

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](#).

Create Your Login

Go to the Careers job board

Alberta Health Services:

<https://careers.ahs.ca>

Alberta Precision Laboratories:

<https://careers.albertaprecisionlabs.ca/>

Scroll down and click **Go to My Profile**

[Log in to My Profile](#)

Create and manage profiles for future opportunities.

[Go to My Profile](#)

Read and accept the Privacy Agreement

Click **New User**

*Email Address

*Password

[Forgot your password?](#)

[Login](#)

[New User](#)

Enter your login information and click **Register**

*Email Address

*Password

*Re-enter Password

[Register](#)

[Cancel](#)

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.

My Information

Please be sure to fill out the required fields. * indicates a required field.

*First Name Middle Name
*Last Name Field not in use
*Street Address (line 1)
Address (line 2)
*City *Zip/Postal Code
*Place of Residence - Country
Country

2 My Resume

Attach your resume and other required documents. Identify which document is your resume.

My Resume

We strongly recommend attaching a resume, if applicable attach any an attached file using the same name and extension. It will change o

Select the file to attach
[Choose File](#) No file chosen

What document are you attaching?

[Attach](#)

This column allows to select, by checking off the box, relevant files to a job application. Important: If you delete a file, it will be removed from all applications it was previously attached to.

Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	Resume.pdf	Mar-21-2023	Resume	Delete

3 My Education

Enter your education and certification details.

My Education

Education

List your education below, starting with your highest level complete are free text where you can type or select from the list. You must sp

Education 1

*Highest level of education completed or pursuing
 [Not Specified](#)

*Educational Institution
 [Select](#)

*Have you graduated?
 [Not Specified](#)

*College/Associations
 [Not Specified](#)

Graduation Date
[Not Specified](#)

4 My Experience

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

My Experience

List all your relevant work experience related to the position, sta This may include volunteer experience or any placements you free text where you can type or select from the list. You must sp

Work Experience 1

Current Job

*Company [Select](#) *Job Title
Start Date End Date
Month Year Month Year
Brief description of duties

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.

Review and Submit

Review your information and click [Edit](#) to update, then click [Save and Continue](#). Once complete, click [Submit](#) to complete your application.

My Information | [Edit](#)

Full Name	Earl E Bird
Street Address (line 1)	123 Training Street
Address (line 2)	
City	Calgary
Zip/Postal Code	T2M 2D4
Place of Residence	Calgary
Primary Telephone Number	4031234567

[Save and Continue](#)

[Save as Draft](#)

[Quit](#)

Moves you to the next step in the process

Saves your profile as draft until you are ready to submit

Cancels your 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.

[Submit](#)

Submits your general candidate profile