

## How to Search and Apply on Doctor Jobs Alberta (Medical Affairs)

### Overview

This reference guide provides step-by-step instructions for searching and applying for positions through Doctor Jobs Alberta (Medical Affairs).

Follow the steps described in the sections below to get started.

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### Section 1: Navigate to Doctor Jobs Alberta

#### Steps:

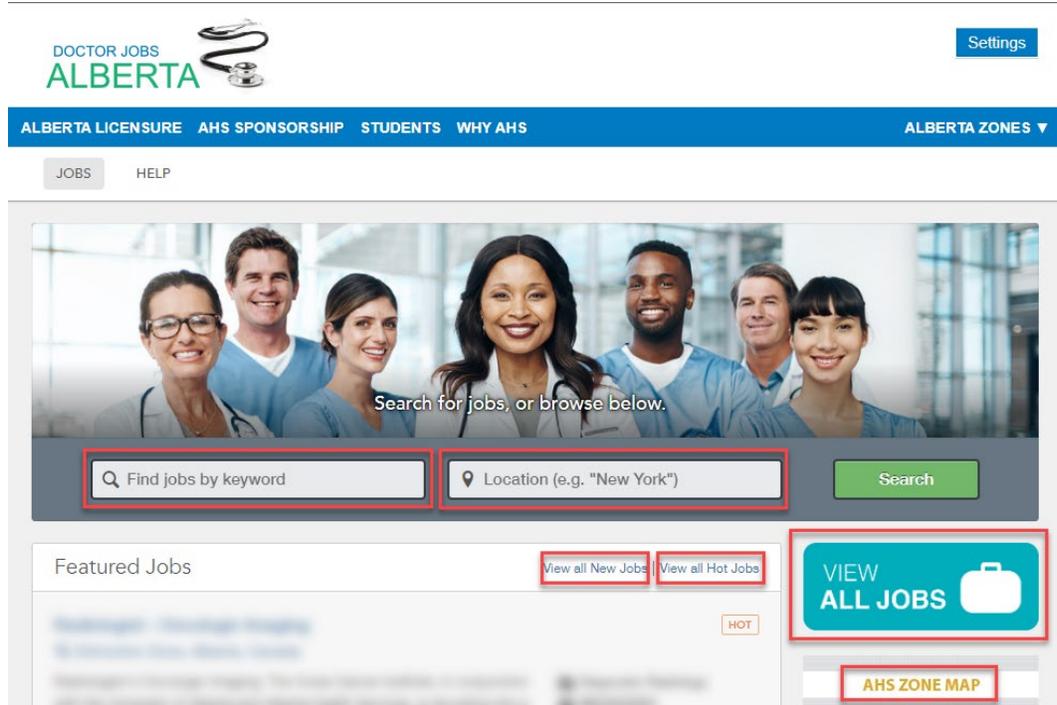
1. Job opportunities are available on our [Doctor Jobs Alberta](https://doctorjobsalberta.albertahealthservices.ca/) page or enter the following URL into the address bar: <https://doctorjobsalberta.albertahealthservices.ca/>
2. If you currently work for AHS, please use the same link and create a profile with your AHS credentials.

On the Doctor Jobs Home page, search for job opportunities (see Section 2) or review the top menu to read about:

- **Alberta Licensure** requirements
- Process for **AHS Sponsorship**
- Information for **Students** (AHS Careers page)
- **Why AHS** is a great place to work (AHS Careers page)

To return to the job search page, click on **JOBS** or if you need assistance, click on **HELP**

## Section 2: Search and View Jobs



### Steps:

- On the Doctor Jobs Home page, search for available job opportunities in several ways:
  - Use the **Keywords** search section for a keyword search and click the **Search** button.
  - View jobs by **Location**. It will auto populate based on what you type.
  - Search by **Location**. To understand each Zone, refer to the **AHS Zone Map** or click on **Alberta Zones** in the top right.
  - Review the **Featured Jobs** on the main page.
  - Use the **View all New Jobs**, **View all Hot Jobs**, or **View All Jobs** search features.

