

## Onboarding Process – External Candidates

### Overview

Once you receive and accept the offer, you are required to provide personal information as part of the pre-hire process. After you complete the pre-hire process, you will be walked through a number of activities that include required documentation needed prior to being hired/onboarded with Alberta Precision Laboratories (APL).

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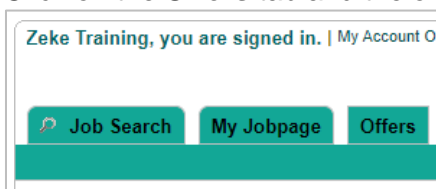
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### View and Accept Offer Letter

You will receive an email notification advising you are the successful candidate with a link to view your offer letter.

#### Step-by-step process

1. Click on the link in the email notification or in your web browser, go to the APL Careers page by entering the URL: <https://careers.albertaprecisionlabs.ca>.
2. From the APL Job Board, under the Log in to My Profile section on the right hand side of the page, click on **Go to Profile**.
3. Read and accept the **Privacy Agreement**.
4. Enter your email address and password, click the **Login** button to bring up your profile.
5. Click on the **Offers** tab and the offer letter will display. Review the offer and details.



6. Scroll down to the bottom of the offer letter to find the **Offer Response** section.

7. Select **Accept the offer**.
8. Type in your full name and last 4 digits of your home telephone number.
9. Click on the **Submit** button to accept the offer.

**Note:**

- The hiring manager will be notified by email that you have accepted the offer and the onboarding process will begin.
- A date and time stamp will appear at the bottom of the offer once accepted.

## Pre-Hire Process

Once you have accepted the offer, the pre-hire process launches automatically.

### Step-by-Step Process

1. You will receive an email notification with a link to complete your first task in the pre-hire process. Read the email, follow the instructions, and be aware of the due date.

**Note:** Reminder emails are sent two days before the due date and you will receive them daily for up to one month or when the pre-hire tasks are completed. If the tasks have not been completed by the due date, your start date may be delayed.

2. Click on the [blue](#) link within the email that says **Click here**.
3. Read the **Privacy Agreement** and click **I Accept**.
4. Sign in to your account.

**Note:** Your username and password is the same as when you created your profile to apply on the job through the career site. You can also reset the password if needed.

5. You are directed to the **Tasks** tab.

### TASK: PERSONAL INFORMATION FORM

6. On the **Personal Information Form**, review and complete all the required (\*) fields:

- |                        |  |
|------------------------|--|
| • First Name           | • Date of Birth  |
| • Last Name            | • Gender   |
| • Address              | • Marital Status   |
| • Home Phone Number    | • Have you ever been or are you currently a member of Local Authorities Pension Plan (LAPP)? |
| • City                 | • Are you a Canadian citizen / permanent resident?   |
| • Province             | • Social Insurance Number (SIN) (and SIN Expiry Date, if applicable)                         |
| • Country              |  |
| • Zip/Postal Code      |  |
| • Nearest Town or City |  |

7. Click **Submit**.

Once the **Personal Information Form** is submitted, the task will indicate **Completed**.

**Note:**

- Additional tasks will appear on the Tasks tab in assigned order.
- A progress status bar will display above the tasks to be completed. As you complete your tasks, the progress bar will update.

**TASK: APL SUBMIT LICENSE**

If the position requires a license, the **APL Submit License** task will open.

8. To submit your license, upload the license information as per the following steps:

- a. Save a scanned copy or photo of your document(s) on your computer.
- b. Click **Choose File**.
- c. Locate and select the file on your computer and click **Open**.
- d. Click **Attach**.

A message will appear when your file(s) have been successfully uploaded.

- e. Click **Complete** to submit and move on to the next task.  
Or click **Next Task** to move forward and complete this task later.

**Note:** Once you click **Complete** you cannot go back and make changes to this task.

Once the **APL Submit Licence** task is completed, the task will indicate **Completed**.

**TASK: APL SUBMIT CRC EXTERNAL**

As a new employee to Alberta Precision Laboratories, you will be required to submit a criminal records check (CRC). The next task is **APL Submit CRC External**.

9. Follow these steps to upload the required document(s):

- a. Save a scanned copy or photo of your document(s) on your computer.
- b. Click in the **Category** field and select from the drop down either **Security Documents** or **Proof of Application**.

- c. Click **Choose File**.
- d. Locate and select the file on your computer and click **Open**.
- e. Click **Attach**.

A message will appear when your file(s) have been successfully uploaded.

- f. Click **Complete** to submit and continue. Or click **Next Task** to move forward and complete the task later.

**Note:** If you move forward to the next task without clicking Complete, you will have to remember to go back to that task by the due date and complete it.

#### TASK: APL BASIC LIFE SUPPORT (BLS)

When Basic Life Support (BLS) is required, you will receive an email with BLS submission instructions.

10. Follow these steps to upload the required BLS documents from within the task:

- a. Save a scanned copy or photo of your document(s) on your computer.
- b. Click **Choose File** and follow the steps to upload document.
- c. Locate and select the file on your computer and click **Open**.
- d. Click **Attach**.

A message will appear when your file(s) have been successfully uploaded.

- e. Click **Complete** to submit and continue.  
Or click **Next Task** to move forward and complete the task later.

Once **Personal Information Form** is completed *and all required documentation* has been uploaded, the progress status bar will indicate that all tasks have been completed.

## Onboarding Process

Once the initial pre-hire process has been completed, you will receive an automated email indicating **Employee Next Steps**. Review the email for additional activities that you need to complete as an APL employee. The hiring manager will also forward an email advising of your network access information and employee ID number.

