

## How to Create a General Profile, Search and Apply – External Candidates

### Overview

This reference guide provides step by step instructions for external candidates on finding the job board, searching, and applying for jobs, and creating a general profile.

**IMPORTANT:** If you are an internal candidate, apply to the job opportunity through **e-People** and not through the external website.


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## Access Our Job Boards

Our job boards are mobile friendly applications that allow you to easily search, view job opportunities, and apply for jobs. You can also share jobs through our referral process by creating a general profile.

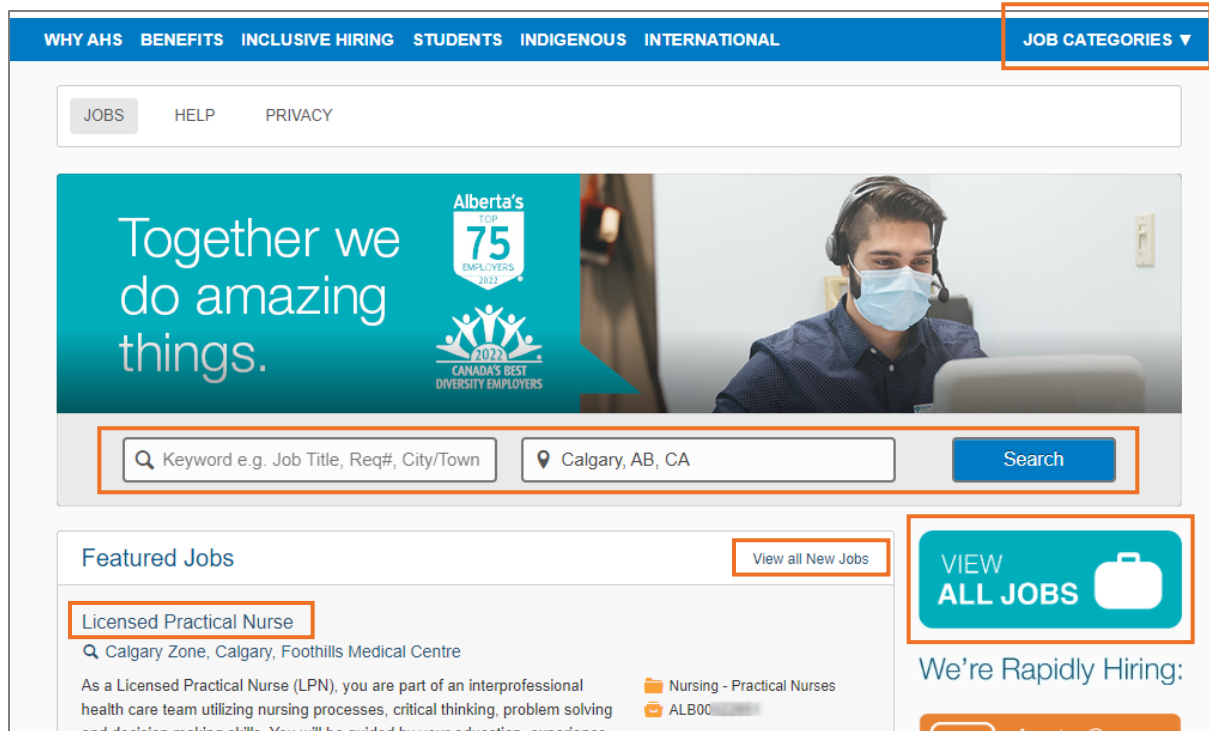
- There is a job board for Alberta Health Services (AHS) jobs and a job board for Alberta Precision Labs (APL) jobs.
- You create a separate online candidate profile for each of our job boards.
- The job boards can be accessed through your web browser.

	<a href="https://careers.ahs.ca">https://careers.ahs.ca</a>
	<a href="https://careers.albertaprecisionlabs.ca/">https://careers.albertaprecisionlabs.ca/</a>

## Search and View Jobs

On the job board you can search job opportunities in different ways.

<p><b>View by job category</b></p>	<p>In the top righthand corner of the screen, in the blue banner menu, click <b>Job Categories</b>, and select from the dropdown options.</p>
<p><b>Search by keyword and/or location</b></p>	<p>Above the list of Featured Jobs, in the Keyword and Location search fields, enter search terms. Then click the <b>Search</b> button.</p>
<p><b>View newly posted jobs</b></p>	<p>In the <b>Featured Jobs</b> section, view the jobs posted within the last 4 days and jobs promoted by AHS/APL Recruiters. A maximum of five jobs will display in the <b>Featured Jobs</b> section on the main page. Click the <u><b>View All New Jobs</b></u> link to access all the recently posted jobs.</p>
<p><b>Search jobs by a variety of filters</b></p>	<p>Click the big teal <b>View All Jobs</b> button to access all our job postings. Then use the filters to refine your search.</p>



Once you have found a job you are interested in, click the blue hyperlinked **job posting title** to view the details of the posting.

