

Guide to Setting Up Your Initial Application



Our new Application Tracking System will be used at WCB to bid to open positions. In order to bid to open positions you will be required to set up your initial Application.

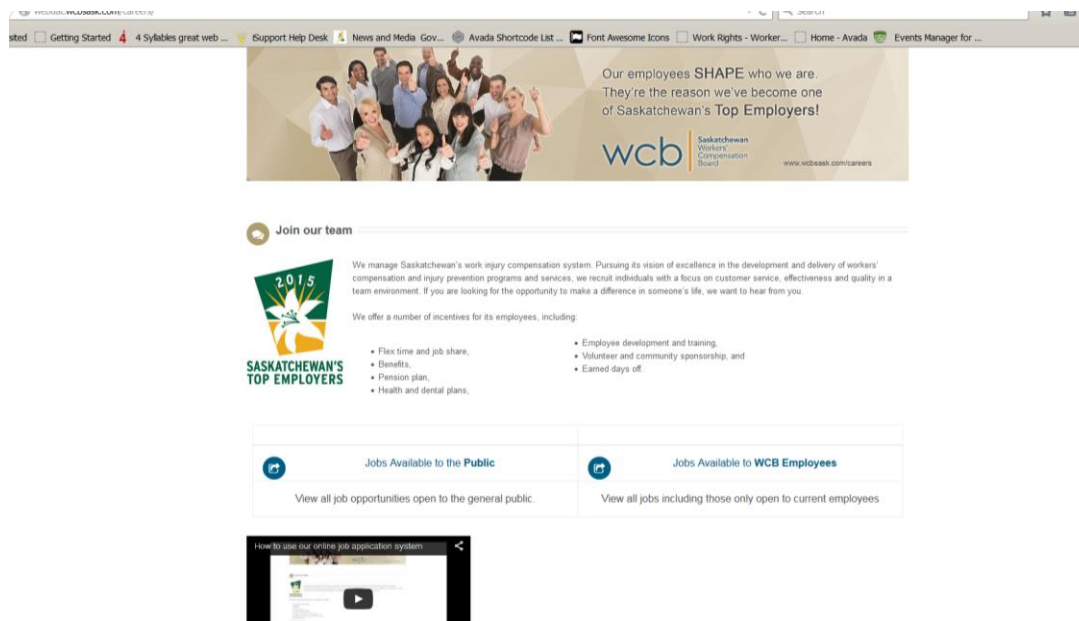
STEPS:

Go to our external website: **www.wcbask.com**

At this location you will click on the **CAREERS** tab



Scroll down the page and click on the **appropriate** link



This will take you to our **CAREERS** page. At this page you will be required to select a location. You will note that if you have visited this page previously there is an option for you to sign in. Once you set up your profile you will be able to use this option.

As this is your first time, and you are creating your account you won't be able to use the "Previous Application" and instead will use the **SEARCH**

The screenshot shows the 'Saskatchewan WCB - Careers' page. Under the 'Search Openings' section, there is a 'Location' dropdown menu with 'Any' selected, and a 'Description Keywords' input field. A red arrow points to the 'Search' button below the input field. Below the search section is a 'Previous Applicants' login area with fields for 'Email' and 'Password', and a 'Login' button.

