1GX External Candidate – Creating your Candidate Profile

1. Click on My Profile a page.	at the top right corner of the <u>Alberta Governme</u>	<u>ent Jobs</u>
Login/My Profile	1	
2. Choose Create an a	ccount under the sign-in section.	
Career Opportunities	:: Sign In	
Already have an ac Enter your email addre	count? ess and password (both are case-sensitive).	
*indicates a required f	ield.	
Email Address:*		
Password:*		Show
	Sign In Forgot your password?	
2 Not a registered user y Create an account to app	yet? ly for our career opportunities.	
 3. In the Create an Acc a) Enter your information valid email address. b) Click on Terms of L 	count section: on in the fields with the *. NOTE: Ensure you ir Jse to review and accept the privacy statemen	nclude a t.

c) Click Create Account to continue.

Career Opportunities: Create an Account

Already a registered user? Please sign in Login credentials are case sensitive

*indicates a required field.

Email Address: *		
Retype Email Address: *		
Choose Password: *		Show
	 Password must be at least 12 characters long. Password must not be longer than 20 characters. Password must contain at least one upper case and one lower case letter. Password must contain at least one number or punctuation character. Password must not contain space or unicode characters. 	
Retype Password: *		Show
First Name: *		
Last Name:*		
Country/Region of Residence:*	- Select - 🗸	
Notification:	Receive new job posting notifications	
	Hear more about career opportunities	
3b Terms of Use:*	Read and accept the data privacy statement.	
30	Create Account	



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4. Click on My Documents to upload your resume.

~	My Documents					
Ad	Accepted file types: DOCX, PDF, Image and Text (MSG, PPT and XLS file types are not accepted for resume or cover letter					
	Resume/CV]				
4	Upload a Resume					
	0					
	Supporting Documentation					
	Add a Document					
	0					

5. *If* you are required to upload supporting documents, go to the My Documents section and click on **Add a Document**.

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tesume							
lesume							
cumentation							
cument							
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6. Click on **Profile Information**. Enter your information in the fields with the * to complete your candidate profile.

*	Profile Information	
6	* Postal Code:	* Are you currently employed by the Government of Alberta?
		No Selection 🗸

7. Click **Save** in the bottom right corner of the Profile Information page to complete the candidate profile process. You can return and update your information at any time.

Language Skills	
Geographic Mobility	
2	Save
Once you have created your profile, you will use it to apply on jobs.	