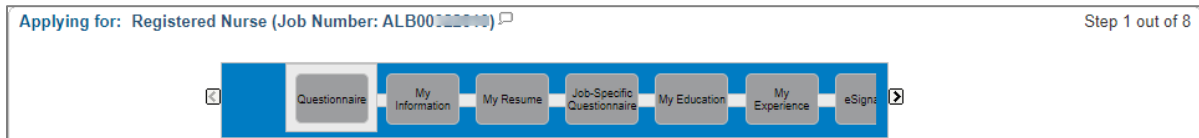
## Apply for a Job – New or Returning User

### Step-by-step process

1. From the job posting details, click **Apply**.
2. Read the Privacy Agreement and click **Accept**.
3. If you are a new user:
  - a. Click **New User**.
  - b. On the **New User Registration** page, create your login credentials.
  - c. Click **Register**.
4. If you are a returning user:
  - a. Enter your login credentials.
  - b. Click **Login**.

**Note:** You must enable pop-ups for the **Career site** to proceed.

A progress bar appears at the top of the page with a sequence of steps. You move through the steps while applying for the job opportunity. To go back to any previous step, click the desired block.



<b>Save and Continue</b>	Move on to the next step in the process.
<b>Save as Draft</b>	Save your progress as a draft until you are ready to submit.
<b>Quit</b>	Stop and cancel if you no longer wish to continue at this time.

**Note:** If you are a returning user, the information you entered previously will automatically populate on the job application. Verify/update your information as you move through the steps.

### Questionnaire

When applying for a specific job opportunity, you are required to answer employment questions.

1. Answer the questions as accurately as possible:
  - **\*1. Have you previously worked for Alberta Health Services?**
  - **\*2. Indicate your eligibility status to be employed in Canada from the following options:**
2. When all your information is entered, click **Save and Continue**.

### My Information

1. Enter your personal information by completing all mandatory fields marked with a red asterisk (\*) and any other optional fields that apply.
2. Select **Source Type** that best matches how you heard about the opportunity.
3. When all your information is entered, click **Save and Continue**.

### My Resume

1. Attach your resume to your profile:
  - a. Click **Choose File**.
  - b. Locate and select your file.
  - c. Click **Open**.
  - d. Click in the **What document are you attaching?** field and enter a description/name for your document, such as "Resume".
  - e. Click **Attach**.

2. To attach other required documents, repeat the previous step.

**Notes:**

- You can attach a maximum of 25 files. A file cannot exceed 5120 kilobytes. Total files cannot exceed 5 megabytes. To save space, combine your cover letter and resume, and upload as a single word document.
- Upload your resume only once to avoid information being written over a new resume parsing.
- If you upload a file using the same name and extension as one already uploaded:
  - It will update/replace the file of the same name previously attached.
  - If you previously applied to a specific job posting with this file, it will update/replace the file and become “not relevant to the application”.
- The only acceptable types of document file formats are the following:
  - Word (.doc)
  - Portable Document Format (.pdf)
  - Excel (.xls or .xlsx)
- You will get an error if you:
  - Attach other document file formats.
  - Use special characters, such as a dot or period (.) in the file name.

3. Select the documents you want to include on this specific job application:

- a. Click the **Relevant Files** checkbox next to the specific document(s) you want to have included on this specific job application.
- b. Click the **Resume** checkbox next to the specific document you want to have marked as your resume on this specific job application.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resume.docx	Feb-08-2023	Resume	Delete

**Note:** If you accidentally attach the wrong file, you can delete the file by clicking **Delete** before proceeding. If you delete a file, it will also be removed from all job opportunities you previously applied to.

4. When all your information is entered, click **Save and Continue**.

## Job-Specific Questionnaire

When applying for a specific job opportunity, you are required to answer job-specific questions.

1. Answer the questions as accurately as possible:
  - **\*1. Do you meet the required education for this position at the time of this application?**
  - **\*2. Do you meet the required qualifications for this position at the time of this application?**
2. When all your information is entered, click **Save and Continue**.

## My Education

The **My Education** page is where you list your education and certifications.

### *Education*

1. In **Education 1**, complete all mandatory fields marked with a red asterisk (\*) and any other optional fields that apply.
  - **Highest level of education completed or pursuing**
  - **Educational Institution**
  - **Have you graduated**
  - **College/Associations**
  - **Graduation Date (if applicable)**
  - **Educational Program**

#### **Note:**

- If the educational institution you attended does not appear in the list, you can manually enter the name in the **Educational Institution** field.
- If high school is entered as the Education Level, you still have to add an Educational Program. Entering "None" in the **Educational Program** field will allow you to continue.

2. To add another entry, click **Add Education** and repeat the previous step.
3. To remove an entry, click **Remove Education**.

