

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

Overview

This reference guide provides step by step instructions for external candidates (non Alberta Health Services employees) on finding the AHS Job Board, creating a general profile, searching jobs and how to apply.

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Section 1: Navigate to the AHS Job Board

External candidates can view Alberta Health Services (AHS) job opportunities through our external website: <https://careers.ahs.ca>.

Step-by-Step Process

1. In your web browser, go to the **AHS Careers** page by entering the URL:
<https://careers.ahs.ca>.

Section 2: Create Your General Profile

If you are a new user to the AHS Job Board you will need to create a profile to get started. Once a profile is created you can start applying for job opportunities or if you are not yet ready to apply – your profile will become part of our Talent Community.

Step-by-Step Process

1. Click on **Log in to My Profile** section on the right hand side of the page, click on **Go to My Profile**.
2. Read and accept the **Privacy Agreement**.
3. At the Login screen, you will be prompted to enter your email address and password.
 - i. If you are a New User, then click on **New User** button and you will be prompted to enter your email address and password. Confirm your password

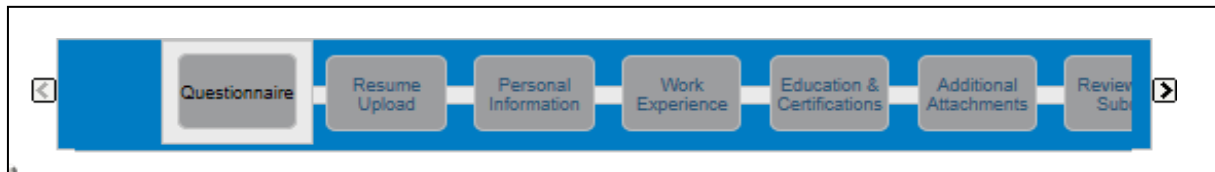
by entering again and click **Register** button.

- ii. You will be taken to the General Profile's Questionnaire page.

Note: If you have already created a profile, then enter your email address and password and click the **Login** button.

Section 3: Complete all Sections of the Profile

Once the General Profile page appears, you can start entering your information. You will notice a progress status bar at the top of the profile page. As you move through the steps of creating your profile the progress status bar will update:



On the profile page you will see the following buttons:

- **Save and Continue:** allows you to move on to the next step in the process.
- **Save as Draft:** you can save your profile as a draft until you are ready to submit.
- **Quit:** if you no longer wish to create a profile at this time. Please note, if you choose to return and complete your profile, sign in using the User ID and password created in Section 2.

Step-by-Step Process

Questionnaire

1. Answer the questions in the Questionnaire step to assess your eligibility to work for AHS.
2. Click **Save and Continue**.

Resume Upload

On the Resume Upload page, upload your resume or LinkedIn profile to allow the system to automatically extract relevant information to fill out parts of your profile.

1. You have 3 options:
 - i. Click on **Upload data from** to upload a profile through LinkedIn.
 - ii. Click on **Select the resume file to upload** and click the **browse** button to select your resume.
 - iii. Click **No thanks, I will fill out the online submission manually**.
2. Click **Save and Continue**.

Personal Information

1. The Personal Information page opens.

2. Verify that the automatically extracted fields are correct, and complete any mandatory fields marked with a red asterisk (*).
(i.e. Nearest Town or City, Primary Telephone Number)
3. Indicate your **Date of Availability** to commence employment.
4. Select either **Alberta Health Services** in the Submit Resume field to indicate which organization you want to create your profile under.
5. Use the drop down menu to select the **Source Type**.
6. Click **Save and Continue**.

Adding Work Experience

1. In the Work Experience page, add your experience starting with the most recent employer.

Note: If a resume was uploaded, only the 3 most recent work experiences will be pulled into this section.

2. Check the **Current Job** box and enter your current employer, job function and start date.
3. In the **Achievements** box, add any relevant information.
4. Click on **Add Work Experience** button and follow the same process to add additional employment information.
5. Click **Save and Continue** when you have completed your work experience.

Education and Certifications

1. In the Education and Certifications page, add your education and/or any current certificates held.

Note: If high school is entered as the education level, you still have to add in a program. Entering 'none' in the program field will allow you to continue.

2. Under **Education 1**, enter the Education Level, Institution, Program and Graduation Date.

Note:

- If your institution does not appear you can manually enter the name in the field.
- If you upload a resume, you may receive an error message that states, "The value in the field 'Start Date' cannot be after the value in the field 'Graduation Date'." If you are unable to Save and Continue, remove the graduation date completely and leave the field blank.

3. Click on **Add Education** and follow the same process.

4. Under Certification 1, enter **Certifications, Issuing Organization, Issue Date and**

Expiration Date.

