

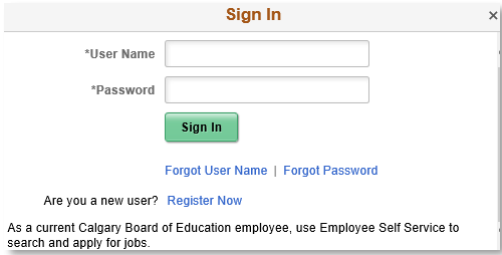

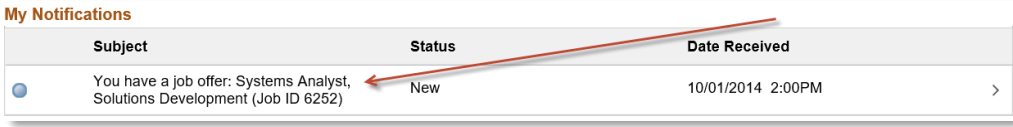
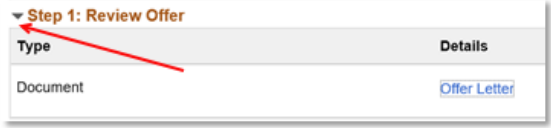


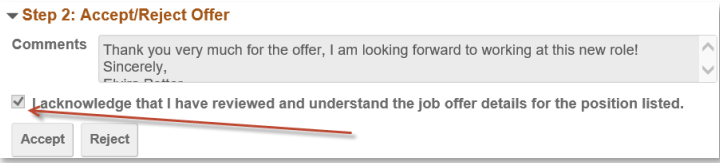


Purpose

This quick reference guide provides instructions for applicants who are not currently Calgary Board of Education (CBE) employees on how to accept an online job offer.

NOTE: Job offers have an expiry date. You must respond to your job offer before this date.

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
<p>1. Click the link in the job offer email</p>	<p>On the CBE Careers website, sign in using your user name and password.</p>  <p>Note: you can check for a job offer without an email by going to https://www.cbe.ab.ca/careers/ and clicking Click Learn More under either: Teach with Us, or Support, Technical & Professional Careers. Then sign in and follow the steps below.</p>
<p>2. Click My Job Notifications</p>	
<p>3. Click on the Job Offer</p>	
<p>4. Step 1: Review Offer</p>	 <ul style="list-style-type: none"> ▪ Click the expand triangle beside Step 1: Review Offer section ▪ Click the Offer Letter link ▪ Review the letter

Instructions	Notes
<p>5. Step 2: Accept/Reject Offer</p>	 <p>NOTE: Before accepting or rejecting the job offer, click the acknowledgement checkbox.</p>
<p>6. Click Accept</p>	
<p>7. Step 3: Return Documents</p>	 <ul style="list-style-type: none"> Click the Send to Recruiter tab <p>This is where you can attach any documents that you need to send back to the Recruiter.</p> <p>NOTE: To add an additional document, click +. You must also click the checkbox for each document before clicking the Send to Recruiter.</p>
<p>8. Click Send</p>	 <p>NOTE: A message is displayed: Subject: Document(s) Received from Applicant.</p>

For answers to further questions regarding accepting online job offers for external applicants, call the **HR Employee Contact Centre (ECC)** directly at **(403) 817 7333**.