

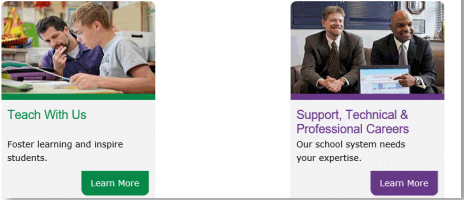
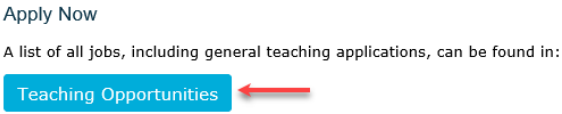



Purpose

This guide shows applicants who are not currently CBE employees how to use the Job Agent search functionality when applying for a job, including:

- [Using the Search Bar \(Search Jobs\)](#)
- [Using the Search Filters](#)
- [Creating a Job Agent by Saving Your Searches](#)
- [Editing Saved Searches](#)
- [Running Saved Searches](#)

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.

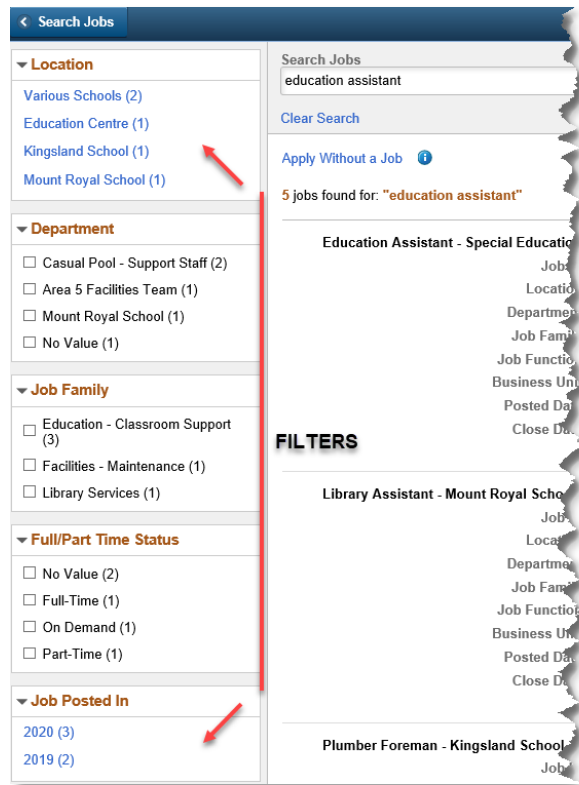
| Instructions | Notes |
|---|---|
| Using the Search Bar (Search Jobs) | <i>In the scenario, you are searching for Support, Technical and Professional Opportunities using the Search Bar on the Careers page.</i> |
| 1. Open the CBE Careers website | Link: https://www.cbe.ab.ca/careers |
| 2. Click Learn More under either: Teach with Us or: Support, Technical & Professional Careers | <p>A Variety of Career Opportunities</p> <p>We have many opportunities inside and outside the classroom; from teachers to school support staff, facility accountants and so much more. We are always looking for talented people.</p> <p>Join us and be part of a world-class education system where employees are highly valued and recognized</p>  |
| 3. Select either: Apply Now for Teaching Opportunities , or Apply Now for Support, Technical & Professional Opportunities | <p>Apply Now</p> <p>A list of all jobs, including general teaching applications, can be found in:</p>  <p>Apply Now</p>  |

| Instructions | Notes |
|--|--|
| <p>4. Type your search word using the Search Jobs field (e.g., Lunch Supervisor)</p> |  <p>You can search for jobs two different ways:</p> <ul style="list-style-type: none"> ▪ Click in the Search Jobs field from the Careers page (as illustrated above). ▪ Click View All Jobs, and then click in the Search Jobs field. |
| <p>5. Click the arrows button to search</p> | <p>From the search results, scroll to look for “Lunch Supervisor.”</p> |
| <p>Using the Search Filters <i>In this scenario, you are further refining your search results for “education assistant” positions, by using multiple filters.</i></p> | |
| <p>1. Open the CBE Careers website</p> | <p>Link: https://www.cbe.ab.ca/careers</p> |
| <p>2. Click Learn More under either: Teach with Us or: Support, Technical & Professional Careers</p> |  |
| <p>3. Select either: Apply Now for Teaching Opportunities, or Apply Now for Support, Technical & Professional Opportunities</p> |  |
| <p>4. Click View All Jobs</p> | |