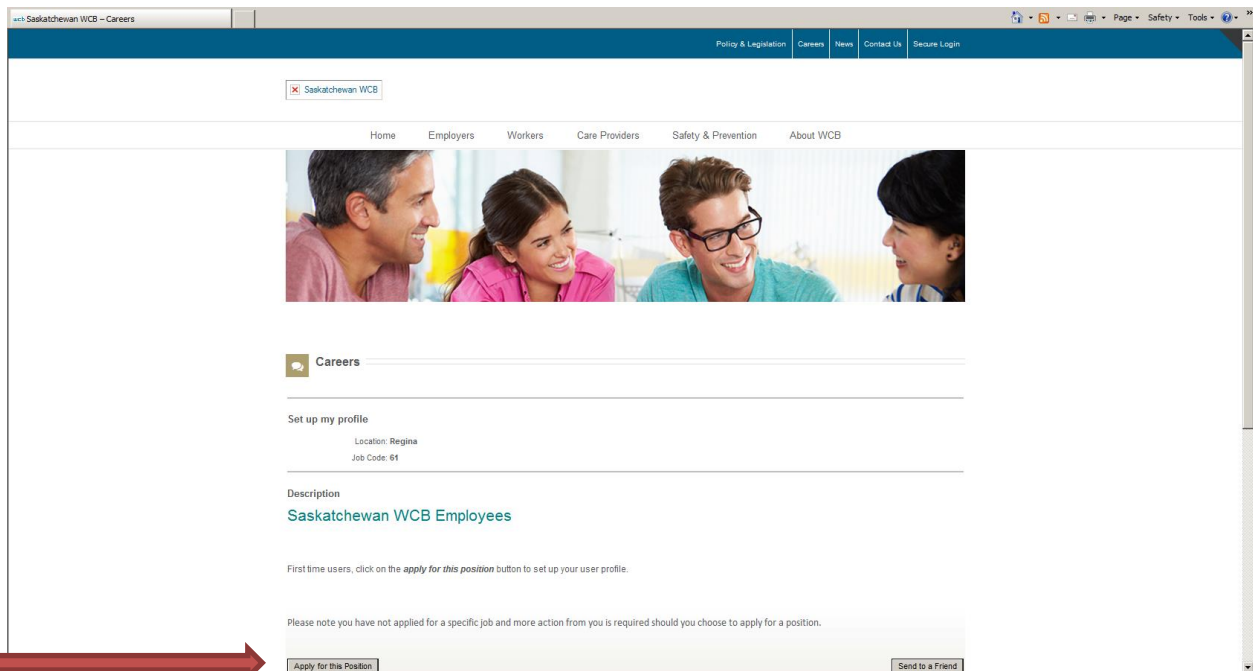
Clicking on the "Search" box, you will be taken to a list of the jobs that are open/posted at that time – select the job you wish to apply for. Today we are really just setting up our "PROFILE" so we will select the "Set up my profile" Job

The screenshot shows the 'Saskatchewan WCB - Careers' search results page. At the top, there is a navigation bar with links: Home, Employers, Workers, Care Providers, Safety & Prevention, and About WCB. Below this is a banner image of four people smiling. The 'Search Results' section indicates that the search found 2 matching jobs. A table lists the results:

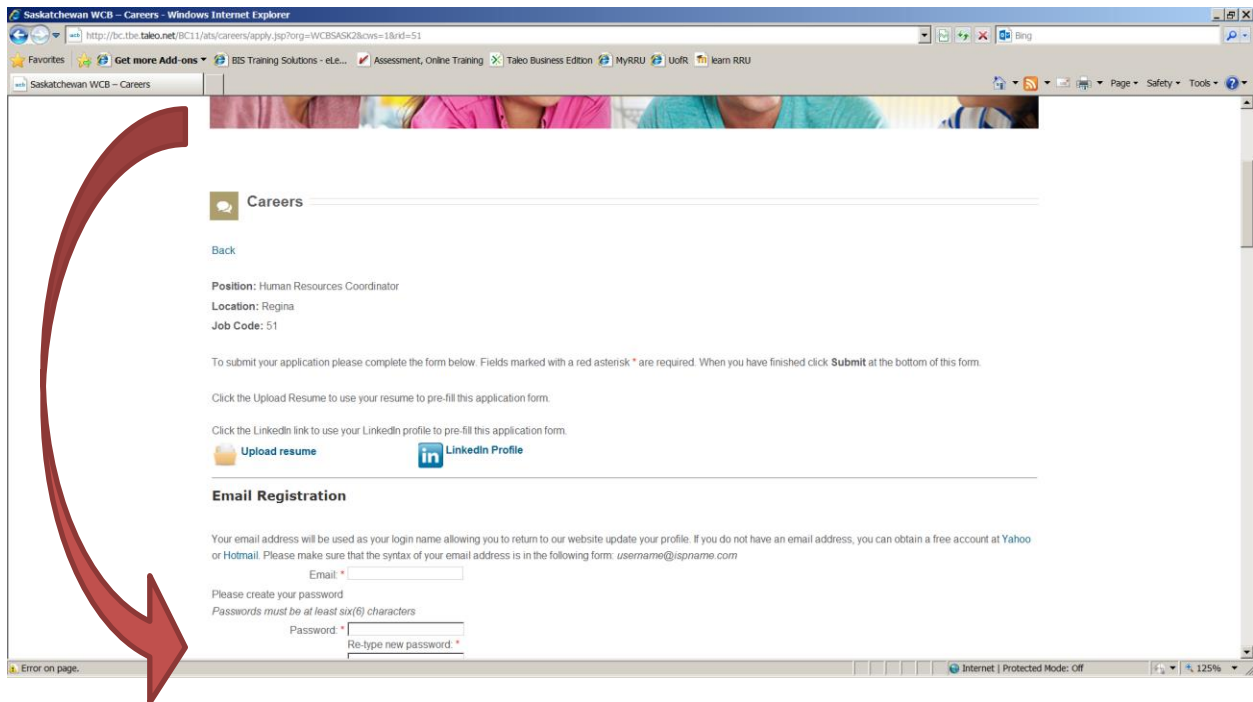
| Title | Location |
|-------------------------|----------|
| Sample Job-Do Not Apply | Regina |
| Set up my profile | Regina |

