

## Saskatoon Health Region Frequently asked Questions – Application Submission

### How do I clear errors so I can submit my form?

Review the error messages on the application site. The messages are in red at the top & bottom of the page after you click on Submit and beside each field that is in error.

Please enter your first name.

Please enter your last name.

Please enter your competition number if you are applying for a competition.

Please enter a valid competition number, such as 20101234.

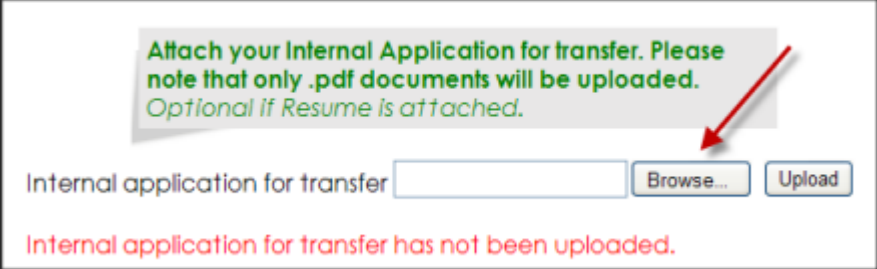
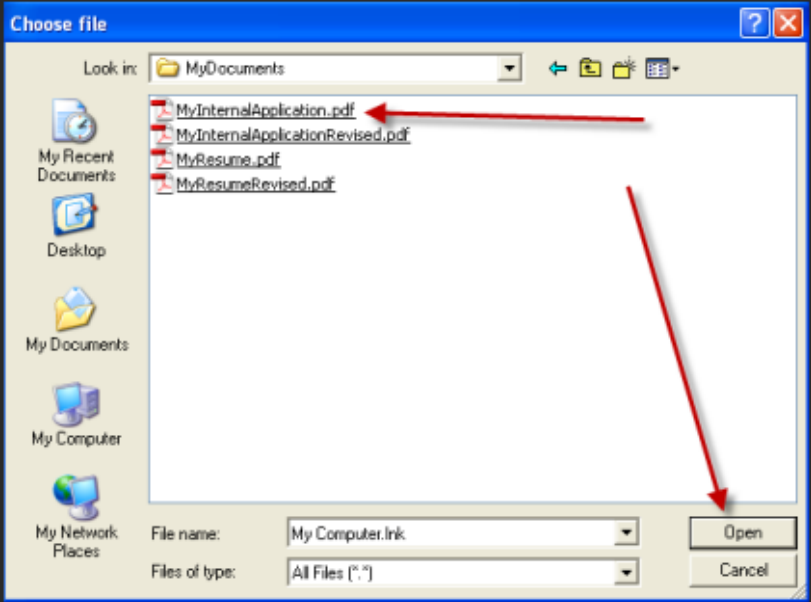
Your employee number is required.

You need to have at least a resume or an internal application for transfer attached.

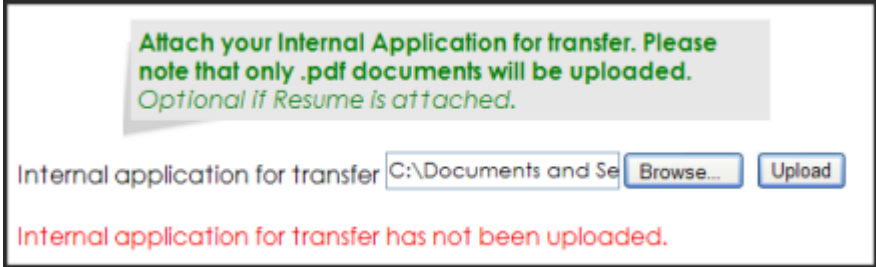
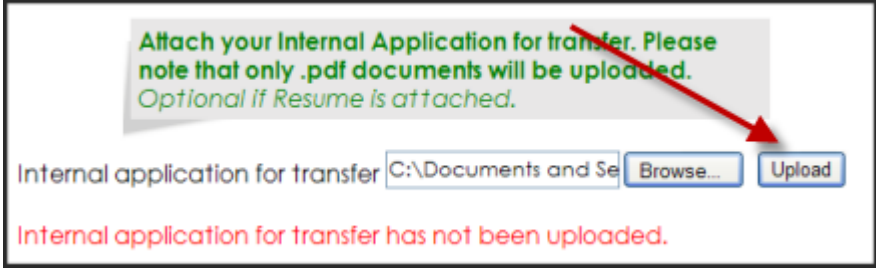
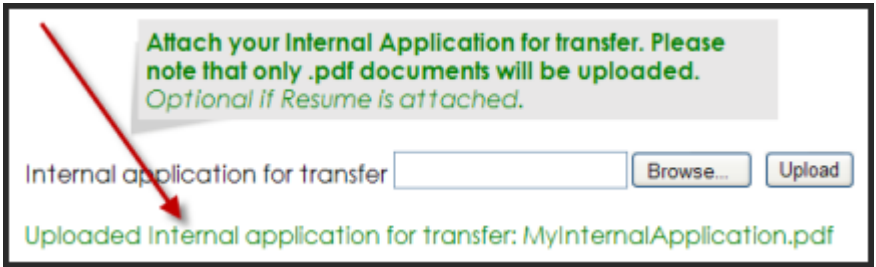
Invalid File Type

