



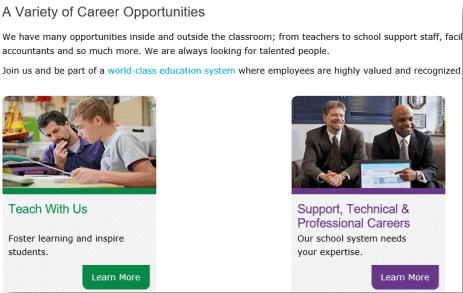

Purpose


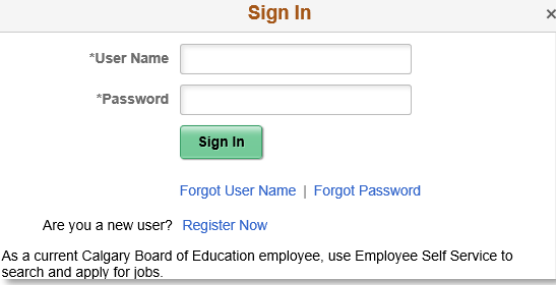


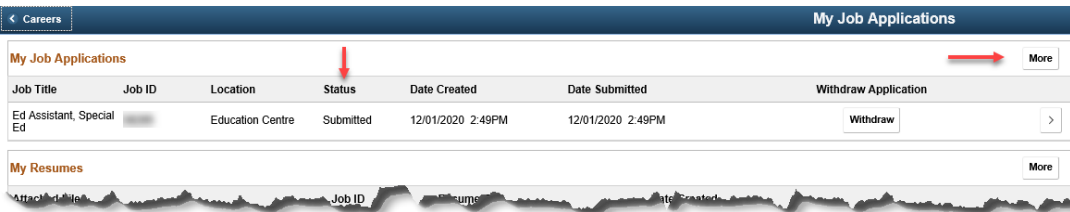
This guide is intended for applicants who are not currently CBE employees, and shows the processes for:

- [Checking the status of a job application](#);
- [Completing an application saved as a draft](#); or
- [Updating a previously submitted application](#) in the Calgary Board of Education (CBE) Careers site.


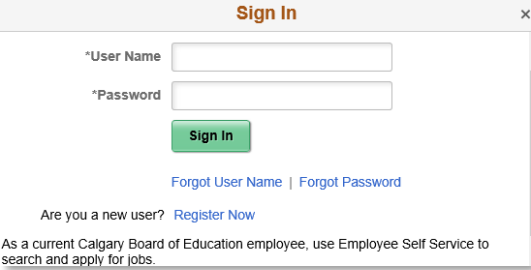


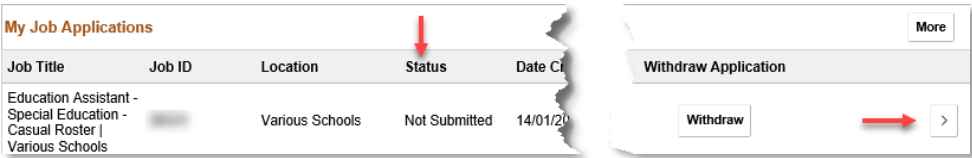

If you are a current CBE employee, go to Insite and search “Updating or Completing an Application.” For help with submitting an initial application as an external applicant, see the Applying for a Job – External Applicants QRG.

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.


