



Purpose

This guide explains how to upload your résumé as part of your application to the Calgary Board of Education (CBE) as a candidate who does not currently work for the board. Before you can upload a résumé, you must first find a job posting to which you want to apply.

Finding a Job Posting

1. All job postings with the CBE are posted on the careers page. From the CBE home page (www.cbe.ab.ca), click the **Careers** link at the top of the page (Figure 1)



Figure 1

2. The career opportunities page displays. Click the appropriate button from the options in Figure 2

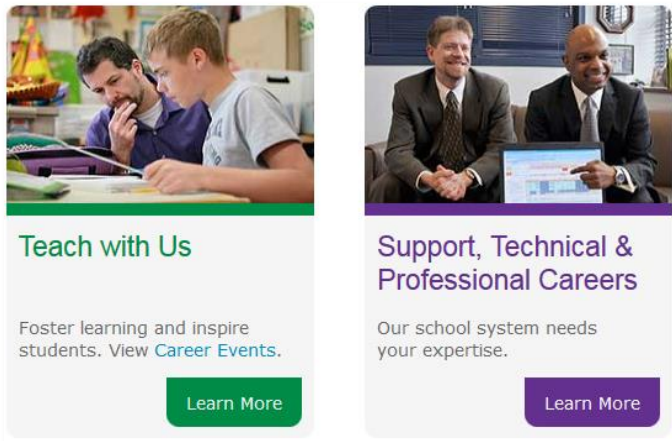


Figure 2

3. Depending on the option you selected, either the **Teach with Us** or the **Support, Technical & Professional Careers** page displays. Click the button below the **Apply Now** header
4. The **apply | be part of our success** page displays

5. From the **Latest Job Postings**, click the job title hyperlink to open the job description of your choice (Figure 1)

Select	Date	Job Title	Job ID	Job Family
<input type="checkbox"/>	21/11/2014	Senior Project Manager, Capital Projects	11501	Architecture and Engineering
<input type="checkbox"/>	08/07/2015	Engineer in Training- Highfield Building	13759	Architecture and Engineering
<input type="checkbox"/>	14/07/2015	Diversity and Learning Support Advisor-Somali	13791	Education - Classroom Support
<input type="checkbox"/>	28/07/2015	Psychologist	13347	Education - Classroom Support
<input type="checkbox"/>	30/07/2015	School Technical Support Specialist	14196	Information Technology
<input type="checkbox"/>	03/08/2015	School Assistant - Chief Justice Milvain School	13502	Education - Classroom Support

Figure 1

6. If you decide to apply to the position, click the **Apply Now** button (Figure 2)

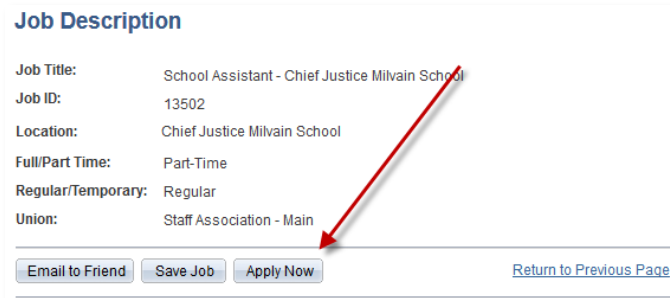


Figure 2

7. The **Choose Résumé** page displays (Figure 3). You can either upload a new résumé or use an existing résumé

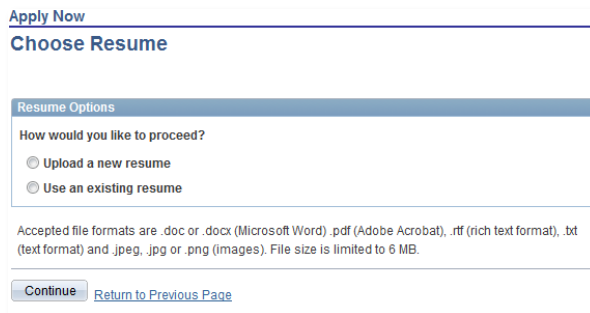


Figure 3

The steps to upload a new résumé follow on the next page. Or you can follow the steps to [Uploading an Existing Résumé.](#)

Uploading a New Résumé

8. Select the **Upload a new résumé** radio button
9. Click the **Continue** button
10. Important considerations before loading your résumé:
 - a. File Name: A file name cannot contain any of the following characters: \:*? "<>|
 - b. File Format: Accepted file formats are .doc, .docx, .pdf, .rtf, and .txt. Also .jpeg, .jpg, .png images are accepted.
 - c. File size: File size is limited to 6 MB