**Note:** In the keyword field, you can also use an asterisk (\*) to the end of a word to return any results associated with that word. This is also known as a *wildcard search*.

E.g., typing **Family\*** in the keyword field will return all positions relating to that word (general practitioners, family medicine, family medicine-emergency, etc.).

- Once you have found a job opportunity you are interested in, click on the blue hyperlinked **Job Posting Title** to view the posting's details.

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3. Three options are available to you:
  - To **Apply for Job**, continue to Section 3.
  - If you click on **Share this Job**, a link will be available to copy and share.
  - Click on **Sign Up for Job Alerts** to receive email notifications about similar job postings. Fill out the information card and click **Sign up**.



### Section 3: Apply for Job

If you'd like to proceed with Applying, click on **Apply for Job**

#### Steps:

1. Review the **Privacy Agreement** page. To move forward, click on **I Accept**.
2. **Login** to start your application.

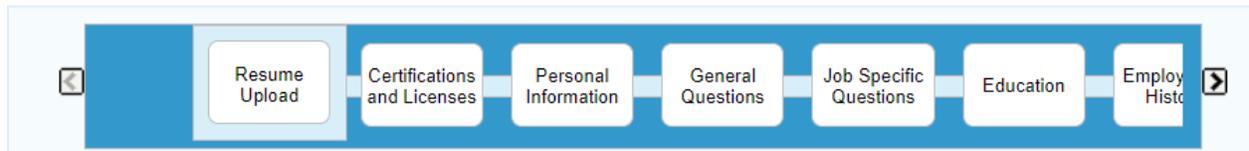
**Note:** You must create a profile in our system before you can apply for a job or save it to your Job Cart. Because the recruitment system saves your profile, you will not need to re-enter your information next time you apply.

3. At the Login screen, you will be prompted to enter your email and password to login.
  - If you do not have a profile, click on the **New User** button, and you will be prompted to enter an email address and password. These will be your sign in credentials for Doctor Jobs.
  - Click the **Register** button.

## Section 4: Complete Application Profile

After you have created your profile, you will fill out your profile details and job application. 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:

To go back to any previous steps, click on the box.



On the 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 apply for the position. Please note, you will be asked for a reason for your withdrawal. You will no longer be considered for the position.

## Steps:

### Resume Upload

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

1. You have 3 options:
  - a. Click on **I do not want to upload a resume** to fill out all portions of your profile manually.
  - b. Click on **I want to upload a resume** and click the **Choose File** button under **Select the resume file** to upload to select your resume.
  - c. Click on **I want to paste a resume**.
2. Click **Save and Continue**.

#### 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.

### Certifications

1. The Certifications and Licenses page opens. Add any certifications and licenses that are relevant to your position.  
**Note:** This step is optional, if you do not have any certifications, click Save and Continue.
2. Under **Certification 1**, enter Certification.
3. Click on **Add Certification**
4. You can continue to list other Certifications by typing in the name and clicking **Add Certification**
5. Click on **Remove Certification** to remove any entries. Or click on **Move Up/Down** to change the order of your entries.
6. Click **Save and Continue** when Certifications are complete.

### Personal Information

1. The Personal Information page opens. **Note:** Any fields marked with a red asterisk \* are mandatory.
2. In the **Personal Information** section, enter and review both your mandatory personal information and any additional details relevant to your job application.
3. Under **Source Tracking**, select an option from the drop-down lists to indicate how you heard about the job.
4. Check **Send an email notification** if you want to receive email notifications when new jobs matching your profile are posted.
5. Click **Save and Continue**.

### General Questions

1. The General Questions page opens. This page displays questions that are mandatory for all candidates. Click **Save and Continue**.

**Note:** As of October 2021, as a condition of employment, all employees and new hires must be fully immunized against COVID-19 prior to commencing work.

### Job Specific Questions

1. If a job posting has additional questions, you will answer them at this step.
2. Answer applicable questions and click **Save and Continue**.

