

**Aéroports de Montréal (ADM)'S
CAREER OPPORTUNITIES PORTAL
Frequently Asked Questions (FAQ)**



FAQ

- **How can I apply for a job at Aéroports de Montréal (ADM)?**
- By accessing the Career Opportunities portal link available in the job offers' section of ADM's website. You may then follow instructions to submit your candidature.

- **How do I access my candidature profile?**
- By clicking on *My Profile* tab when you open your session.

- **What happens once my candidature for a job is submitted to ADM?**
- The selection committee for the posted job will evaluate your candidature. You can check the progression and status of your candidature by clicking on *Job Applications*.

- **Do I send my resume by mail or email even if I completed *My Candidate Profile* in the Career Opportunities portal?**
- No, once your candidature has been submitted, you can simply follow the state of progression of your application by clicking the *Job Applications'* tab.

- **Will I receive a confirmation of receipt once I have applied for a job?**
- Yes, you will receive a confirmation via email directly at the email address you provided in your profile.

- **Does the personal information I provide remain confidential?**
- Yes, all your personal information collected is protected by the legislation in force: The *Personal Information Protection and Electronic Documents Act (PIPEDA)*.

- **How can I increase my chances of having my candidature come up as a result in a search through your candidate data bank?**
- We recommend joining your resume and cover letter on top of completing all the fields of your candidate profile. You can thus maximise your chances of having your profile show-up in a search. We also recommend creating a single profile to centralise all your data in a one location.

- **Why does ADM ask me to declare which designated Employment Equity group, I belong to?**
- ADM is a federally regulated company which must engage in proactive employment practices to increase the representation of four designated groups: women, people with disabilities, Aboriginal peoples, and visible minorities. You don't have to respond to the survey. However, by filling it out, you can help us improve our candidate search and our ability to recruit members of the designated groups who are looking for a job.

- **To reach us:**
- Email: destinationreussite@admtl.com