

KEY INFORMATION

This reference guide provides step by step instructions for external candidates (non-Covenant Health employees) on finding the Covenant Health Job Board, creating a general profile, searching jobs and how to apply.

Part A – [Navigate to the Covenant Health Job Board](#)

Part B – [Create Your General Profile](#)

Part C – [Complete all Sections of the Profile](#)

Part D – [Search and View Jobs](#)

Part E – [Apply on a Job Opportunity](#)

Part F – [Share this Job](#)

Part G – [Sign up for Job Alerts](#)

Part H – [Additional Information](#)

Note: Internal candidates (Covenant Health employees) must apply through e-People in order to be properly considered for the position they are applying for. Log into e-People, click on Employee Home > Job Opportunities to access the Covenant Health job board and apply.

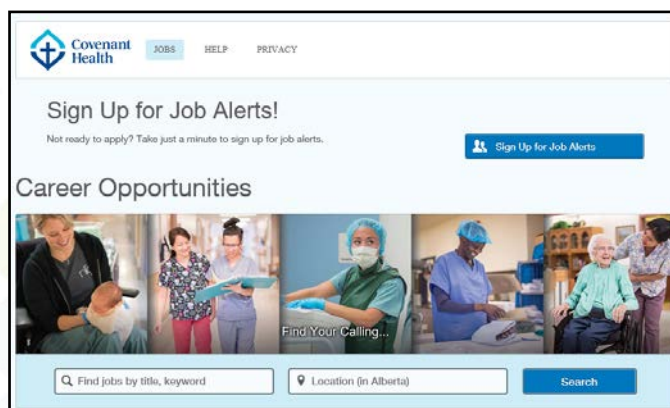
Resources for internal candidates are posted on the e-People Employee Resources page of CompassionNet, under Job Opportunities Home: <http://www.compassionnet.ca/Page2831.aspx>.

Part A – Navigate to the Covenant Health Job Board

External candidates can view Covenant Health job opportunities through our external website: <https://careers.covenanthealth.ca/>. The Covenant Health Job Board is mobile friendly and allows you to easily search and apply for positions, set up job alerts, share jobs through our referral process and join our talent community by creating a profile.

Navigate to the Covenant Health Job Board

Step	Action
1.	In your web browser, go to the Covenant Health Careers page by entering the URL: https://careers.covenanthealth.ca/ .

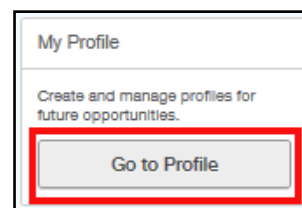


Part B – Create Your General Profile

If you are a new user to the Covenant Health Job Board, you will need to create a profile to get started. Once you've created your profile, you can start applying for job opportunities. If you are not yet ready to apply, your profile will become part of our Talent Community.

Create Your General Profile

- | Step | Action |
|------|--|
| 1. | Click the Go to Profile button on the right hand side of the page. |

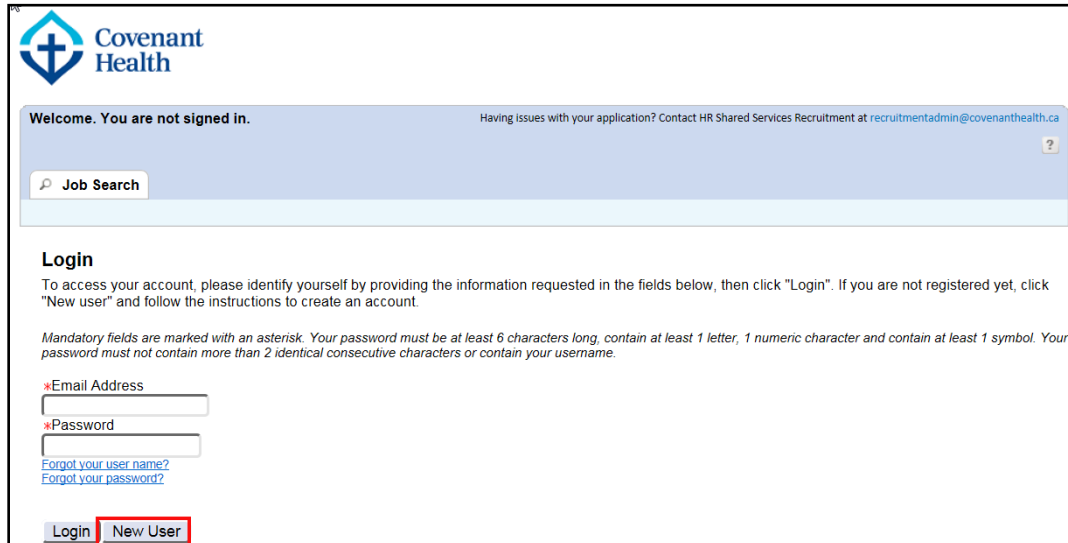


- | | |
|----|---|
| 2. | Read the Privacy Agreement, and click I Accept to continue. |
|----|---|



Create Your General Profile

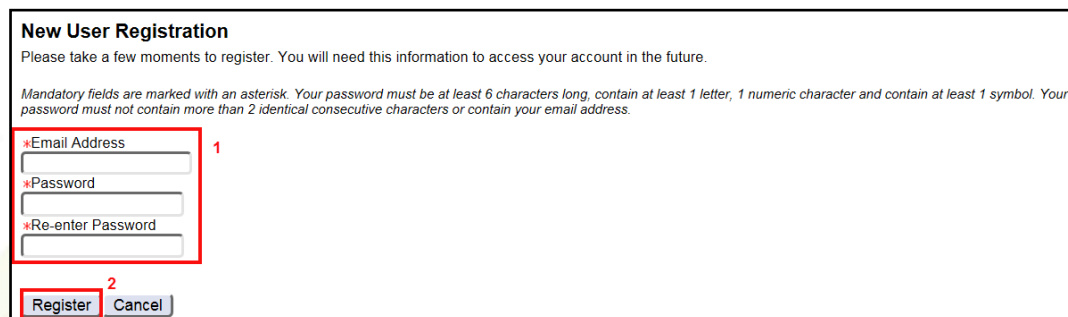
- | Step | Action |
|------|---|
| 3. | The Login screen displays. Click the New User button to create a new profile. |



4. Enter an email address and a password. Your email address must be external to the Alberta Health Services (AHS) and Covenant Health information systems network (i.e. Gmail, Yahoo, etc.) in order to create a profile as an external candidate. Your password must be at least 6 characters long, contain at least 1 letter, 1 numeric character, and 1 symbol. Your password must not contain more than two identical consecutive characters or contain your email address.

