

Employee Home Quick Reference

Viewing & Applying for Job Opportunities (Calgary and Area Job Postings Only)


Accessing Job Opportunities

- All AHS job postings can be accessed on the Alberta Health Services external web site: <http://ahs.healthjobs.ab.ca/search.aspx>
- HOWEVER, employees currently working in the Calgary and Area zone access and apply for Calgary and Area job postings through e-People.

1. Log in to e-People with your User Name and Password (same as your email login info)
2. Click [Employee Home](#)
3. Click [Job Opportunities](#)

Updating Your Internal Profile


- Every employee in the Calgary and Area zone has an Internal Profile in the Job Opportunities section of e-People.
- Employees use their Internal Profile to apply for Calgary and Area job opportunities to ensure they are viewed as internal candidates and their seniority information is taken into consideration.
- You must update your Internal Profile before you can start applying for job opportunities.
- Your profile is private. The manager will only see your profile once you have applied to the job.

1. Click 
2. From the **Internal Profile** page, complete the required fields and any other open fields. The required fields will be indicated in red.
 - **Primary Phone**
 - **Secondary Phone**
 - **What are your areas of expertise?**
 - **Level of Education**
 - **Briefly describe your present duties and responsibilities**
 - **Resume** - Either copy and paste your resume or type a summary of your employment history, job skills, qualifications and education.

*Tip! If you need to update your address, go to the **Personal Information Home** section of e-People.*


3. Click 

Viewing Job Opportunities

1. Click 
2. Click [View All Jobs](#), [Advanced Job Search](#), or perform a **Quick Job Search**.
3. From the **Quick Job Search** page, enter your search criteria. Only jobs containing the words, phrases, locations, unions or job categories indicated will be displayed in your search results.
 - Enter **Keywords** (i.e. specific words such as *Therapist*) in one or more fields.
 - Scroll through the **Locations** list (i.e. *Foothills Medical Centre*) and click on a location to see jobs at that site. The number of jobs available at each site is indicated in the brackets (i.e. *[8] means 8 available jobs*).
 - Scroll through the **Unions** list and click on a union to see only jobs in that union.
 - Scroll through the **Job Categories** menu and select a category to see only jobs in that category.

Tip! You can select more than one item in the same menu by holding down the Ctrl key on your keyboard and clicking additional items at the same time.


4. Click 

Tip! You can re-sort the list of job opportunities by clicking on the arrows  found at the top of each column in the search results table.

Tip! Click  beside a particular job opportunity to find other similar job opportunities.

5. From the **Job Search Results** page, click the desired **Job Title** to view the posting details. i.e. [Manager](#)

Department	Req #	Job Title	Unit
(CORP)TRANSFORMATION PROJECTS	324	Manager	Exec
(FMC)PCU37 RENAL MEDICINE	314	Unit Clerk (2022)	AUP

6. To return to the list of search results and view other job opportunities, click the back button 

Applying For Jobs

- After you find a Calgary and Area job opportunity that interests you, if you wish you may submit your Internal Profile to be considered for the job.

From the bottom of an open job posting, click

Submit Your Profile

If you have already updated your Internal Profile:

Clicking this button will submit your Internal Profile to the job opportunity for consideration. The following confirmation message will appear: **You have successfully submitted an application for the position of "Job Title" Requisition #XXXX.**

If you have not updated your Internal Profile yet:

Clicking this button will open the **Internal Profile** page where you can update your Internal Profile. After you update your Internal Profile, return to the desired job opportunity by performing a new job search.

Tip! To help find the job again more quickly, take note of the **Requisition #** for the job posting or the specific **Job Type** (i.e. regular full time) and complete an **Advanced Job Search**.

Your Job Application History

- You can view all the job opportunities you have previously applied for online (Calgary and Area Job Postings only).
- If you no longer wish to be considered for a job, you can remove your Internal Profile from consideration.
- Once you remove yourself from consideration you will not be able to reapply to that specific job posting (Requisition #).

1. Click **Career Centre**.

2. Click [Position Submission History](#).

Requisition #	Job Title	City	State	Country	Date Applied	Action (s)
62	Officers (2022.75)	Calgary	AB		06/10/2008	
13	Staff Nurse	Calgary	AB		06/11/2008	

If you no longer wish to be considered for a job:

3. Click to remove yourself from an open job opportunity. A confirmation dialogue box will appear.
4. From the dialogue box, click **OK**. The following confirmation message will appear: **You have removed yourself from consideration.**

Creating Automatic Job Agents

- A Job Agent is an electronic search feature that automatically notifies you by email when specific jobs are posted.
- When you create a Job Agent, you tell it which keywords to search for in the job postings.
- The agent scans the postings hourly and sends notification to you by email.
- You can set up more than one Job Agent at a time with different search criteria.

1. Click **Job Agents**.

2. In the **Job Agent Name** field, enter a name for this Job Agent (i.e. ICU Jobs, Manager Jobs).

3. In the **Keyword(s) a job should contain** field, enter one or more keywords you would like the Job Agent to search for in new Job Postings (i.e. Nurse, Manager, ICU, FMC).

Tip! The more words you use, the more specific the search will be.

4. Select the acknowledgement check box so you will receive job notification emails matching your search criteria.

5. Click **Add**.

6. From the list of **Current Job Agents**:

- Click to view a list of job opportunities found by the Job Agent's search
- Click to edit a Job Agent
- Click to delete a Job Agent

Logging Out

1. Click **Logout**.

2. Click in the upper right hand corner of the Internet Explorer window.

NOTE: This closes the Job Opportunities window. It does not log you out of e-People!

3. **REMEMBER:** Click [Sign out](#) in the upper right hand corner of e-People.

Support & Resources

HR Support Centre

Phone: 1-877-511-4455

Email: HRSupportCentre@telus.com

In e-People: Employee Home > HR Support Centre > Ask a Question or search FAQs