Error Message	Solution
Please enter your first name.	The field labelled First Name is blank. Enter your first name.
Please enter your last name.	The field labelled Last Name is blank. Enter your last name.
Please enter your competition number if you are applying for a competition.	<p>If you are applying for a competition, enter the competition number in the field labelled Competition Number. The competition number is an 8 digit number that begins with 20. You will find the competition number on the Posting or the Casual Bulletin.</p> <p>Example: 20101234 or 20101234-123</p> <p>If you aren't applying for a competition, select <b>No</b> to the question "Are you applying for a competition?"</p>
Please enter a valid competition number, such as 20101234.	<p>The competition number is an 8 digit number that begins with 20. You will find the competition number on the Posting or the Casual Bulletin.</p> <p>If you aren't applying for a competition, select <b>No</b> to the question "Are you applying for a competition?"</p>
Your employee number is required.	<p>If you are an employee enter your employee number in the field labelled Employee Number. This is a 7 digit number and may be found on your pay statement or on your photo id.</p> <p>If you aren't an employee of the Saskatoon Health Region, please select <b>No</b> to the question "Are you currently a Saskatoon Health Region employee?"</p>

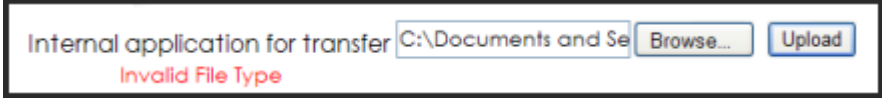
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Error Message	Solution
<p>You need to have at least a resume or an internal application for transfer attached.</p>	<p>Attaching a document is a two step process.</p> <p><b>First</b>, click on <b>Browse....</b></p> <p><b>Keep in mind:</b> Your computer may use a different operating system than the author's, so this may not represent how <b>Browse...</b> will open on your computer, but the concept is the same.</p>  <p>This opens the <b>Choose File</b> window. Navigate to the location on your computer where your document has been saved.</p> <p>Click on the document you want to upload. Then click on <b>Open</b>.</p> 

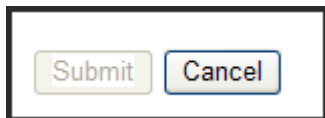
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Error Message	Solution
	<p>Now the application site knows which document you want to attach but the document is not attached yet. You can see by the error message in red that there isn't an attached document yet.</p> <div data-bbox="662 373 1533 638"><p>A screenshot of a web form. At the top, a green box contains the text: "Attach your Internal Application for transfer. Please note that only .pdf documents will be uploaded. Optional if Resume is attached." Below this is a text input field with "C:\Documents and Se" and a "Browse..." button. To the right is an "Upload" button. Below the form, a red error message reads: "Internal application for transfer has not been uploaded."</p></div> <p><b>Second</b>, click on <b>Upload</b> to attach the document.</p> <div data-bbox="662 764 1533 1029"><p>A screenshot of the same web form as above. A red arrow points from the top right towards the "Upload" button, highlighting it.</p></div> <p>Now the message let's you know that the document has been uploaded.</p> <div data-bbox="662 1184 1533 1449"><p>A screenshot of the web form. The text input field is now empty. A red arrow points from the top left towards the bottom of the form. At the bottom, a green message reads: "Uploaded Internal application for transfer: MyInternalApplication.pdf".</p></div>