***Note: External candidates to Covenant Health and AHS will only be able to set up a general candidate profile for one organization or the other. This will not prevent you from applying to both organizations, or setting up job alerts for both organizations.**

Click Register to continue.



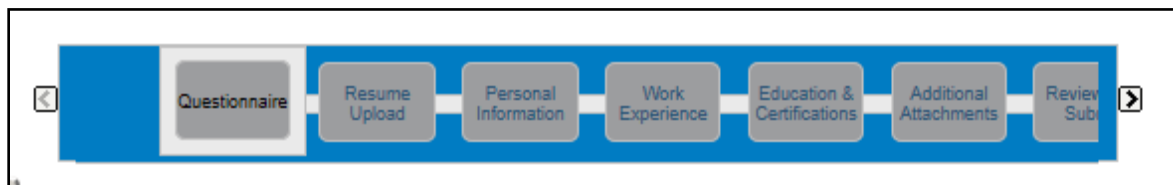
Create Your General Profile

Step Action

- 5. The General Profile Questionnaire page will display.

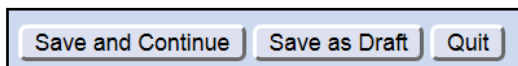
Part C – Complete all Sections of the Profile

There are several steps required to create your general profile. A progress bar is visible along the top of the General Profile page indicating where you are in the process.



The following buttons are available as you progress through the steps:

- o **Save and Continue:** allows you to move on to the next step in the process.
- o **Save as Draft:** allows you to save your profile as a draft, until you are ready to submit.
- o **Quit:** allows you to exit the process if you no longer wish to create a profile at this time. Note: if you choose to create a general profile at a later time, sign in using the email address and password you created in Part B – Create Your General Profile.



Complete all Sections of Your General Profile

Step Action

- 1. **Questionnaire**
Answer each question by clicking the circle to the left of the applicable response, and then clicking the Save and Continue button.

Questionnaire

Please answer the following question as accurately as possible.

*1. Indicate your eligibility status to be employed in Canada from the following options:

- Canadian Citizen or Permanent Resident of Canada
- Authorized to work in Canada for any employer
- Authorized to work in Canada for a specific industry or employer
- Require sponsorship to work in Canada

Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

Save and Continue **Save as Draft** **Quit**

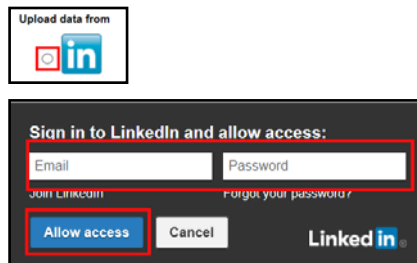
- 2. **Resume Upload**
There are three choices in this step:
 - (A) Upload data from a LinkedIn profile
 - (B) Upload your resume as a document
 - (C) Click “No thanks” to fill out the online submission manually

Complete all Sections of Your General Profile

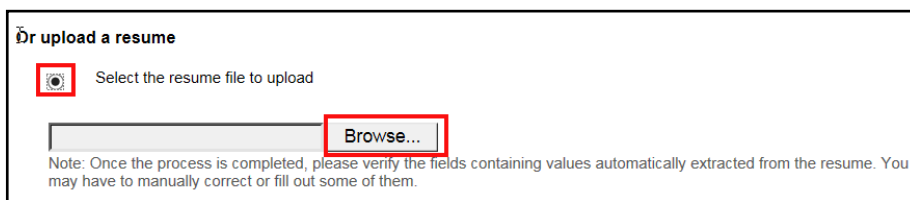
Step Action

Options A or B will pre-populate information for your online submission. You will be able to edit or remove information as required.

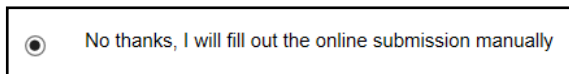
- A. To upload data from your LinkedIn profile, click the circle to the left of the LinkedIn symbol. A new window will open where you can log into your LinkedIn account and allow access to extract information. Click Save and Continue.



- B. To upload a resume, click the circle to the left of “Select the resume file to upload”. Click the Browse button to search for your resume document and select it to upload. Click Save and Continue.



- C. If you prefer to not upload a resume, click the circle beside the “No Thanks, I will fill out the online submission manually” option. Click Save and Continue.



Complete all Sections of Your General Profile

Step	Action
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3. **Personal Information**

The Personal Information page opens. Verify the information that automatically populated from your LinkedIn profile or resume. Complete any additional mandatory fields marked with a red asterisk (*). Click Save and Continue.

Personal Information

Please enter all relevant personal information in the fields below.

*First Name Middle Name

*Last Name Suffix

*Street Address (line 1)

Address (line 2)

*City *Zip/Postal Code

*Place of Residence

Country

State/Province

Nearest Town or City

*Primary Telephone Number Secondary Telephone Number

*Email Address

College/Associations

When could you start?

What would be the earliest date you could commence employment?

Date of Availability

Month Day Year

*Submit Resume **← Select which organization you are interested in.**

Select which organization you would like to submit your resume

Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

*Source Type

Save and Continue Save as Draft Quit

Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

Complete all Sections of Your General Profile

Step Action

4. Work Experience

The Work Experience page loads. If you uploaded your LinkedIn profile or resume, the three most recent work experiences are already pre-populated for you. Review and update the information as required. To add more work experience, click the Add Work Experience link near the bottom of the screen. Click Save and Continue when you are finished with your work experience.

Work Experience

List the work experiences below, starting with the most relevant one.

Work Experience 1

Current Job

Employer: [Select](#) Job Function: [Select](#)

Start Date: End Date:

Achievements:

[Remove Work Experience](#) | [Move Down](#)

Work Experience 2

Current Job

Employer: [Select](#) Job Function: [Select](#)

Start Date: End Date:

Achievements:

[Remove Work Experience](#) | [Move Up](#) | [Move Down](#)

Work Experience 3

Current Job

Employer: [Select](#) Job Function: [Select](#)

Start Date: End Date:

Achievements:

[Remove Work Experience](#) | [Move Up](#)

[Add Work Experience](#)

Adding work experience entries
To create one work experience, click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.

Removing work experience entries
To remove a work experience from the list, identify it, then click "Remove Work Experience".

Reordering work experience entries
To reorder work experience entries, click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.

[Save and Continue](#) | [Save as Draft](#)

Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

Complete all Sections of Your General Profile

Step Action

5. Education and Certifications

The Education and Certifications page loads. Information pre-populates if you uploaded a resume or LinkedIn profile. Review and update as required. Click the Add Education or Add Certification links to enter additional education. Click Save and Continue when you are finished with your education and certifications.

Education & Certifications

Education

List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.

