board**. Find your job posting by selecting your company in the **Company Name** field, and click **Search**. Click the Edit button  next to the job posting you would like to edit. Make any necessary changes on the **Job Information** page. Click **Update**.

After your posting has gone live on the job board, any subsequent changes will be reviewed before your job is posted on the job board again. It may take up to one business day for go2 to approve and re-activate your posting.

Q: The position we advertised on the Job Board has been filled. How do I remove the job posting?

Go to www.go2hr.ca. Login. Click **Job Board**. Find your job posting by selecting your company in the **Company Name** field, and click **Search**. Click the Edit button  next to the job posting you would like to remove. On the **Job Information** page, change the **Remove Posting By** field to yesterday's date. Click **Update**.

Q: We advertised a job in the past and would like to repost it. How do I do this?

Go to www.go2hr.ca. Login. Click **Job Board**. Find all your old, inactive job postings by selecting your company in the **Company Name** field, and click **Search**. Click the Edit button  next to the job you would like to re-post. On the **Job Information** page, change the **Remove Posting By** field to a date in the future. Click **Update**.

Re-activation of an expired job posting is subject to an approval process before it is posted online. It may take up to one business day for go2 to approve and activate your posting.

Still having trouble posting a job? Contact us: cpystupa@go2hr.ca