A red arrow points to the 'Set up my profile' link. Below the table are links for '< < 1-2 of 2 >> >', 'New Search', and a 'powered by Taleo' logo.

Here you will see the job description details, and you will select the **APPLY FOR THIS POSITION** tab.



Complete the email registration – You can use either your WCB email address or a personal email address and a password of your choice. Please note all job alerts and notifications will be sent to the specified email address. You can change it at any time by updating your profile.



Fields with * must be completed. Continue on and complete the required fields. Make sure to update your cover letter specific to the position you are bidding on.

You will note there is an option to attach a resume – if you have a resume, and wish to attach it you will do it here.

Saskatchewan WCB – Careers – Windows Internet Explorer

http://bc.the.taleo.net/BC11/ats/careers/apply.jsp?org=WCBASK2&cws=1&id=51

Personal Information

First name: *
 Last name: *
 Middle:
 Primary Phone #: *
 Alternate Phone #:
 Street address: *
 City: *
 Province/State: * Please select
 Postal code/ZIP: *
 Country: * Canada

Resume Attachment

Your resume can be uploaded in any of the following formats: DOC, DOCX, RTF, PDF, TXT, HTML.
 * [Add Resume & Attachments](#)

Cover Letter

You can use the text area for a cover letter and any supplementary information you would like to provide about your career goals, availability, best times to contact you, etc.
 Cover Letter:

How did you hear about us?

Source: * -None-
 Other (Specify Source):
 Referred By:

Employment History:

Title:
 Date From: Please select
 Date To: Please select
 Company Name:
 Company Street Address:
 Company City State:

With the required fields completed, you will submit your application.

Saskatchewan WCB – Careers – Windows Internet Explorer

http://bc.the.taleo.net/BC11/ats/careers/apply.jsp?org=WCBASK2&cws=1

Based on this description, do you consider yourself to be a member of a visible minority?
 A Visible Minority: No

Candidate Sign Off

The foregoing statements are correct to the best of my knowledge. I understand that any misrepresentation or omission may disqualify me from employment or be the cause for my dismissal. If hired, I agree to abide by all rules and regulations of the Saskatchewan Workers' Compensation Board.

Candidate:
 eSignature: *
 Candidate:
 eSignature Date:
 Format: M/D/YY *

Submit

Secure Login
 Help | Site Map | Links
 Cookies | Privacy Policy | Terms and Conditions
 Twitter | YouTube | Social Media Protocol
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Excellent, you have successfully set up your application profile!

Please note you have not applied for a job and more action from you is required should you choose to apply for a position.