Education 1

*Education Level ?

*Institution [Select](#) *Program [Select](#)

Graduation Date Anticipated Graduation Date

[Remove Education](#) | [Move Down](#)

Education 2

*Education Level ?

*Institution [Select](#) *Program [Select](#)

Graduation Date Anticipated Graduation Date

[Remove Education](#) | [Move Up](#)

Add Education

Certifications

Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

Certification 1

Certification [Select](#)

Issuing Organization

Issue Date Expiration Date

If this certification will be received in the future, enter the expected issuing date.

[Remove Certification](#)

Add Certification

[Save and Continue](#) [Save as Draft](#)

Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

Adding education entries
To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

Removing education entries
To remove an education from the list, identify it, then click "Remove Education".

Reordering education entries
To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

Adding certifications
To add a certification, click "Add Certification". A new section including blank fields appears. Enter any relevant information.

Removing certifications
To remove a certification from the list, identify it, then click "Remove Certification".

Reordering certifications
To reorder certification entries, click "Move Up" or "Move Down" next to each entry until the relevant certification reaches the desired position.

Complete all Sections of Your General Profile

Step Action

6. Add Additional Attachments

If you have additional files you would like to include in your profile (e.g. cover letter, transcripts, degrees, and references), click the Browse button to search and select your file. If you had previously uploaded a resume, the file will be listed as one of your attachments. Click Save and Continue when you have finished with the attachments.

Additional Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

[Empty text box]
Browse...

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. Also, please indicate which of the attached documents is your Resume.

Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	Resume_May2017.doc	10/3/17	This file includes a resume from which basic candidate information has been extracted.	Delete

Save and Continue
Save as Draft

Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

Tips
 You cannot attach a file that exceeds the allocated limit of 2048 kilobytes. You can attach a maximum of 5 files, one at a time.
 The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).
Attaching files
 To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".
Deleting files
 To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

Complete all Sections of Your General Profile

Step Action

7. Review and Submit

Review the information that you have entered and edit as required by clicking the Edit link for the specific section that requires edits. Click Submit to submit your profile, or Save as Draft to save the profile without submitting.

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Questionnaire Edit

Indicate your eligibility status to be employed in Canada from the following options: Canadian Citizen or Permanent Resident of Canada

Personal Information Edit

Full Name
 Street Address (line 1)
 Address (line 2)
 City
 Zip/Postal Code
 Place of Residence
 Primary Telephone Number
 Secondary Telephone Number
 Email Address
 College/Associations

When could you start?

Date of Availability Covenant Health
 Submit Resume

Source Tracking

Source Type Other
 Source Give 'Other' Explanation
 Source Detail Covenant Health website

Work Experience Edit

Current Job
 Employer
 Job Function
 Start Date
 End Date
 Achievements

Education & Certifications Edit

Education

Education Level
 Institution
 Program
 Graduation Date
 Anticipated Graduation Date

Additional Attachments Edit

Resume	File Name	Date	Comments
Yes		10/3/17	This file includes a resume from which basic candidate information has been extracted.

Submit Save as Draft

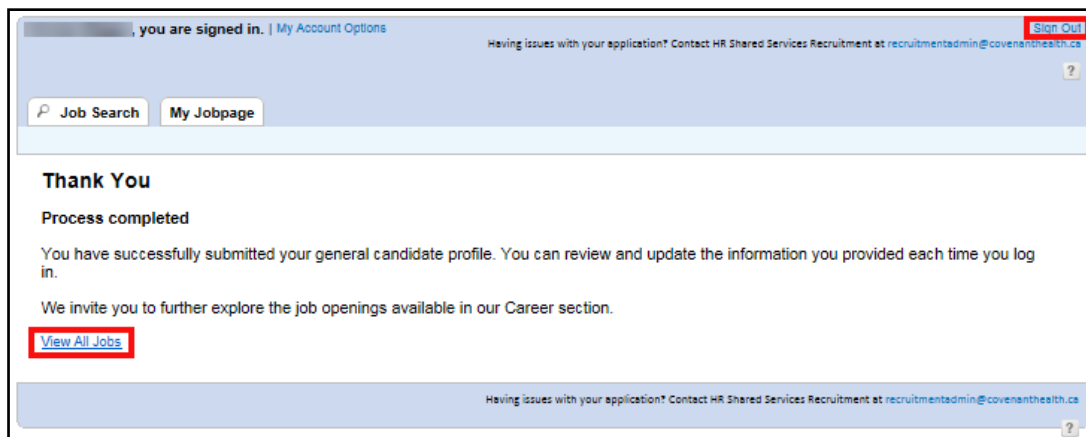
Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

Complete all Sections of Your General Profile

Step	Action
8.	You will get a message to indicate the process is complete and you have successfully submitted your candidate profile. *Note: Submitting a general candidate profile is different from submitting an application.

You are now able to search and apply on job opportunities (see Part D: Search and View Jobs), or if you are finished, click the Sign Out link near the top right of the page.

You have the ability to review and update your profile each time you log in.



Part D – Search and View Jobs

Now that your general profile has been created, you can apply for job opportunities with Covenant Health. There are a number of methods to search and view job opportunities. Each method is broken down step by step below.

Search and View Jobs

Step Action

- A. From the careers.covenanthealth.ca home page, there are many ways to search for jobs:
 1. By keyword
 2. By location
 3. By job family
 4. By Featured Jobs
 5. By View All Jobs

The screenshot displays the Covenant Health careers website interface. At the top, there is a 'Sign Up for Job Alerts!' section with a 'Sign Up for Job Alerts' button. Below this is the 'Career Opportunities' section, which includes a banner with the text 'Find Your Calling...'. Underneath the banner are two search input fields: 'Find jobs by title, keyword' (labeled with a red box and the number 1) and 'Location (in Alberta)' (labeled with a red box and the number 2). A 'Search' button is positioned to the right of these fields. Below the search fields are three image-based categories: 'Nursing' (labeled with a red box and the number 3), 'Allied Health', and 'Administrative'. The bottom section of the screenshot is titled 'Featured Jobs' (labeled with a red box and the number 4) and lists several job openings: 'Physical Therapist II', 'Registered Nurse - Perioperative', 'Pharmacist I', and 'Casual Laundry Worker II'. Each listing includes a brief description and the associated department (e.g., Covenant Health, Allied Health, Nursing). On the right side of the 'Featured Jobs' section, there is a large blue button labeled 'VIEW ALL JOBS' (labeled with a red box and the number 5) and two links: 'Click here to view Covenant Health physician job opportunities.' and 'Click here to view Covenant Health affiliated job opportunities.'. At the bottom right of this section, there is a 'Not Ready to Apply?' link and a prompt to 'Join our Talent Community by creating a general profile and setting up job alerts!'.

