


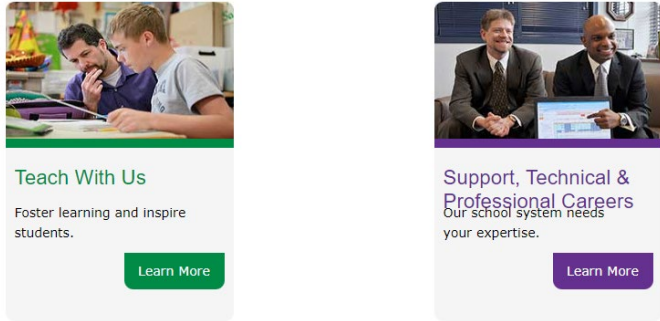


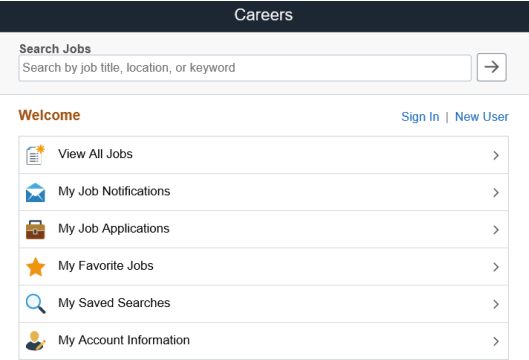


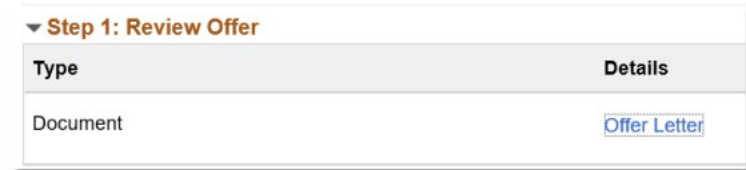


Purpose

This guide explains the steps for external applicants on how to accept an online job offer.


Note: Job offers have an expiry date. You must respond to your job offer before this date.

The **Instructions** column below lists the steps required to complete each task. The **Notes** column provides additional information and/or screenshots to help you locate the input field on the screen.

Instructions	Notes
<i>External Applicants</i>	<i>Access CBE Career Opportunities in PeopleSoft</i>
1. Go to www.cbe.ab.ca and click Careers hyperlink at the top of the page	
2. Career opportunities page displays. Click the appropriate Learn More button from the options	
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	

Instructions	Notes
<p>4. Click Sign In</p>	
<p>5. From the Careers page, click: My Job Notifications</p>	
<p>6. Click on the Job Offer</p>	
<p>7. Step 1: Review Offer</p>	 <ul style="list-style-type: none"> • Click the expand triangle beside the Step 1: Review Offer section • Click the Offer Letter link • Review the letter
<p>8. Step 2: Accept/Reject Offer</p>	 <p>Note: Before accepting or rejecting the job offer, click the acknowledgement checkbox.</p>
<p>9. Click Accept</p>	
<p>10. Step 3: Return Documents</p>	 <ul style="list-style-type: none"> • Click the Send to Recruiter tab

Quick Reference Guide: Accepting an Online Job Offer – External Applicants

Instructions	Notes
	<p>This is where you can attach any documents that you need to send back to the recruiter.</p> <p>Note: To add additional documents, click +. You must also click the checkbox for each document before clicking Send.</p>
11. Click Send	 <p>Note: A message is displayed: Subject: Document(s) Received from Applicant.</p>

For answers to further questions regarding accepting online job offers, call the HR Employee Contact Centre (ECC) directly at (403) 817-7333 or email ecc@cbe.ab.ca