Instructions

5. Select your **filters** in the left panel

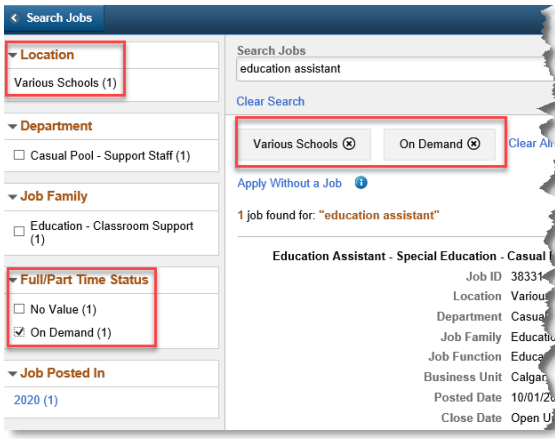
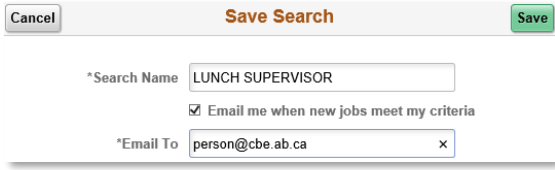
Notes



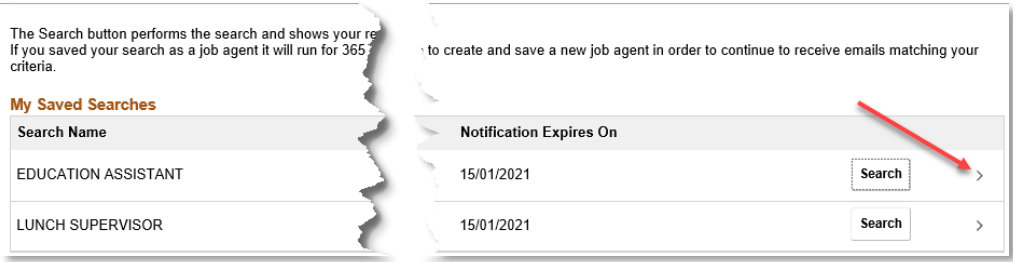
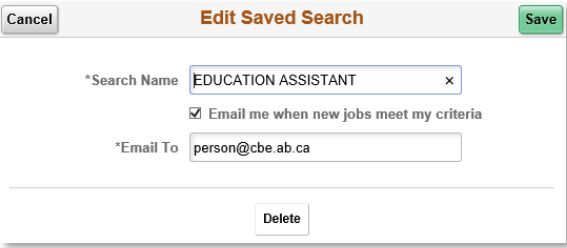
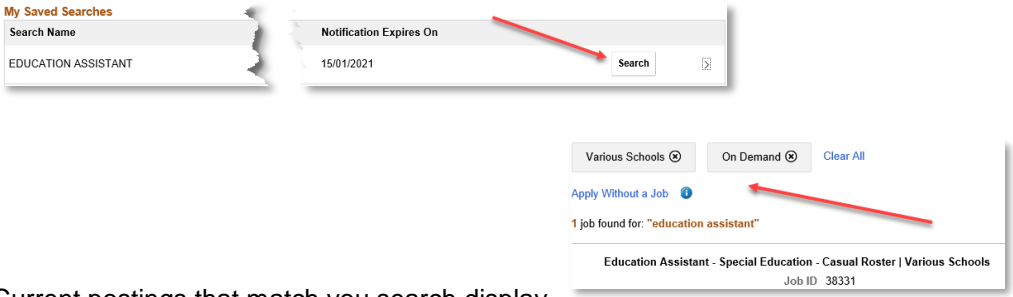
In the **left panel**, the following filters are available to help you narrow down the posted job search results on the right:

- **Location**
- **Department**
- **Job Family**
- **Full/Part Time Status**

The filter options are sorted by the number of job postings in each option (with the highest numbers displayed on top, and the lowest numbers displayed on the bottom).