Search and View Jobs

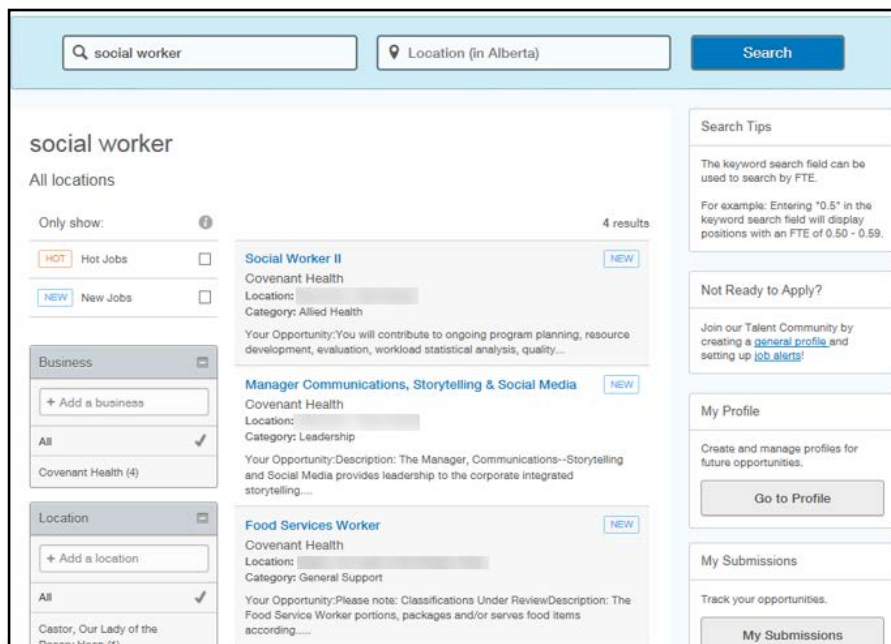
Step Action

#1 - Searching by Keywords:

Keyword searches can be done by position title, requisition number, hospital/facility name, etc. Any word you enter in this field will generate results if it appears **anywhere** within a requisition, so it's important to know how to filter your search results.

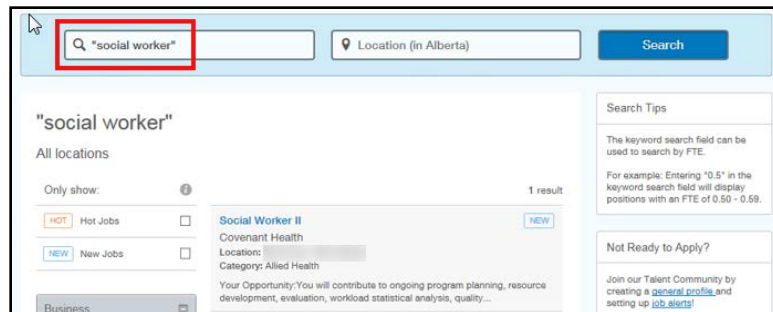
Tips for searching and filtering effectively include:

- 1) Be as specific as you can in your keywords, and avoid use of acronyms
 - use *Registered Nurse* instead of RN, or
 - *Grey Nuns Community Hospital* instead of GNCH
- 2) If searching by requisition number, enter the full requisition # if possible
 - *COV00000764*
- 3) If you only have partial information, use the asterisk (*) as a wildcard
 - **764* will display the same requisition as entering *COV00000764*
- 4) To search by FTE, enter the specific FTE you are looking for, including 2 decimal points, i.e. *0.52*.
- 5) If you are interested in a range of FTE's, i.e. any FTE between 0.50 and 0.60, enter *0.5** in the search field. The asterisk will look for any number that has 0.5 as a prefix.
- 6) Open and closed quotation marks (") can be used to narrow a search to an exact phrase. This is particularly helpful when using words that may be used as descriptors in other requisitions.
 - For example, if I am looking for a Social Worker position and use *social worker* as my keywords, I see unrelated postings in my search results displayed below. This is because the search field is looking for postings containing: the word "social", the word "worker", and the phrase "social worker". If the search engine finds any/all of those 3 terms, it displays the requisitions containing those terms in your search results.



Search and View Jobs
Step Action

- To correct this, change the keyword search to read *“social worker”* and click Search.

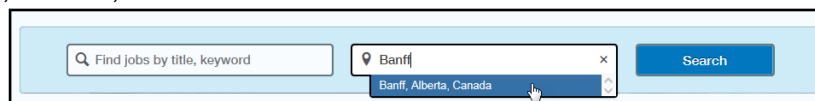


- The only applicable requisition displays in the search results below.

#2 - Searching by Location:

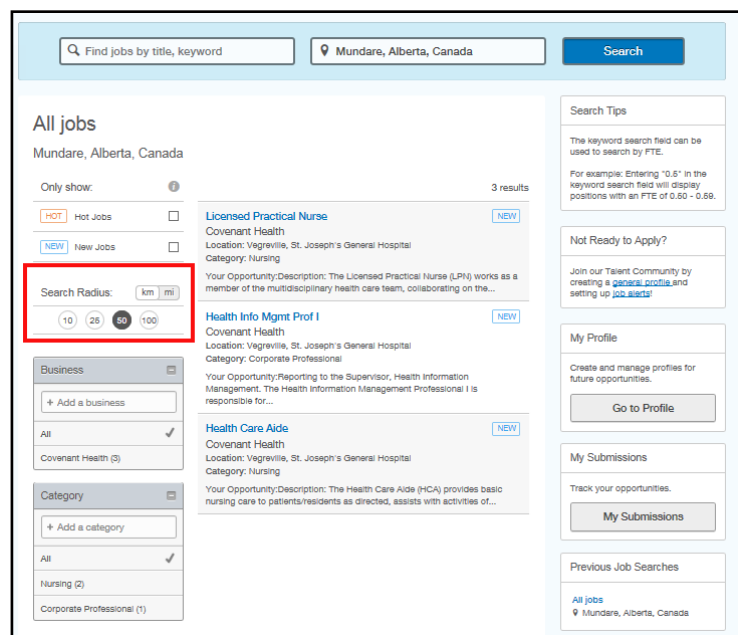
The Location search field is only searchable by community or city name—not by hospital or facility name. (Hospital or facility names can be searched through the Keyword search field.)

Type 'Banff' in the Location search box. As you start to type, a drop down appears. Select 'Banff, Alberta, Canada' from the list and click Search.



All job opportunities that are in Banff, or within a specified Radius of Banff will be available to view. You can modify the Search Radius by clicking on a different radius number (see red box in image to the right).

