



## Purpose

This guide explains how to:

- [Determine the status of your application](#)
- [Complete an application saved as draft](#)
- [Update a previously submitted application](#)

in the Calgary Board of Education (CBE) Careers site for applicants who are not currently CBE employees. If you are a current CBE employee, access the [Updating or Completing an Application Quick Reference Guide \(QRG\)](#) in the [HR Learning Centre](#).

For instructions on submitting an initial application as an external applicant, visit the [Applying for a Job – External Applicants](#) QRG.

## Checking Application Status

1. To check your application status, navigate to the [career opportunities](#) page (cbe.ab.ca → careers) and click either the [Teaching Opportunities](#) or [Support, Technical and Professional Opportunities](#) at the bottom of the page
2. In the **Returning Job Seekers – Sign in Here** section, enter the user name and password you created when you first registered and click the **Login** button
3. The **Careers** Home page displays. The upper right area contains the **My Career Tools** options. Click the **Accepted/Unaccepted Applications** link (Figure 1)

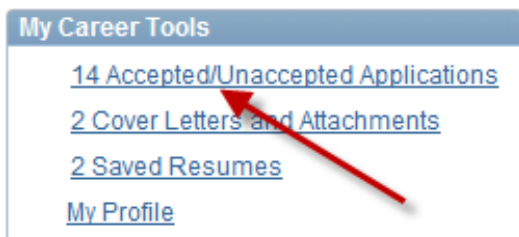


Figure 1

4. The most recent applications show under **My Applications**. To view all applications submitted so far or to view applications from a specific period, click the **Display Applications From** drop-down (Figure 2)

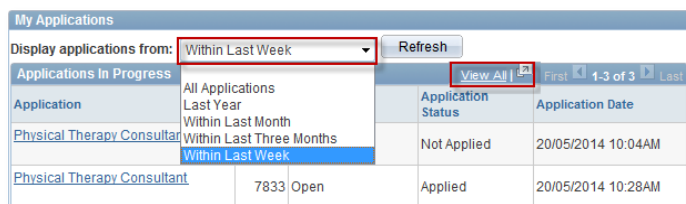


Figure 2

4. Select the application period you want to see from the list and click **View All** (Figure 2)
5. Click the **Refresh** button.
  - If the application status is **Applied**, the application was successfully submitted
  - If the application status is **Not Applied**, the application was saved but not submitted
  - If the application status is **Not Submitted**, the application failed in pre-screening

That completes the steps to determine the status of your application as an external applicant.

## Completing an Application Saved as Draft

1. On the PeopleSoft [career opportunities](#) page (cbe.ab.ca → careers) click either the [Teaching Opportunities](#) or [Support, Technical and Professional Opportunities](#) at the bottom of the page
2. In the **Returning Job Seekers – Sign in Here** section, enter the user name and password you created when you first registered and click the **Login** button
3. The **Careers** Home page displays. The upper right area contains the **My Career Tools** options. Click the **Accepted/Unaccepted Applications** link (Figure 1)
4. The **My Career Tools** page displays. To find a specific application, click the **Application Date** column
  - Click once to show the oldest application at the top of the list
  - Click again to sort with the most recent at the top

- You can also sort by a range of application dates. Click the **Display Applications From** drop-down (Figure 2, page 1)
- Select the application period you want to see from the list. All applications that you have saved as draft will have the **Not Applied** under the **Application Status** Column (Figure 3)

Application	Job ID	Job Status	Application Status	Application Date
<a href="#">Physical Therapy Consultant</a>	7834	Open	Not Applied	20/05/2014 10:04AM
<a href="#">Physical Therapy Consultant</a>	7833	Open	Applied	20/05/2014 10:28AM
<a href="#">Occupational Therapy Consultant - Term Position</a>	7832	Open	Applied	20/05/2014 10:30AM

Figure 3

- When you have located the application, click the link name of the position (in this example, **Physical Therapy Consultant**). The **Complete Application** page displays
- To change your résumé, click **Use a Different Resume** (Figure 4) and upload a new résumé or use an existing résumé

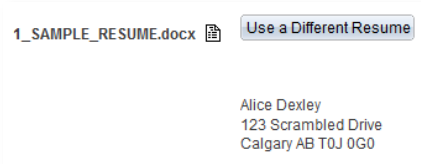


Figure 4

- Continue completing the application. Review all sections (**Preferences, Education and Work Experience, Online Questionnaire and References**) to ensure all questions are answered
- When you have confirmed the accuracy of all entries, click the **Submit** button

**Important:** Click the submit button only once and allow a few seconds for the application to be accepted. If you click the submit button multiple times, you will receive an error message and your résumé will not be properly submitted. Likewise, when you use an older version of Safari, the same error message may also display. For instructions on how to respond to the error message, see the [PeopleSoft Job Application Error](#) QRG.

- The **My Applications** page displays indicating you have successfully submitted your application. Your new application will be showing in the **Applications in Progress** section. You will receive an e-mail confirming that your application was received

That completes the steps on how to complete an application saved as draft as an external applicant.

## Updating a Previously Submitted Application

- On the PeopleSoft **career opportunities** page (cbe.ab.ca → careers) click either the [Teaching Opportunities](#) or [Support, Technical and Professional Opportunities](#) at the bottom of the page
- In the **Returning Job Seekers – Sign in Here** section, enter the user name and password you created when you first registered and click the **Login** button
- The **Careers** Home page displays. The upper right area contains the **My Career Tools** options. Click the **Accepted/Unaccepted Applications** link (Figure 1 on page 1) to check the status of all your applications
- All applications submitted will show as **Applied** under the **Application Status** column. If you want to change something in your application for a position, *you must re-apply to the job*

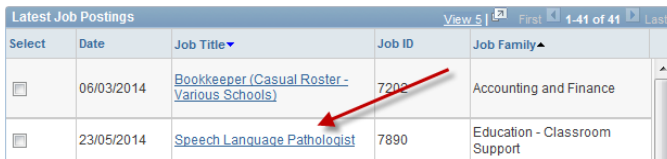
**Note:** If you submit an application for a position more than once, the recruiter will always access the most recent version.

- Click the **Careers Home** link at the top of the **My Career Tools** page (Figure 5)



Figure 5

6. On the **Careers Home** page, locate the position to which you want to re-apply and click the name link (in this example, **Speech Language Pathologist**, Figure 6)



Select	Date	Job Title	Job ID	Job Family
<input type="checkbox"/>	06/03/2014	<a href="#">Bookkeeper (Casual Roster - Various Schools)</a>	7202	Accounting and Finance
<input type="checkbox"/>	23/05/2014	<a href="#">Speech Language Pathologist</a>	7890	Education - Classroom Support

Figure 6

7. The **Job Description** page displays. Click the **Apply Now** button
8. A message appears indicating that your application has already been received for the position (Figure 7)

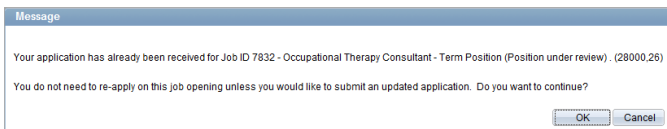


Figure 7

9. Click the **OK** button
10. The **Apply Now – Choose Resume** page displays

From here, follow the same steps as you did to apply for the job originally. Access the [Applying for a Job – External Applicants](#) QRG for complete instructions.

That completes the steps on updating or completing an application as an external applicant.

## Where to go for Help

For questions about updating or completing an application as an external applicant, call the Employee Contact Centre at 403-817-7333.