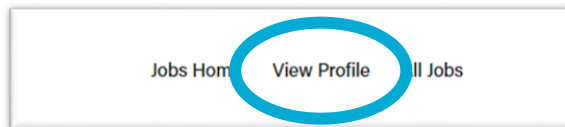


Creating your Candidate Profile

Welcome, and thank you for your interest in working for the Alberta Public Service, where you can make a difference in the lives of Albertans. The following is a quick reference guide for creating a candidate profile in the Government of Alberta's new human resources management system.

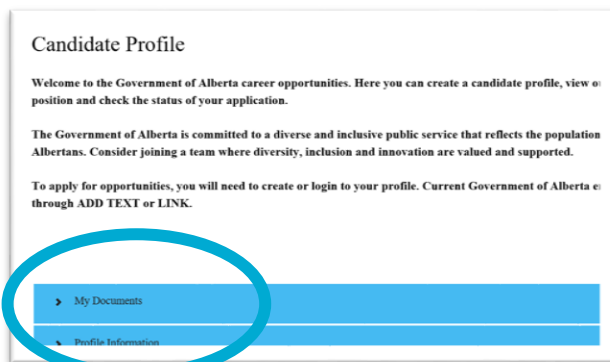
1. Click the **View Profile** link at the top right-hand corner of the job board landing page.



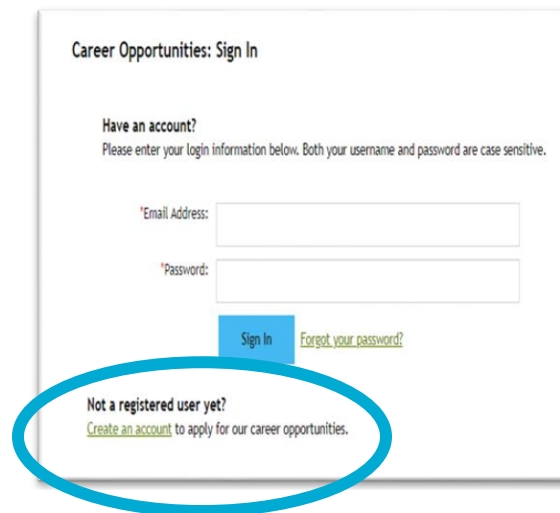
4. Review each section of the **Candidate Profile** and enter in your information.

Upload your resume and, if you are asked to upload supporting documents, go to the **My Documents section** and click on the > icon to expand fields.

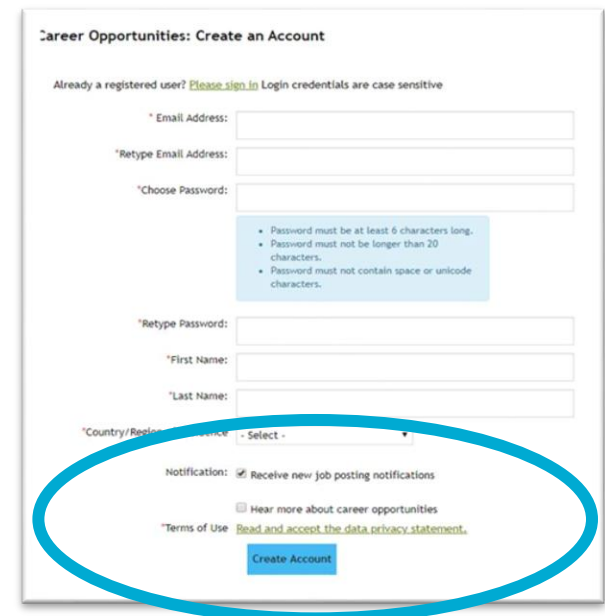
Once you have created your profile, you will use it to apply on jobs.



2. Choose **Create an Account** under the sign-in section and enter your information



3. Click on **Terms of Use** to review and accept/ decline the privacy statement.



5. Don't forget to click **Save** at the bottom of the screen to ensure your profile is complete. You can return and update information at any time.