You can also filter results by using the boxes that appear in the bottom left hand corner of your search results page. In the example to the right, in the Category box, clicking on 'Nursing' would filter your results to only display the positions in the nursing category that are within a 50 km search radius of Banff.

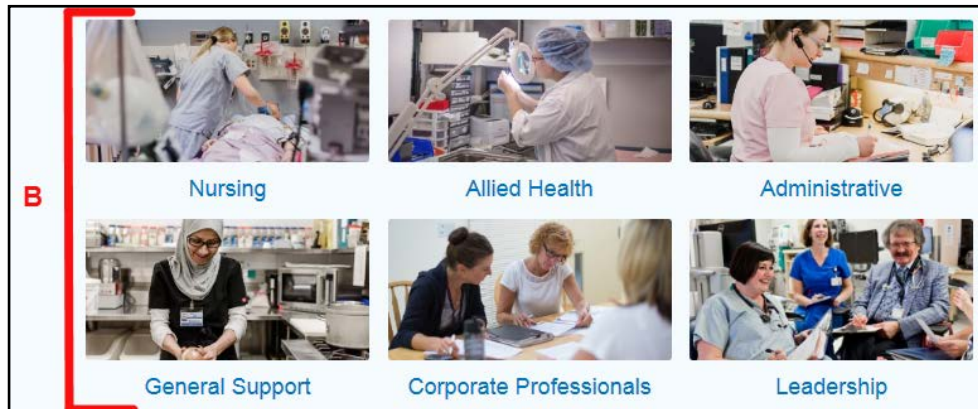


Search and View Jobs

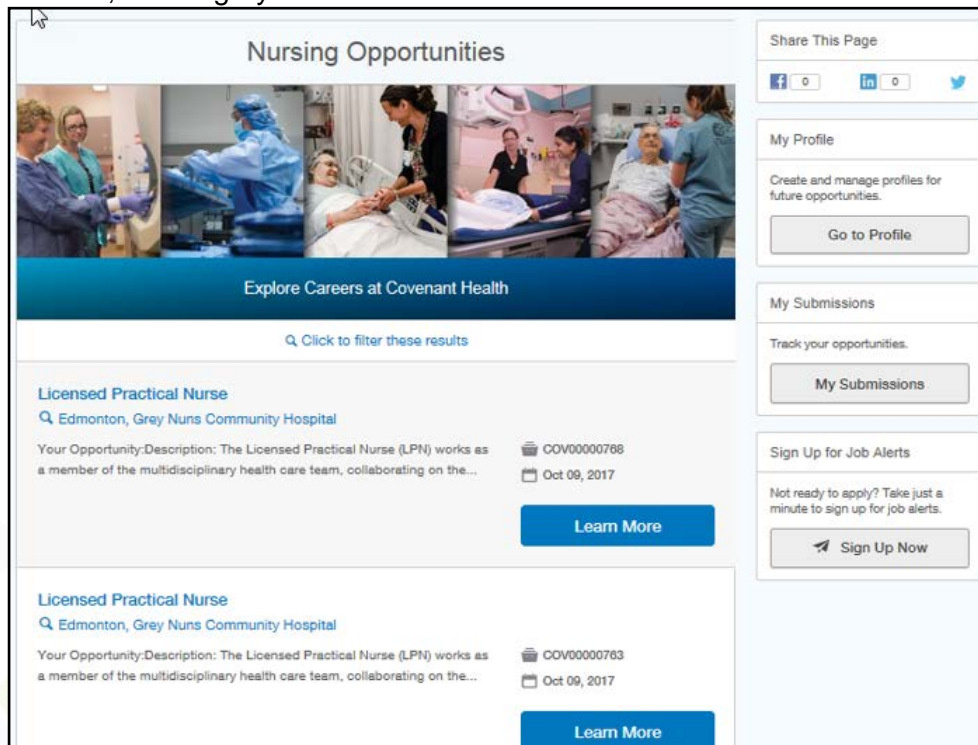
Step Action

#3 - Searching by Job Family:

From the home page, click on an image to narrow your Job Opportunity search by a specific job family.



To filter your results, click on the link [Click to filter these results](#). You will be taken into the search results page where you can narrow your filters by keywords, search radius, location, or category.



Search and View Jobs

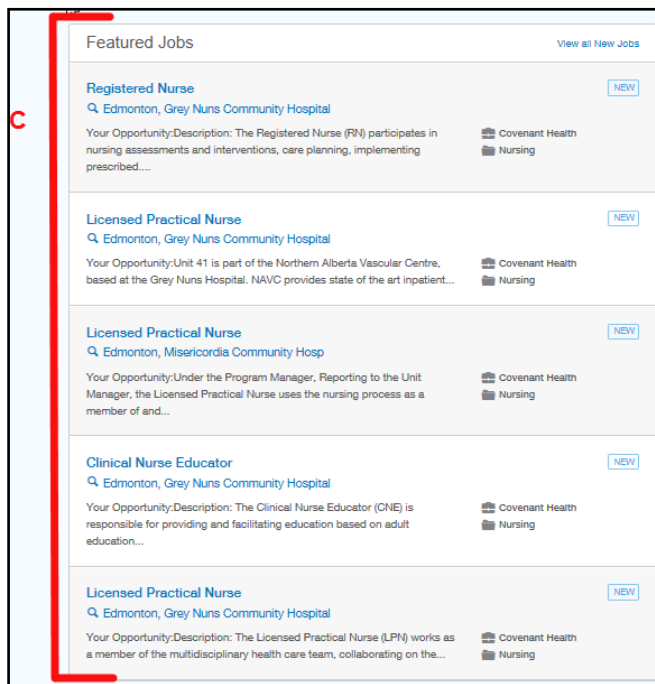
Step Action

#4 - Searching by Featured Jobs:

Featured Jobs displays 5 of the most recently posted requisitions, which will change on a daily basis.

- Click on View all New Jobs (top right) to see all recently posted requisitions.
- Click on the Job Opportunity Title to view details.

Note: If you click on the Job Opportunity location, the page will refresh to show all Job Opportunities at the selected location.



#5 - Searching by View All Jobs:

Click the View All Jobs image to view all Job Opportunities with Covenant Health.

You can filter your results by using any combination of the search field and/or the boxes that appear in the bottom left hand corner of your search results page, i.e. Category, Location, New Jobs, or by search radius.



