



**City of Surrey – Human Resources**  
**Job Application System**  
**Quick Reference Guide for Internal Applicants**

## **City of Surrey Employees**

As a City of Surrey employee – you must log into PeopleSoft to view and apply to jobs (all City of Surrey employees have a PeopleSoft account). This allows you to view internal jobs (not posted externally), apply and be considered as an internal applicant.

If you register and apply through [surrey.ca/careers](https://surrey.ca/careers) (externally), you will not be considered as an internal applicant and may experience processing delays.

## **How to Access the Job Application System in PeopleSoft**

### **You will need:**

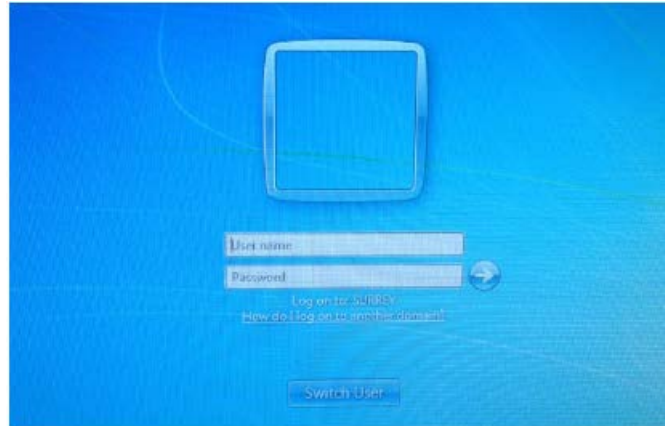
- Access to a computer available on the City’s network system (or alternatively, a device or computer with internet access)
- Your City of Surrey Network User ID and Password
- Your PeopleSoft User ID and Password
- The CityNet URL – <https://citynet.surrey.ca>

Follow the steps outlined below to sign into PeopleSoft and view/apply for jobs.

#### 1 Log into a City computer

- 1) Press Ctrl + Alt + Delete to unlock the computer
- 2) If the SURREY\User ID displayed on the screen is not your own, then click 'Switch User'.
- 3) Enter your Network User ID and Password and click 'Enter'.

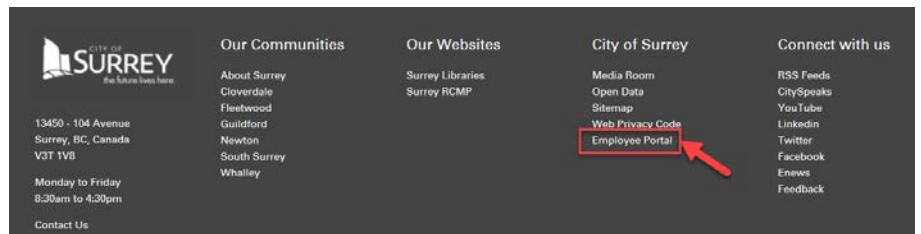
This will unlock the computer.



OR

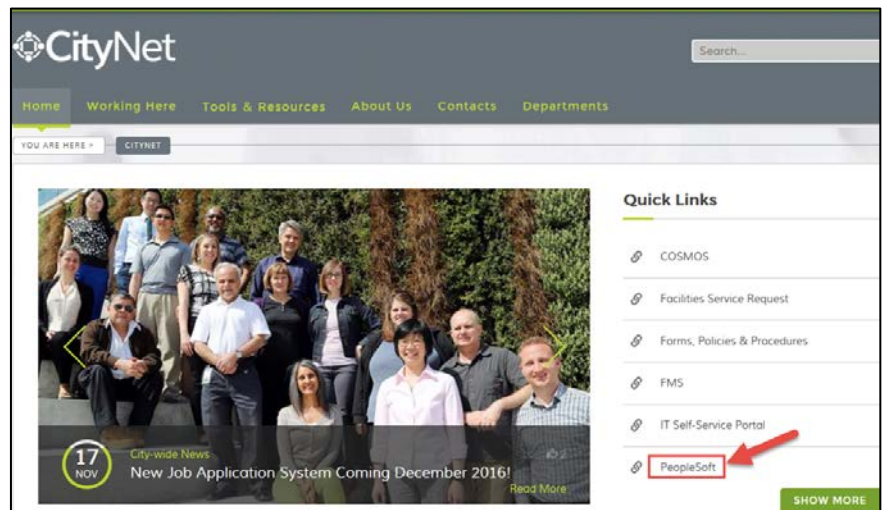
#### Alternatively, if you are logging in from a non-City device/computer

- 1) Click the Employee Portal link from <http://www.surrey.ca> (located on the footer).
- 2) Follow the set-up/log-in instructions.
- 3) CityNet will launch as your homepage.



