

## Purpose

This guide is intended for applicants who are not currently CBE employees, and shows the processes for:

- Checking the status of a job application;
- <u>Completing an application saved as a draft</u>; or
- Updating a previously submitted application in the Calgary Board of Education (CBE) Careers site.

If you are a current CBE employee, go to Insite and search "Updating or Completing an Application." For help with submitting an initial application as an external applicant, see the Applying for a Job – External Applicants QRG.

The **Instructions** column below lists the steps required to complete each task. The **Notes** column provides additional information and/or screenshots to help you locate the input field on the screen.

Instructions		Notes
Checking the status of a Job Application		These steps show Applicants who are not CBE employees how to check the status of a job application.
1.	Open the CBE Careers website	https://www.cbe.ab.ca/careers
2.	Click Learn More under either:	A Variely of Career Opportunities We have many opportunities inside and outside the classroom; from teachers to school support staff, facil accountants and so much more. We are always looking for talented people. Join us and be part of a world-class education system where employees are highly valued and recognized
	Teach with Us or: Support, Technical & Professional Careers	Teach With Us       Support, Technical & Professional Careers sudents.         Foster learning and inspire students.       Support, Technical & Professional Careers system needs your expertise.         Learn More       Learn More
3.	Select either: Apply Now for Teaching Opportunities, or	Apply Now A list of all jobs, including general teaching applications, can be found in: Teaching Opportunities
	Apply Now for Support, Technical & Professional Opportunities	Apply Now Support, Technical & Professional Opportunities

## Quick Reference Guide: Updating or Completing an Application – External Applicants

Instructions		Notes
4.	Click <b>Sign in</b> on the <b>Careers</b> page	Welcome Sign In   New User
5.	Enter a User Name and Password	Sign In       ×         "User Name       "         "Password
6.	Click <b>Sign In</b>	A <b>Welcome</b> screen is displayed once you successfully sign in as a returning job seeker. You can exit the Careers page by clicking <b>Sign Out</b> in the upper right corner.
7.	Click My Job Applications	My Job Applications 2 > The <b>My Job Applications</b> screen is displayed.
		< Careers My Job Applications
		My Job Applications More
		Job Title     Job ID     Location     Status     Date Created     Date Submitted     Withdraw       Ed Assistant, Special Ed     Education Centre     Submitted     12/01/2020 2:49PM     12/01/2020 2:49PM     Withdraw
		My Resumes More Attracted delays Attracted delays
		Check the <b>status</b> of your job application. Click <b>More</b> , to view <b>all applications</b> submitted so far, or to view applications from a specific period.
Completing an application saved as a draft		These steps show how to complete a draft job application for External Applicants.
1.	Open the <b>CBE</b> <b>Careers</b> website jobs	<ul> <li>https://www.cbe.ab.ca/careers</li> <li>Click Learn More under either: Teach with Us, or Support, Technical &amp; Professional Careers</li> <li>Select either: Apply Now for Support, Technical &amp; Professional Opportunities, or Apply Now for Teaching Opportunities</li> </ul>

## Quick Reference Guide: Updating or Completing an Application – External Applicants

Instructions		Notes
2.	Click <b>Sign in</b> on the Careers page	Welcome Sign In   New User
3.	Enter a <b>User Name</b> and <b>Password</b>	Sign In       ×         "User Name       *         "Password       *         Sign in       *         Forgot User Name   Forgot Password       *         Are you a new user? Register Now       *         As a current Calgary Board of Education employee, use Employee Self Service to search and apply for jobs.       *
4.	Click <b>Sign In</b>	Sign In
5.	Click My Job Applications	My Job Applications
6.	Click <b>Arrow</b> button	Applications that are saved as draft are indicated with a status of "Not Submitted".
7.	Update the application as necessary	
8.	When you have confirmed all the information is correct, click <b>Submit</b>	Submit A green bar is displayed to indicate that "You have successfully submitted your job application."
Upda Subr	ating a Previously mitted Application	The following steps will show how to withdraw a job application in order to submit an updated application for the same position.
1.	Open the <b>CBE</b> <b>Careers</b> website jobs	<ul> <li>https://www.cbe.ab.ca/careers</li> <li>Click Learn More under either: Teach with Us, or Support, Technical &amp; Professional Careers.</li> <li>Select either: Apply Now for Support, Technical &amp; Professional Opportunities, or Apply Now for Teaching Opportunities.</li> </ul>

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Instructions		Notes
<b>2</b> . (	Click <b>Sign in</b> on the Careers page	Welcome Sign In   New User
<b>3.</b> E a	Enter a <b>User Name</b> and <b>Password</b>	Sign In       ×         "User Name       **         "Password       **         Sign In       *         Forgot User Name   Forgot Password       *         Are you a new user? Register Now       *         As a current Calgary Board of Education employee, use Employee Self Service to search and apply for jobs.       *
4. (	Click <b>Sign In</b>	Sign In
5. ( /	Click My Job Applications	My Job Applications 3 >
6. (	Click <b>Arrow</b> button	<b>Note:</b> To change a submitted application, you must first withdraw the application. From the submitted applications, select the one you want to change.
7. (	Click <b>Withdraw</b>	My Job Applications         Wy Job Applications         Wy Job Applications         We application         We application is prevented from being withdrawn at this stage of the process. For additional information, please call 403-817-7333.         We applications that have been withdrawn will not be reviewed by the Recruitment team. Make sure you resubmit an updated application if you are still interested in the position.         For more information see the Applying for a Job – External Applicants Quick Reference Guide.

For answers to further questions regarding Updating or Completing an Application for External Applicants, call the **HR Employee Contact Centre (ECC)** directly at **(403) 817 7333**.