Search and View Jobs
Step Action

The screenshot shows a job search interface with the following elements:

- Search Bar:** Includes a search input field with the placeholder "Find jobs by title, keyword", a location dropdown set to "Location (in Alberta)", and a "Search" button.
- Filters (Left Sidebar):**
 - Only show:** "Hot Jobs" (with a "HOT" tag) and "New Jobs" (with a "NEW" tag), both with checkboxes.
 - Business:** A dropdown menu with "All" selected and "Covenant Health (73)" as an option.
 - Location:** A dropdown menu with "All" selected and several locations listed, including "Edmonton, Gray Nuns Community Hospital (32)".
 - Category:** A dropdown menu with "Add a category" as an option.
- Search Results (Main Content):** Displays 73 results. Three job listings are visible:
 - Registered Nurse:** Covenant Health, Location: Camrose, St. Mary's Hospital, Category: Nursing.
 - Supervisor, Transition Services/Social Work Integrated Access:** Covenant Health, Location: Edmonton, Gray Nuns Community Hospital, Category: Corporate Professional.
 - Registered Nurse:** Covenant Health, Location: Edmonton, Gray Nuns Community Hospital, Category: Nursing.
- Search Tips (Right Sidebar):** Provides instructions on using the keyword search field for FTE, with an example: "For example: Entering '0.5' in the keyword search field will display positions with an FTE of 0.50 - 0.59."
- Not Ready to Apply? (Right Sidebar):** Encourages users to join the Talent Community by creating a general profile and setting up job alerts.
- My Profile (Right Sidebar):** Includes a "Go to Profile" button.
- My Submissions (Right Sidebar):** Includes a "My Submissions" button.
- Previous Job Searches (Right Sidebar):** Lists search history with filters for "All jobs", "All locations", "Nursing", and "General Support".

To view job opportunities for physicians, click the link. This will re-direct you to the Medical Staff Portal on the Covenant Health website.

E [Click here](#) to view Covenant Health physician job opportunities.

To view affiliated job opportunities, i.e. for Associates of Caritas, or Covenant Foundation, click the link indicated.

F [Click here](#) to view Covenant Health affiliated job opportunities.

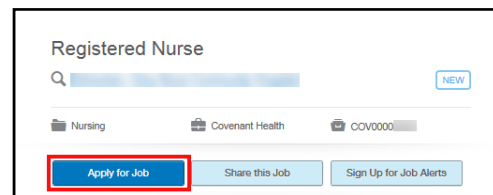
Part E – Apply on a Job Opportunity

Once you have found a job opportunity that you are interested in, you are ready to submit your online job application.

Apply on a Job Opportunity

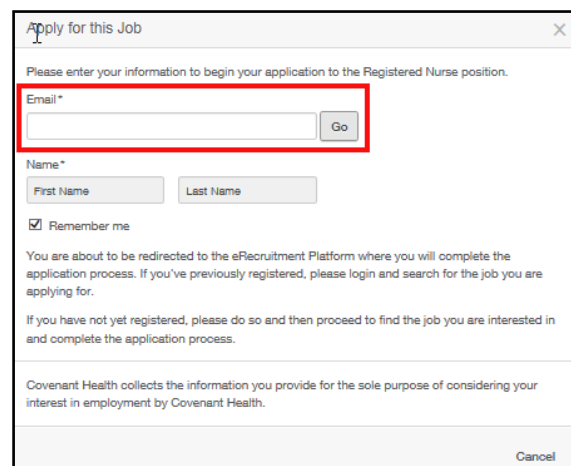
Step	Action
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1. View the job opportunity you wish to apply for. Click on the Apply for Job button.

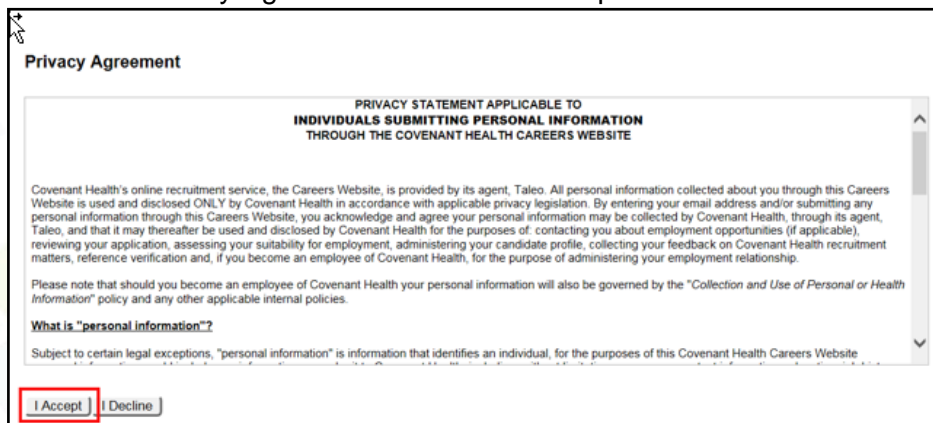


2. A pop-up window will appear. Enter the email address you used to create your profile, and click Go.

Note: You must enable pop-ups for the career site to proceed. If you do not see a pop-up within your browser but are unable to proceed, try using a different browser such as Google Chrome or Mozilla Firefox.



3. Read the Privacy Agreement and click I Accept to continue.



Apply on a Job Opportunity

- | Step | Action |
|------|--|
| 4. | If you are not logged into your profile, you will be prompted for your email address and password. Click Log In to continue. |
| 5. | A questionnaire will appear with a few pre-screening questions. Answer the required questions (*) and click Save and Continue. |

Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

*1. Are you currently employed by Covenant Health?

Yes
 No

*2. Have you previously worked for Covenant Health?

Yes
 No

*3. Indicate your eligibility status to be employed in Canada from the following options:

Canadian Citizen or Permanent Resident of Canada
 Authorized to work in Canada for any employer
 Authorized to work in Canada for a specific industry or employer
 Require sponsorship to work in Canada

- Your profile will load. Edit each section as required. Continue to click Save and Continue to progress through all the pages of your profile.
- A second questionnaire will appear with job specific questions. Answer the required questions (*) and click Save and Continue.

Job Specific Questionnaire

Questionnaire

Please answer the following questions as accurately as possible.

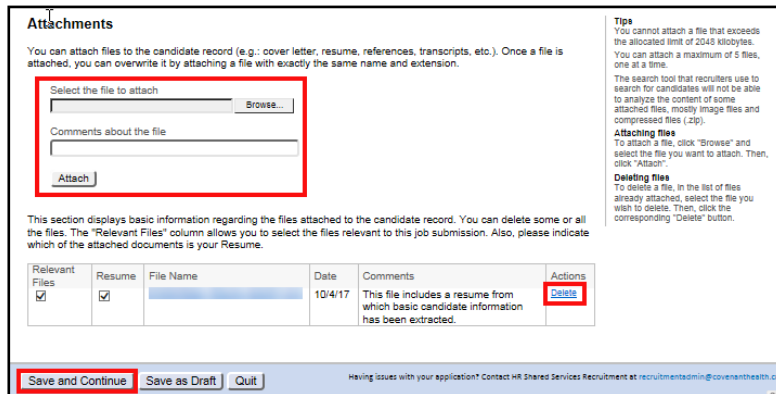
*1. Do you meet the required education for this position at the time of this application?