### *Certifications (if applicable)*

4. In **Certification 1**, complete all mandatory fields marked with a red asterisk (\*) and any other optional fields that apply.
  - **Certification**
  - **Issuing Organization**
  - **Issue Date**
  - **Expiration Date**

**Note:** Only include your applicable certifications that are current or not expired.

5. To add another entry, click **Add Certification** and repeat the previous step.
6. To remove an entry, click **Remove Certification**.
7. When all your information is entered, click **Save and Continue**.

## My Experience

List all relevant work experience, starting with your current or most recent position.

1. In **Work Experience 1**, complete all mandatory fields marked with a red asterisk (\*) and any optional fields that apply:
  - **Current Job** (checkbox)
  - **Company**
  - **Job Title**
  - **Start Date**
  - **End Date**
  - **Brief description of duties**
2. To add another entry, click **Add Work Experience** and repeat the previous step.
3. To remove an entry, click **Remove Work Experience**.
4. When all your information is entered, click **Save and Continue**.

**Note:** If you see an error message, check that the **Start Date** value is not after the **End Date** value.

## eSignature

When applying for a specific job opportunity, you are required to provide your eSignature.

1. Read the legal statement in the box in the center of the page.
2. To acknowledge that all the information stated in your application is true and complete, complete the mandatory fields marked with a red asterisk (\*):
  - **\* Please enter your full name:**
  - **\* Last 4 digits of your telephone number**

**IMPORTANT:** Completing this step is the electronic equivalent of a hand-written signature. Do not e-Sign until you have read the statement.

3. When all your information is entered, click **Save and Continue**.

## Review and Submit

The **Review and Submit** page displays the information you have entered onto your job application.

1. Review your information for accuracy.
2. If required, use the **Edit** link in each section to modify your information before submitting.
3. After you have reviewed all sections and made edits where necessary, click **Submit**.

A **Thank You** message opens on the page confirming your job application has successfully been submitted for the job opportunity.

**Note:** You will receive an email notification indicating your online submission has been received.

4. To access this job application or previous job applications, click the **View My Submissions** link or the **My Jobpage** tab.

**Note:**

- You can continue to view and edit your submission on the **My Jobpage** tab until the posting end date indicated on the job posting.
- If you no longer wish to be considered for the position, you can withdraw your application until the requisition has been filled. However, if you withdraw your application you will *not* be able to re-apply for that position.

## Create Your General Profile – New User

If you are a new user to the job board, you can create a general profile to get started. Once your profile is created, you can start applying for job opportunities..

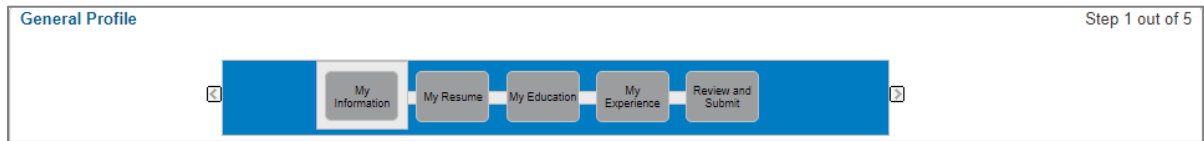
### Step-by-step process

1. Access one of our [job boards](#).
2. Scroll down, until you see **Log in to My Profile** on the right-hand side.
3. Click **Go to My Profile**.
4. Read the Privacy Agreement and click **Accept**.
5. Click **New User**.
6. On the **New User Registration** page, create your login credentials.
7. Click **Register**.

**Note:** You must enable pop-ups for the **Career site** to proceed.



A progress bar appears at the top of the page with a sequence of steps.



<b>Save and Continue</b>	Move on to the next step in the process.
<b>Save as Draft</b>	Save your progress as a draft until you are ready to submit.
<b>Quit</b>	Stop and cancel if you no longer wish to continue at this time.

8. Move through the steps while creating your online candidate profile.

- [My Information](#)
- [My Resume](#)
- [My Education](#)
- [My Experience](#)
- [Review and Submit](#)

9. To go back to any previous step, click the desired block.

After submitting your profile, a **Thank You** message is displayed confirming the process is complete and you have successfully created your general candidate profile.

**Note:** You can log in any time to review and update your information.

10. To access the job board, click **[View All Jobs](#)** or the **Job Search** tab.

**Note:** There is a job board for Alberta Health Services (AHS) jobs and a job board for Alberta Precision Labs (APL) jobs. You create a separate online candidate profile for each of [our job boards](#).

## Share This Job

If you see a job that you would like to share with a friend or family member you can use our referral process.

### Step-by-step process

1. Click on the **Share this Job** button, or
2. Copy and paste the shortcut link.

## Forgot Your Login?

If you do not remember the email address you registered with, contact us at:

- AHS: [recruitment@ahs.ca](mailto:recruitment@ahs.ca)
- APL: [recruitment@aplabs.ca](mailto:recruitment@aplabs.ca)