### Education

Please indicate where you completed your **Undergraduate Medical Degree** and your **Post Graduate Medical Degree/Residency**. You do not need to add any other information.

Click **Save and Continue**.

## Employment History

If you've uploaded a resume, the system will fill in your Employment History automatically. If so, review the fields to ensure they are correct and update as required.

If you are adding your Employment History manually, follow these steps:

1. Add your experience, starting with the most recent employer.
2. Enter the **Employer**, **Start Date** and **End Date** or check the **Current Job** box if it is your current employer.
3. In the **Experience/Achievements** box, add any relevant information about your role.
4. Click on **Add Work Experience** button and follow the same process to add more employment information.
5. Click on **Remove Work Experience** to remove any entries. Or click on **Move Up/Down** to change the order of your entries.
6. Click **Save and Continue** when you have completed your work experience.

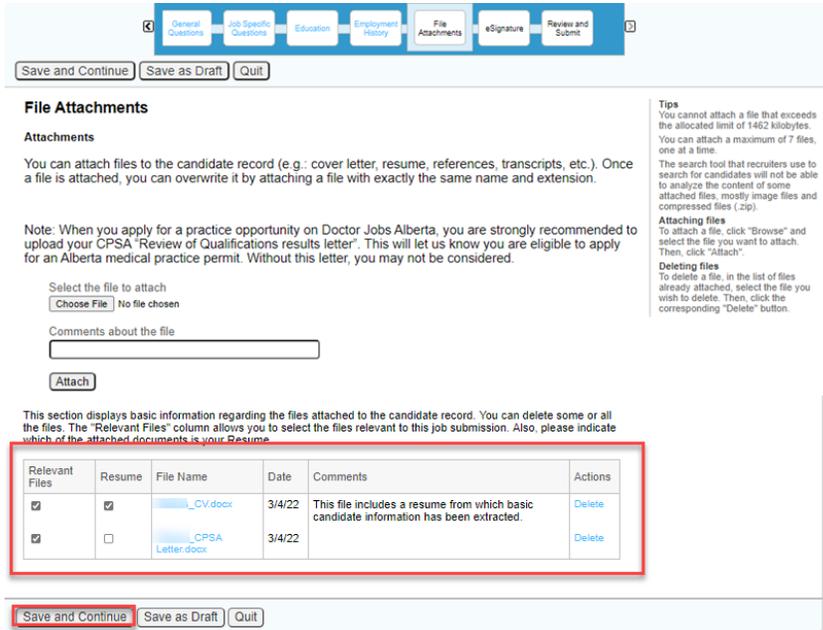
## File Attachments

1. You can add a cover letter, transcripts, degrees, current certificates, references, and resume on the **File Attachments** page.
2. To attach a file, click on the **Choose File** button and select your file.
3. Enter **Comments** to describe the file you are attaching (ex: cover letter).
4. Click **Attach** to add the file to your profile.
5. Check the **Resume** box next to the file that is your resume.
6. Check off the **Relevant File(s)** check box for all files to be considered for that posting.

**Note:** It is strongly recommended that you include your CPSA Eligibility Letter or a copy of your Alberta practice permit.

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



**File Attachments**

**Attachments**

You can attach files to the candidate record (e.g., cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Note: When you apply for a practice opportunity on Doctor Jobs Alberta, you are strongly recommended to upload your CPSA "Review of Qualifications results letter". This will let us know you are eligible to apply for an Alberta medical practice permit. Without this letter, you may not be considered.

Select the file to attach  
 No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CV.docx	3/4/22	This file includes a resume from which basic candidate information has been extracted.	Delete
<input checked="" type="checkbox"/>	<input type="checkbox"/>	CPSA Letter.docx	3/4/22		Delete

**Notes:**

- You must click on **Relevant File(s)** to attach it to your application, it will not attach automatically.
- Be sure to check off those documents that are specific for the job application.
- You can attach a maximum of 7 files. The files cannot exceed 146 kilobytes.
- You can delete attached files (under actions) 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)"

## eSignature

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.