### Step-by-Step Process

1. Open the **Employee Next Steps** email and review for additional activities that you will need to complete.
2. Click on the [blue](#) link within the email that says **Click here** to access the onboarding page with your list of activities.
3. You are directed to the **Tasks** tab.

#### TASK: WELCOME TO APL ONBOARDING

The **Welcome to APL Onboarding** task lists six main **Hire Tasks**:

- **Apply for ID Badge and Access Card**
- **Enter your payroll information**
- **Submit a Communicable Disease Assessment**
- **Complete Orientation**

- **Review and apply for Benefits, Pension and Group Savings Plans**
- **Parking**

4. Follow the steps / links in each of the activities.
5. Once all activities have been completed, click **Complete** button.

**ADDITIONAL TASKS**

Depending on the position/union, you may also receive additional tasks for the **Education Allowance Information** and/or **Recognition of Previous Experience**.

If applicable, complete the additional forms that will appear in your **Tasks** tab.

**Note:**

- The default response for the questions in each task is set to **'Not Specified'**. You must change the response to your appropriate selection.
- Email reminders will also be sent to you to complete the additional tasks as you move through the onboarding process.

*If you do not see these additional tasks, scroll down to the next required step.*

**TASK: APL EDUCATION ALLOWANCE**

If applicable, a new task in your **Tasks** tab will appear asking you to complete the **APL Education Allowance** form.

6. Complete the questions on the form.

The screenshot shows a web interface for Zeke Training. At the top, it says 'Zeke Training, you are signed in. | My Account Options' and 'Require Assistance? Contact recruitment@albertaprecisionlabs.ca'. There are navigation tabs for 'Job Search', 'My Jobpage', 'Offers', and 'Tasks'. A sidebar on the left shows 'Back to All Tasks' with '1 of 2 Tasks Completed', 'APL Welcome to APL Onboarding Completed', and 'APL Educational Allowance Due Date: Nov 11, 2021'. The main content area is titled 'Job: 00141960-Laboratory Specialist I' and contains the 'APL Education Allowance' form. The form text reads: 'APL Education Allowance : Required fields are marked with an asterisk. Zeke Your position is covered under the employee group: HSAA FAC PROF/TECH If your employee group is listed below, confirm by clicking on the applicable Collective Agreement. You will receive an e-mail with Education Allowance Eligibility information. \*Education Category (APL)'. The radio button options are:  Not Specified,  LAB HSAA FAC PROF/TECH,  LAB HSAA GSS,  LAB HSAA PROF TEC, and  Not Applicable. At the bottom of the form, it says 'You can come back and complete this task later.' and has a 'Submit' button with links for 'Next Task' and 'Print Preview'.

7. Click **Submit**.

**TASK: APL EDUCATION ALLOWANCE INFORMATION**

A new task appears called **APL Education Allowance Information**.

8. View the information including any possible links to more information.
9. The same information that is on this page will be emailed to you. Check your inbox for this information.
10. Click **Next Task**.

**TASK: APL RECOGNITION OF PREVIOUS EXPERIENCE**

If applicable, a new task in your Tasks tab will appear asking you to complete the **APL Recognition of Previous Experience** form.

11. Complete the questions on the form.

The screenshot shows a web interface for 'Zeke Training'. At the top, it says 'Zeke Training, you are signed in. | My Account Options' and 'Require Assistance? Contact recruitment@albertaprecisionlabs.ca'. There are navigation tabs for 'Job Search', 'My Jobpage', 'Offers', and 'Tasks'. A progress bar shows '3 of 4 Tasks Completed'. On the left sidebar, there are links for 'APL Welcome to APL Onboarding', 'APL Educational Allowance', 'APL Education Allowance Information', and 'APL Recognition of Previous Experience' (Due Date: Nov 11, 2021). The main content area is titled 'Job: 00141960-Laboratory Specialist I'. Below this, it says 'APL Recognition of Previous Experience :'. The job ID '00141960-Laboratory Specialist I' and the name 'Zeke' are listed. A message states: 'Your position is covered under the employee group: HSAAC FAC PROF/TECH. If your employee group is listed below, confirm by clicking on the applicable Collective Agreement. You will receive an e-mail with Recognition of Previous Experience information.' There is a section titled 'APL Recognition Previous Experience' with radio button options: 'Not Specified' (selected), 'LAB HSAAC FAC PROF/TECH', 'LAB HSAAC GSS', 'LAB HSAAC PROF TECH', and 'Not Applicable'. A note says 'You can come back and complete this task later.' At the bottom, there are buttons for 'Submit', 'Next Task', and 'Print Preview'.

12. Click **Submit**.

**TASK: APL PREVIOUS EXPERIENCE INFORMATION**

A new task appears called **APL Previous Experience Information**.

13. View the information including any possible links to more information.
14. The same information that is on this page will be emailed to you. Check your inbox for this information.

15. Click **Next Task**.

#### TASK: APL TRAINING CONTENT

A new task appears called **APL Training Content**.

1. Click the **APL Training Content** task and view the information about the mandatory training and orientation tasks you will be required to complete.
2. Click **Complete**.

#### TASK: APL THANK YOU!

A new task appears called **APL Thank You!**

3. View the information including any possible links to more information.
4. Click **Complete**.

#### Note:

- The progress status bar will display as **complete** once all additional tasks/activities are done.
- All of the onboarding tasks need to be completed in order to finalize the hiring process in e-People.

#### EMAIL REMINDER: DIRECT DEPOSIT AND TAX INFORMATION

Once your start date arrives, you will receive an email reminder to complete the **Direct Deposit and Tax Information** in e-People. Follow the instructions in the email.

## e-People Support and Resources

### Recruitment Inquiries

- **Email:** [recruitment@albertaprecisionlabs.ca](mailto:recruitment@albertaprecisionlabs.ca)