Yes
 No
 In progress

*2. Do you meet the required qualifications for this position at the time of this application?

Yes
 No

- The Attachments page will show. Any attachments already part of your profile will show. You can delete attachments that are not applicable and/or add new attachments. To add new attachments, click the Browse button. Search for and select the file you want to upload and click Open. You can add comments about the file if you want and then click the Attach button. Your new file will appear at the bottom of the page. Once you are finished with the attachments, click Save and Continue.



Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach [Browse...](#)

Comments about the file

[Attach](#)

This section displays basic information regarding the files attached to the candidate record. You can delete some or all of the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

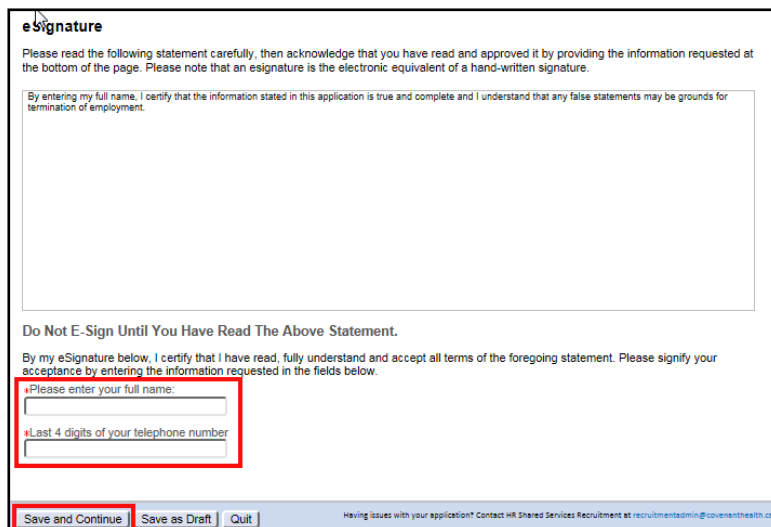
Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		10/4/17	This file includes a resume from which basic candidate information has been extracted.	Delete

[Save and Continue](#) [Save as Draft](#) [Quit](#)

Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

- The eSignature page will show. Read and acknowledge that all the information stated in the application is true and complete. Completing this step is the electronic equivalent of a hand-written signature.

Click Save and Continue.



eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

By entering my full name, I certify that the information stated in this application is true and complete and I understand that any false statements may be grounds for termination of employment.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

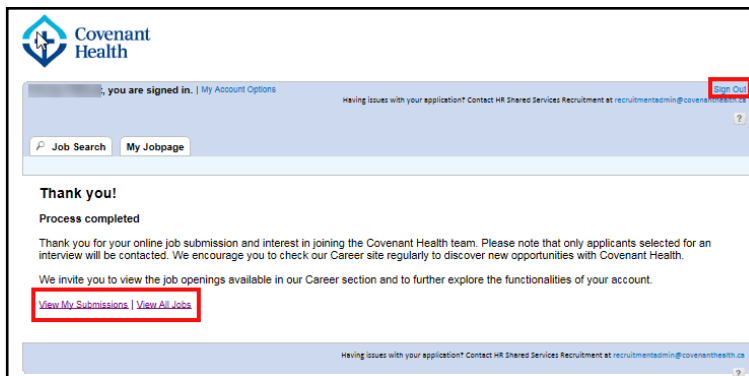
Last 4 digits of your telephone number

[Save and Continue](#) [Save as Draft](#) [Quit](#)

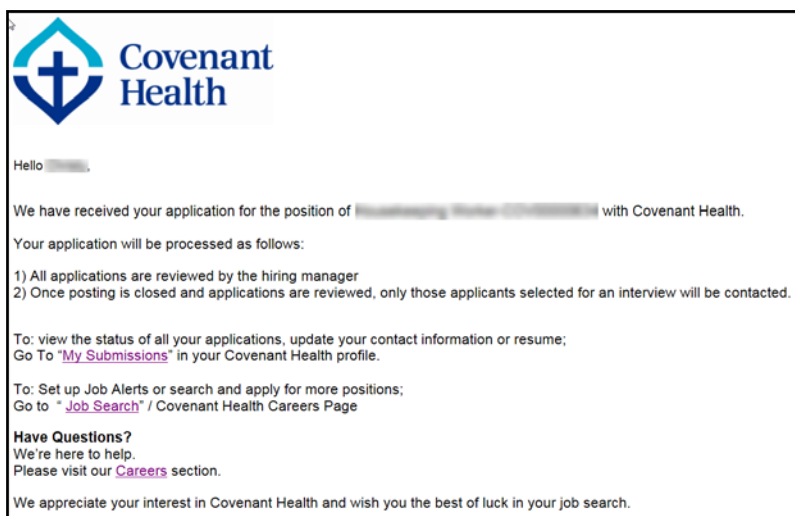
Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

- The final step in the application process is the Review and Submit page. This page displays all of the information that will be submitted with your application. Review the information to ensure it is correct. If changes are required, click the Edit link in the applicable section. Once you have completed your review and confirmed the information is accurate, click the Submit button to complete your application.

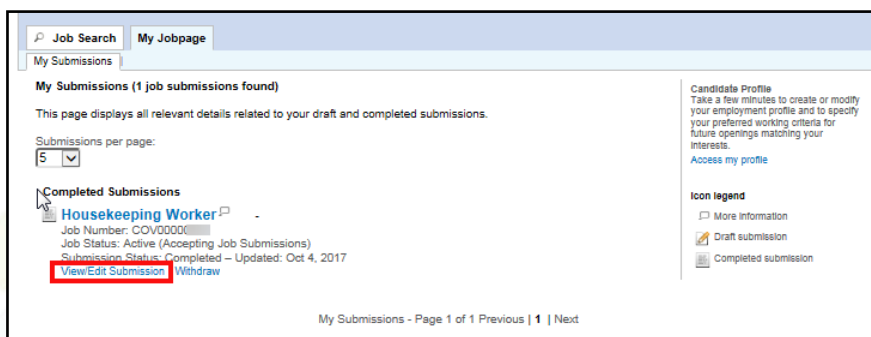
11. You will receive a Thank You message. From this page, you can use the quick links to view your submissions, go back to viewing all jobs, or sign out.