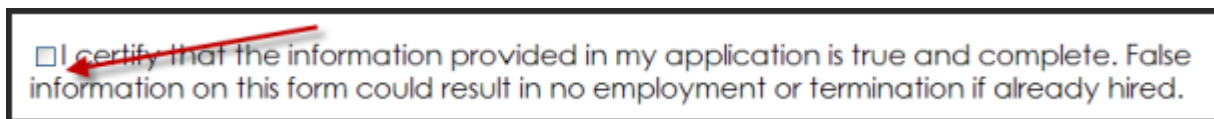
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Error Message	Solution
Invalid File Type	<p>Only certain types of documents may be uploaded.</p>  <p><b>Internal or External Application</b> - .pdf documents only. If you try to attach a non-pdf document to this field, you will see this error.</p> <p><b>Resume or Cover Letter</b> - .pdf or .doc documents only. If you try to attach a non-pdf or non-.doc document to this field, you will see this error.</p> <p>If your document is a MS Word 2007 or higher document (.docx), you have an option to save your document as a .doc document. Check the help files on your computer for more information.</p>

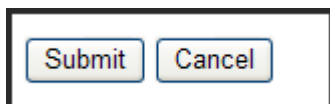
### Why is the Submit button disabled?



You haven't agreed to the Certify statement. Read the Certify statement and click on the box to show your agreement to this statement.



Once you have done agreed to this statement, the Submit button will be enabled.



### I've fixed all my application errors and followed the instructions but I can't get the application to submit. Now what?

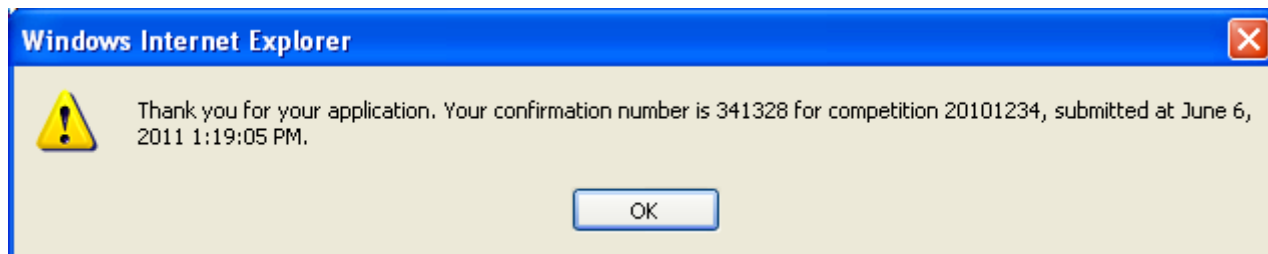
1. Call our help line 306.655.4833
2. If you are a Saskatoon Health Region employee, you may fax your application to 306.655.0124 instead of applying on line.

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### How do I know you received my application?

When you click on Submit and you have cleared your error messages (if any), you will receive a confirmation notification. This confirms that we received your application. Make a note of these details for your records.

Below is an example of a confirmation received in Windows. Your computer may display this differently but the content of the message should be the same.



If you have supplied an email address, we will also email the same confirmation information to that email address. Email is not always reliable so we recommend you note the confirmation details from the original message.

### Do I have to physically sign the application?

- **Yes** - if you are faxing your application to us.
- **No** - if you are submitting an electronic copy of the application to us using our online submission site. Just type your name into the field if you agree with the statement.

#### STATEMENT BY APPLICANT

I My Name (*signature*) certify that all of the information I have provided in this application for employment and in any other documentation I provided to accompany this application is complete and true in every respect. I understand that any failure to complete and truthfully answer the questions asked of me, when discovered will constitute sufficient grounds for imposing discipline, up to and including termination of my employment. Date: August 11, 2011