Note: Failure to follow these guidelines will result in an error message and you will not be able to upload your résumé

11. The **File Attachment** window opens (Figure 4)

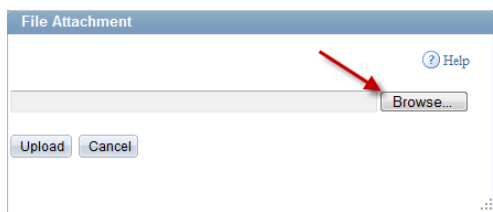


Figure 4

12. Click the **Browse** button to locate the résumé you will be using
13. Click the résumé intended for the position
14. Click the **Open** button. The file path name will appear in the **File Attachment** window
15. Click the **Upload** button
16. The **Enter Resume Text** page displays with the résumé you attached showing (Figure 5). You can change the name of the résumé here if you would like (remember to follow the naming rules from step 10a. above). You can also click the **View Attachment** link to confirm you uploaded the correct résumé

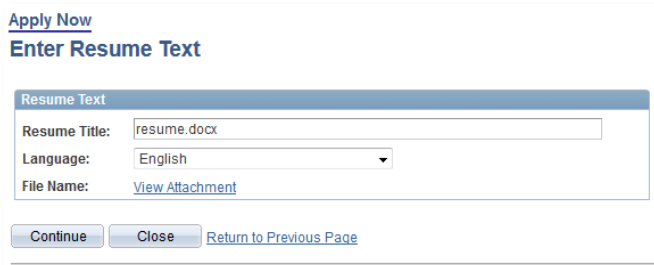


Figure 5

17. Once you have confirmed you uploaded the correct résumé click the **Continue** button

18. The **Complete Application** page displays (Figure 6) with the résumé attached.

Note: If you decide you want to use a different résumé, click the **Use a Different Résumé** button

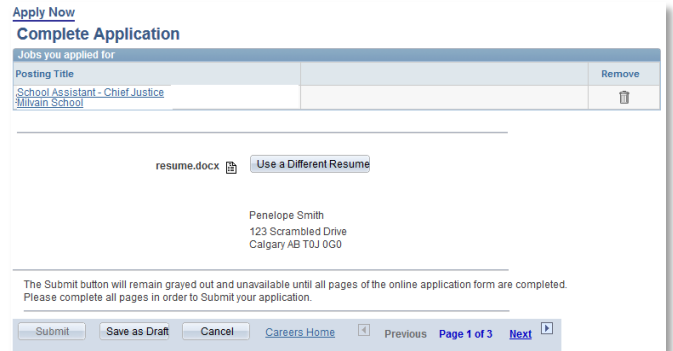


Figure 6

19. Your résumé is now successfully uploaded
20. You can proceed with the filling the remaining fields in the **Complete Application** page.

Note: you will be unable to submit your application until all pages of the online application form are complete

That completes the steps to upload a new résumé. To learn more about the rest of the application process, see the [Applying for a Job](#) Quick Reference Guide (QRG).

Uploading an Existing Résumé

21. Select the **Use an existing résumé** radio button
22. The **Resume to Use** droplist displays. Click the résumé you want to use from the list (Figure 7)

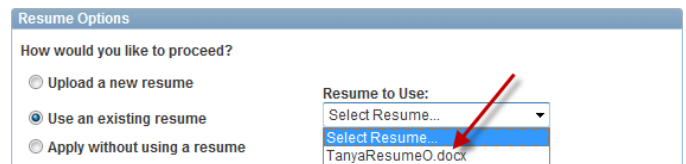


Figure 7

23. Click the **Continue** button
24. The **Complete Application** page displays (Figure 6 above) with the résumé attached

Note: If you decide you want to use a different résumé, click the **Use a Different Résumé** button

25. Your résumé is now successfully uploaded

26. You can proceed with the filling the remaining fields in the **Complete Application** page.
Note: you will be unable to submit your application until all pages of the online application form are complete

That completes the steps to upload an existing résumé. To learn more about the rest of the application process, see the [Applying for a Job QRG](#).

Tips:

- Once uploaded, résumés cannot be deleted
- Applicants can upload multiple résumés

Where to go for Help

For questions about uploading a résumé, contact the Employee Contact Centre at 403-817-7333 or ecc@cbe.ab.ca.