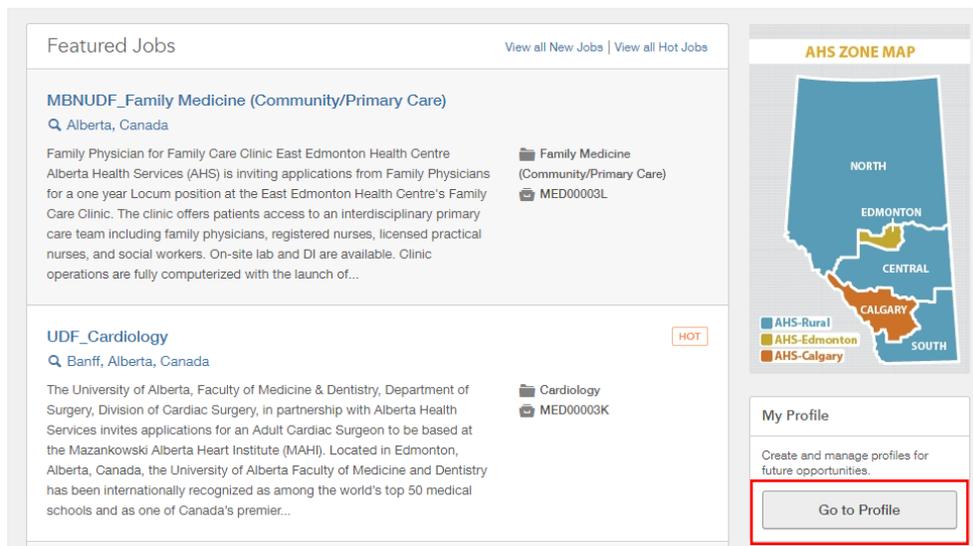
1. At the bottom of the page, enter your full name.
2. Click **Save and Continue**.

## Review and Submit

1. From the **Review and Submit** page, you can have another look at all the information you have entered for the job submission.
2. Click on **Edit** beside any section tile to update the information.
3. When you are ready to submit, click the **Submit** button.
4. You will receive an email notification indicating your online submission has been received.
5. You can continue to view/edit your submission on the My Jobpage tab if the posting status is active.
6. Please remember to **Sign Out** when your session is complete.

## Section 5: Update Your Profile

If you wish to review your profile without applying to a position, you can do so on the Job Board Home Page. Scroll down and click on **Go to Profile** on the right-hand side under My Profile.



The screenshot displays the Job Board Home Page interface. On the left, there are two featured job listings: 'MBNUDF\_Family Medicine (Community/Primary Care)' and 'UDF\_Cardiology'. On the right, there is an 'AHS ZONE MAP' showing the provinces of Alberta, with regions North, Edmonton, Central, Calgary, and South. Below the map is a 'My Profile' section with a 'Go to Profile' button highlighted by a red rectangle.

You will be prompted to answer the **Privacy Agreement** and **Login** to your account. You will be brought to the Review and Submit step.

## Review and Submit

1. Review your information for accuracy. If you need to make any changes, you can use the Edit button:
  - a. Click on the **Edit** button next to the title of the section or click on the **Progress Bar** step at the top
  - b. Make the necessary changes, click **Save and Continue** on each step until you return to the Review and Submit page.
  - c. Follow the same process to make other corrections in other sections.
2. Once all sections have been reviewed, click **Submit**.

### Note:

- There is an additional section for Preferences. You have the option to specify the location of work you prefer.
- You will get a message to indicate the process is complete and you have successfully submitted your candidate profile.
- You can review and update your profile each time you log in.

## Additional Help and Resources

If you are having issues with your browser, we recommend going into your browser settings **and clearing your cache, cookies and browser history**.

**Please note that this site does not support Internet Explorer.**

Have questions or need more help? Email [DrJobs.AB@ahs.ca](mailto:DrJobs.AB@ahs.ca) for assistance.