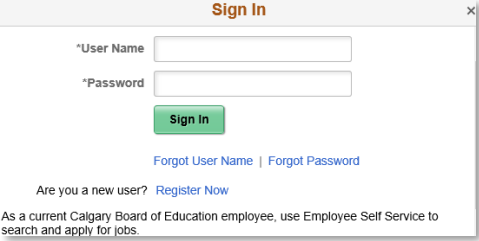



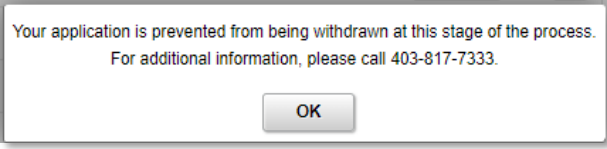
Instructions	Notes
<p>Checking the status of a Job Application</p>	<p><i>These steps show Applicants who are not CBE employees how to check the status of a job application.</i></p>
<p>1. Open the CBE Careers website</p>	<p>https://www.cbe.ab.ca/careers</p>
<p>2. Click Learn More under either:</p> <p>Teach with Us or:</p> <p>Support, Technical & Professional Careers</p>	
<p>3. Select either:</p> <p>Apply Now for Teaching Opportunities, or</p> <p>Apply Now for Support, Technical & Professional Opportunities</p>	

Instructions	Notes
<p>4. Click Sign in on the Careers page</p>	
<p>5. Enter a User Name and Password</p>	 <p>NOTE: To reset your password, click Forgot Password and follow the prompts.</p>
<p>6. Click Sign In</p>	 <p>A Welcome screen is displayed once you successfully sign in as a returning job seeker. You can exit the Careers page by clicking Sign Out in the upper right corner.</p>
<p>7. Click My Job Applications</p>	 <p>The My Job Applications screen is displayed.</p>  <p>Check the status of your job application. Click More, to view all applications submitted so far, or to view applications from a specific period.</p>
<p>Completing an application saved as a draft</p>	<p><i>These steps show how to complete a draft job application for External Applicants.</i></p>
<p>1. Open the CBE Careers website jobs</p>	<p>https://www.cbe.ab.ca/careers</p> <ul style="list-style-type: none"> Click Learn More under either: Teach with Us, or Support, Technical & Professional Careers Select either: Apply Now for Support, Technical & Professional Opportunities, or Apply Now for Teaching Opportunities

Quick Reference Guide: Updating or Completing an Application – External Applicants

Instructions	Notes
<p>2. Click Sign in on the Careers page</p>	
<p>3. Enter a User Name and Password</p>	
<p>4. Click Sign In</p>	
<p>5. Click My Job Applications</p>	
<p>6. Click Arrow button</p>	<p>Applications that are saved as draft are indicated with a status of “Not Submitted”.</p> 
<p>7. Update the application as necessary</p>	
<p>8. When you have confirmed all the information is correct, click Submit</p>	 <p>A green bar is displayed to indicate that “You have successfully submitted your job application.”</p>
<p>Updating a Previously Submitted Application <i>The following steps will show how to withdraw a job application in order to submit an updated application for the same position.</i></p>	
<p>1. Open the CBE Careers website jobs</p>	<p>https://www.cbe.ab.ca/careers</p> <ul style="list-style-type: none"> Click Learn More under either: Teach with Us, or Support, Technical & Professional Careers. Select either: Apply Now for Support, Technical & Professional Opportunities, or Apply Now for Teaching Opportunities.

Quick Reference Guide: Updating or Completing an Application – External Applicants

Instructions	Notes
<p>2. Click Sign in on the Careers page</p>	
<p>3. Enter a User Name and Password</p>	 <p>As a current Calgary Board of Education employee, use Employee Self Service to search and apply for jobs.</p>
<p>4. Click Sign In</p>	
<p>5. Click My Job Applications</p>	
<p>6. Click Arrow button</p>	<p>Note: To change a submitted application, you must first withdraw the application. From the submitted applications, select the one you want to change.</p>
<p>7. Click Withdraw</p>	 <p>Note: after withdrawing your application, you must restart the job application process. Depending on the status for this application, you may get the warning message below.</p>  <p>Note: Applications that have been withdrawn will not be reviewed by the Recruitment team. Make sure you resubmit an updated application if you are still interested in the position.</p> <p>For more information see the Applying for a Job – External Applicants Quick Reference Guide.</p>

For answers to further questions regarding Updating or Completing an Application for External Applicants, call the **HR Employee Contact Centre (ECC)** directly at **(403) 817 7333**.