| Instructions | Notes |
|---|--|
| <p>6. Filter Results</p> | <p>Your filter selections are shown on the left of the screen, with the search results on the right.</p>  <p>The screenshot shows a search results page for 'education assistant'. On the left, there are filter categories: Location (Various Schools (1)), Department (Casual Pool - Support Staff (1)), Job Family (Education - Classroom Support (1)), Full/Part Time Status (No Value (1), On Demand (1)), and Job Posted In (2020 (1)). On the right, the search criteria are 'education assistant' and 'Various Schools' and 'On Demand'. A single job result is shown: 'Education Assistant - Special Education - Casual' with details like Job ID 38331, Location Various, Department Casual, Job Family Education, Job Function Education, Business Unit Calgary, Posted Date 10/01/2020, and Close Date Open U.</p> |
| <p>Creating a Job Agent by Saving Your Searches</p> | <p><i>In this scenario, you are saving a job search related to “lunch supervisor”.</i></p> |
| <p>1. Click Save Search</p> | <p>If you have a common search that you use often, you can save it by clicking Save Search.</p> |
| <p>2. Enter Save Search details</p> |  <p>The screenshot shows a 'Save Search' dialog box with fields for 'Search Name' (LUNCH SUPERVISOR), a checked box for 'Email me when new jobs meet my criteria', and 'Email To' (person@cbe.ab.ca).</p> |
| <p>3. Click Save</p> | <p>You will receive an email when positions matching your search criteria are posted.</p> <p>Dear [Name Redacted],</p> <p>Here are the latest job postings from CBE Non Teach Internal that match your selection criteria for your CBE ALL NON TEACH INT PC Job Agent</p> <p>38600: Behaviour Support Worker - test baseline 1</p> <p>38590: Temporary Junior Human Resources Advisor</p> <p>Your Job Agent will expire on 06/01/2021. If you would like to receive email notifications after this date, create and save a new Job Agent.</p> <p>Use the link below to access your recruiting homepage where you can view details of these job postings and to apply for a position.</p> <p>Thank you for your interest in being part of our success.</p> <p>Please Note: This message was automatically generated and the email address is unable to receive replies.</p> <p>The contents of this email & any attachment(s) are confidential & intended for the named recipient only. If you have received this email in error, please https://pclb1jpub.oracleoutsourcing.com/psp/PCLB1J/EMPLOYEE/HRMS/c/HRS_HRAM_EMP_HRS_APP_SCHJOB.GBL?Page=HRS_APP_SCHJ</p> |

Quick Reference Guide: Creating and Using a Job Agent – External Applicants

| Instructions | Notes | | | | | | |
|---|---|-------------|-------------------------|---------------------|------------|------------------|------------|
| <p>Editing Saved Searches</p> | <p><i>In this scenario, edit a previously saved job search “education assistant” positions.</i></p> | | | | | | |
| <p>1. Click My Saved Searches from the Careers page</p> | | | | | | | |
| <p>2. Click the arrow button to edit the saved search</p> |  <p>The Search button performs the search and shows your results. If you saved your search as a job agent it will run for 365 days. To create and save a new job agent in order to continue to receive emails matching your criteria.</p> <table border="1"> <thead> <tr> <th>Search Name</th> <th>Notification Expires On</th> </tr> </thead> <tbody> <tr> <td>EDUCATION ASSISTANT</td> <td>15/01/2021</td> </tr> <tr> <td>LUNCH SUPERVISOR</td> <td>15/01/2021</td> </tr> </tbody> </table> | Search Name | Notification Expires On | EDUCATION ASSISTANT | 15/01/2021 | LUNCH SUPERVISOR | 15/01/2021 |
| Search Name | Notification Expires On | | | | | | |
| EDUCATION ASSISTANT | 15/01/2021 | | | | | | |
| LUNCH SUPERVISOR | 15/01/2021 | | | | | | |
| <p>3. Edit the information in your saved search</p> |  <p>Here, you can edit your search name, turn email notification on or off, edit your email address or delete the saved search.</p> | | | | | | |
| <p>4. Click Save</p> | <p>Click Save after you have finished your edits.</p> | | | | | | |
| <p>Running Saved Searches</p> | <p><i>In this scenario, you are running a saved job search related to “education assistant” positions.</i></p> | | | | | | |
| <p>1. Click My Saved Searches</p> | | | | | | | |
| <p>2. Click Search</p> |  <p>Current postings that match you search display.</p> | | | | | | |

For questions regarding external candidates using the search functionality, call the **HR Employee Contact Centre (ECC)** directly at **(403) 817 7333**.