**CREATING YOUR GENERAL CANDIDATE PROFILE**

This quick guide will help you create a general profile.

For more information, refer to the detailed Reference Guide, the Frequently Asked Questions, or Contact Careers.

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**Create Your Login**

Go to the Careers job board

Alberta Health Services: [https://careers.ahs.ca](https://careers.ahs.ca)

Alberta Precision Laboratories: [https://careers.albertaprecisionlabs.ca/](https://careers.albertaprecisionlabs.ca/)

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**Submit Your Profile**

Each section of the progress status bar must be completed for your profile to be complete.

1. **My Information**
   - Enter your personal information.

2. **My Resume**
   - Attach your resume and other required documents. Identify which document is your resume.

3. **My Education**
   - Enter your education and certification details.

4. **My Experience**
   - List all relevant work experience, starting with your current or most recent position.

5. **Review and Submit**
   - Review your profile details. Use the Edit link in the blue banner for each section to make any final changes before submitting.

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**Enter your login information and click Register**

- **Email Address**
- **Password**
- **Re-enter Password**

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**Submit Your Profile**

Submits your general candidate profile

Once all sections have been reviewed and the information provided looks accurate, click **Submit**.

You will receive an email to confirm your profile has been successfully submitted.