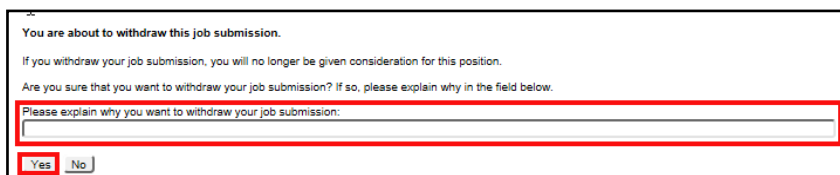
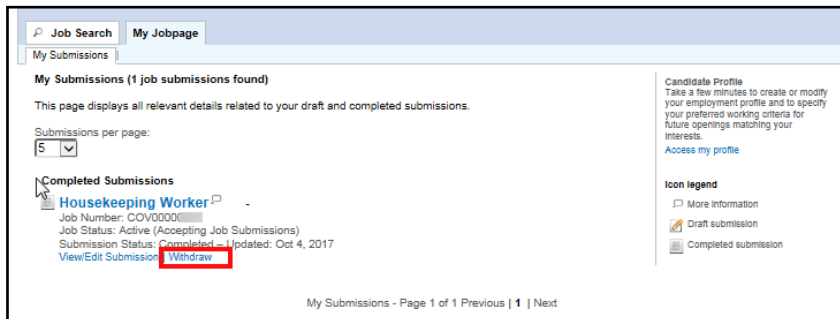
12. An email notification will be sent indicating your online submission has been received.



13. Up until the Job Opportunity is closed, you can view/edit your application on the My Jobpage tab.



- 14. If you wish to withdraw from the posting while it is still active (open), click the Withdraw link. You will be prompted for a comment. Once you are finished, click Yes to confirm you want to withdraw your application.



Part F – Share this Job

If you see a job that you would like to share with a friend or family member, you can use our referral process.

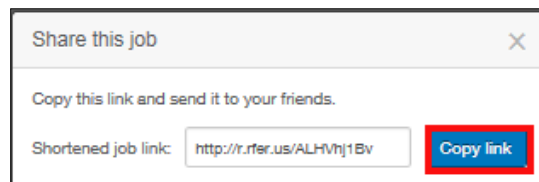
Share this Job

Step	Action
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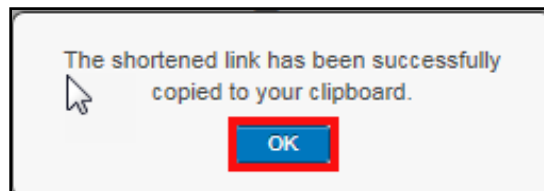
- | | |
|----|--|
| 1. | While viewing a job opportunity, click the Share this job button near the top. |
|----|--|



- | | |
|----|---|
| 2. | From the pop-up window, click the Copy Link button. |
|----|---|



- | | |
|----|--|
| 3. | The link to the job opportunity has now been copied. Click OK to continue. |
|----|--|



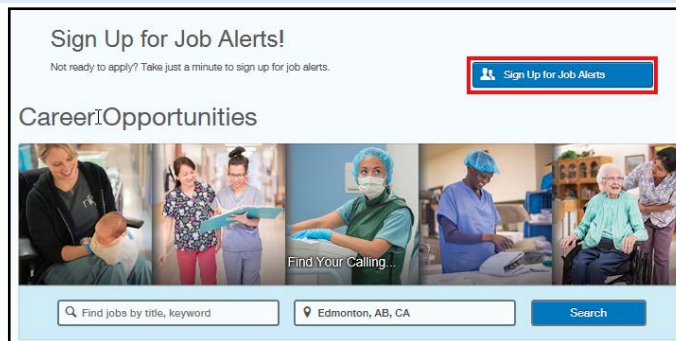
- | | |
|----|---|
| 4. | You can 'paste' the link into another program to share with a friend (e.g. paste link into an email message). |
|----|---|

Part G – Sign up for Job Alerts

To ensure you don't miss any job opportunities, set up job alerts for the latest job openings with Covenant Health.

Sign up for Job Alerts

- | Step | Action |
|------|---|
| 1. | From the Career Opportunities main page, click the Sign Up for Job Alerts button. |

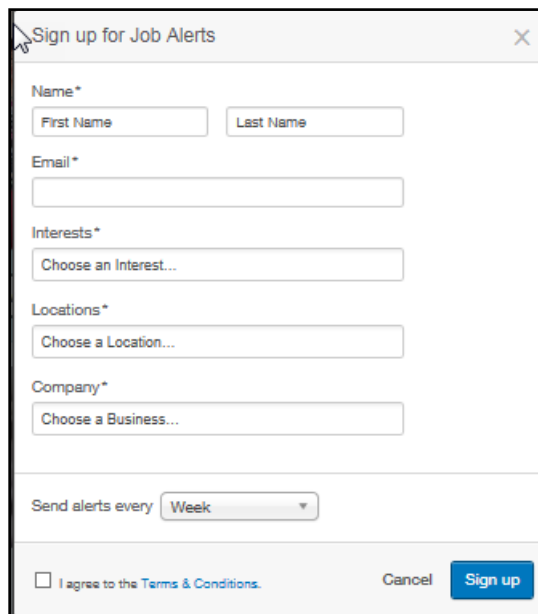


2. Complete the required fields in the pop-up window.

Note: Some fields allow for multiple selections.

Select the frequency you wish to receive your alerts (daily, weekly, monthly).

Click the box to the left of I agree to the Terms and Conditions and click the Sign Up button.



The screenshot shows a pop-up window titled 'Sign up for Job Alerts'. It contains the following fields: 'Name*' with sub-fields for 'First Name' and 'Last Name'; 'Email*'; 'Interests*' with a dropdown 'Choose an Interest...'; 'Locations*' with a dropdown 'Choose a Location...'; 'Company*' with a dropdown 'Choose a Business...'; 'Send alerts every' with a dropdown menu set to 'Week'; and a checkbox for 'I agree to the Terms & Conditions.' at the bottom left. 'Cancel' and 'Sign up' buttons are at the bottom right.

3. You will see a confirmation message. Click OK.



Part H – Additional Information

Edit your Job Alert Email Settings

You can change the frequency you receive job alerts by clicking the link at the bottom of a job alert email. Select an alternate frequency and click Sign up for Job Alerts.

Unsubscribe from Job Alert Emails

You can unsubscribe from job alert emails at any time by clicking the Unsubscribe from emails link at the bottom of a job alert email.

ADDITIONAL SUPPORT & RESOURCES

HR Contact Centre:

Phone: 1-877-511-4455

Email: HRContactCentre@covenanthealth.ca