#### 2 Accessing PeopleSoft

- 1) Access **CityNet** at <https://citynet.surrey.ca> .
- 2) On the CityNet homepage access the PeopleSoft Sign-in page via the Quick Links.



### 3 Sign-in to PeopleSoft

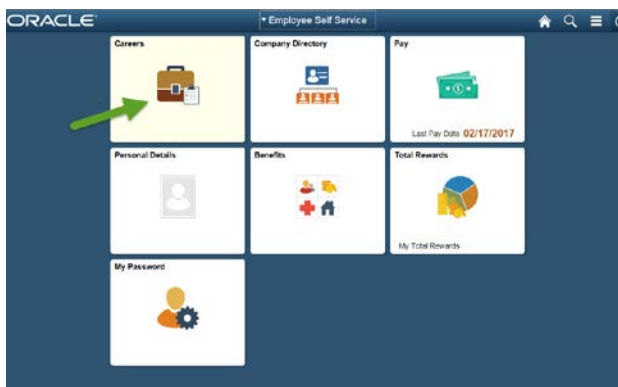
- 1) Enter your User ID and Password
- 2) Click the Sign In button

*Tip: User ID is case sensitive (must use upper case for alpha characters).*



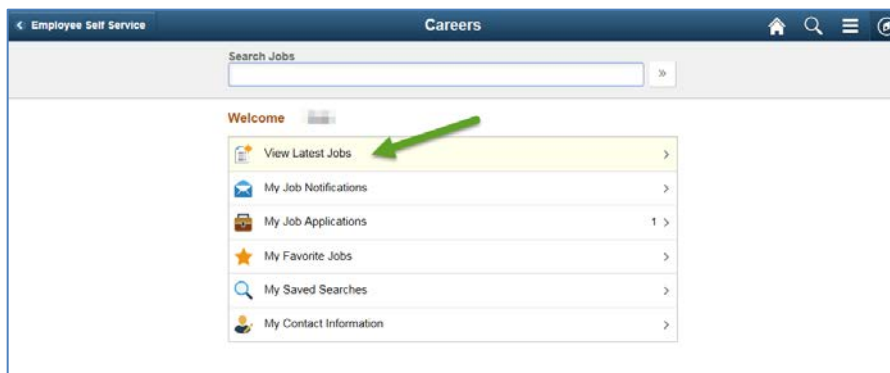
### 4 Access Internal Careers Site

Click the Careers tile from the Employee Self Service homepage.



### 5 View Latest Jobs

Click View Latest Jobs; jobs are listed with most recent postings at the top of the list – click on the job to view the posting.

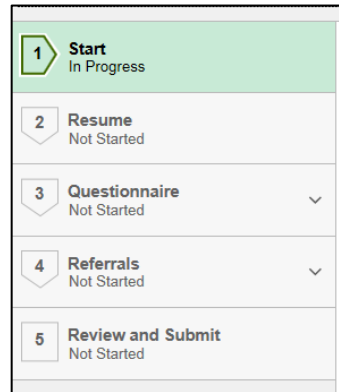


## 6 Apply to Job

Click the Apply for Job button. Be sure to have your resume file ready/available to attach.

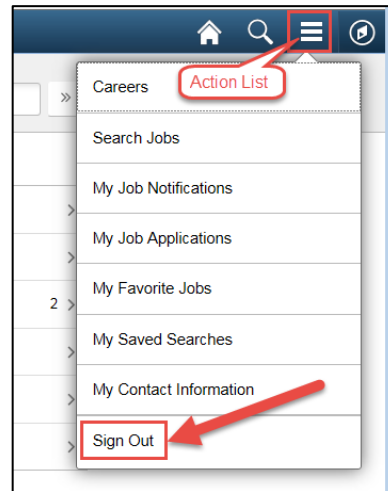
You will be guided through 5 online steps to submit your application. Follow each step and click the Next button to proceed, then 'Submit'.

Once successfully submitted, you will receive an email (**surrey.ca account**) confirming your application has been received.



## 7 Sign-out of PeopleSoft

When you are finished with your PeopleSoft session, click the Action List (top right hand corner of the header bar) – and click Sign Out.



If you have questions regarding internal job opportunities, please email the Recruiter listed on the job posting.

If you require assistance with access to PeopleSoft, email [PSoft@surrey.ca](mailto:PSoft@surrey.ca).