5. Click on **Add Certification** to add additional certifications.
6. Click **Save and Continue**.

Additional Attachments

1. On the Additional Attachments page, you can add a cover letter, transcripts, degrees, current certificates, references and resume.
2. To attach a file, click on the **Browse** button and select your file.
3. Enter **Comments** to describe the file you are attaching (cover letter).
4. Click **Attach** to add the file to your profile.

Note:

- Be sure to check off those documents that are specific for the job application.
- You can attach a maximum of 25 files. The files cannot exceed 5 megabytes. To save space, combine your cover letter and resume into a single document.
- You can delete the files (under actions) you accidentally attached before proceeding.
- If you delete a file it will also be removed from all requisitions which you previously included the file on.
- If you update/replace an attached file (using the same name and extension), it will change on past applications and become “not relevant to the application(s)”

5. Click **Save and Continue** when you have finished adding all relevant documentation.

Review and Submit

1. Review your information for accuracy and use the edit button where displayed to modify your information before submitting.
2. Click on the **Edit** button of the appropriate section.
3. Make the necessary changes, click **Save and Continue**.
4. You are returned to the Review and Submit page.
5. Follow the same process to make other corrections in other sections.
6. Once all sections have been reviewed click **Submit**.

Note:

- You will get a message to indicate the process is complete and you have successfully submitted your candidate profile.
- You have the ability to review and update your profile each time you log in.
- You are now able to search and apply on job opportunities at AHS.

Section 4: Search and View Jobs

Now that your general profile has been created you can apply for job opportunities at AHS.

Step-by-Step Process

1. On the AHS Job Board you can search for available job opportunities a number of ways:
 - Use the search fields at the top of the page to find jobs by keywords or location and clicking the **Search** button.
 - Search by categories using the drop down option under **Job Categories** at the top right hand side of the page.
 - Use the **View All Jobs** button to search all jobs within AHS and use filters to refine your search.
 - Under the Featured Jobs section you can view New Jobs (those posted within the last 4 days) and Hot Jobs (jobs promoted by AHS Recruiters). A maximum of five jobs will display in the Featured Jobs section. Click on the **View All New Jobs** or **View All Hot Jobs** link to see more.
2. Once you have found a job opportunity you are interested in, click on the blue hyperlinked **Job Posting Title** to view the details of the posting.

Section 5: Apply on a Job Opportunity

Once you have found a job opportunity that you are interested in, you are ready to submit your online job application.

Step-by-Step Process

1. View the job posting you wish to apply to.
2. Click on the **Apply for Job** button in the job posting.
3. Enter your email address and click **Go** before entering your first and last name. If you are not logged into your profile you will be prompted to do so.

Note: Must enable pop-ups for the career site to proceed.

4. Read the Privacy Agreement and click **I Accept**.
5. Edit your general profile as required.

Note:

- Upload your resume only once to avoid information being written over with a new resume parsing.
- For subsequent job submissions, manually complete the online submission.
- Your information will be there for you to make any necessary changes.

6. Answer the initial and job specific questionnaires.
7. Update any additional documentation (i.e. cover letter, resume, references, etc.)
8. Check off 'Relevant File(s)' check box for all files to be considered for that posting.

Job Search
My Jobpage

Applying for: Clinical Biochemist (PhD) (Job Number: LAB00000323) 🗨

🔍
Personal Information
Job-Specific Questionnaire
Education & Certification
Work Experience
Attachments
eSignature
Review and Submit
🔍

Save and Continue Save as Draft Quit

Attachments

You can attach files to your Candidate Profile (e.g.: cover letter, resume, references, transcripts, etc.). When you update/replace an attached file (using the same name as past applications and become "not relevant to the application(s)").

Select the file to attach

 Browse...

Comments about the file

Attach

This section displays basic information regarding the files attached to the candidate record. The "Relevant Files" column allows you to select specific files relevant to this job application. Please indicate which of the attached files is your Resume. If you delete a file, it will be removed from all applications it was previously attached to.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Testing resume.docx	1/29/19		Delete

Save and Continue Save as Draft Quit

Note:

- **IF you DO NOT** check off the relevant file(s) the attachments will **NOT** automatically attach to that posting.

- At the **eSignature** step, read and acknowledge that all the information stated in the application is true and complete. Completing this step is the electronic equivalent of a hand-written signature.
- At the bottom of the page, enter your full name and last four digits of your telephone number.
- Click **Save and Continue**.
- From the **Review and Submit** page you can have another look at all the information you have entered for the job submission.
- Click on **Edit** beside any section to update the information.
- When you are ready to submit, click the **Submit** button.
- You will receive an email notification indicating your online submission has been received.
- You can continue to view/edit your submission on the My JobPage tab as long as the posting status is active.
- If you wish to withdraw from the posting, click **Withdraw** and your submission will be withdrawn from the posting (this is only available if the posting is still active).

Additional Information:

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.

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

Additional Support and Resources

AHS Website: [Resources](#)

Email: careers@ahs.ca