

# Saskatoon Health Region – How To Apply

## How do I apply for a job posting online?

To apply for a job posting online, all you have to do is:

1. Log into your Gateway Online account
2. Ensure your myTALENTS have been completed and/or you have an up to date resume
3. Click myJOBS, or the Job Board tab located in the top right hand corner of your screen
4. Click on the position name of the posting you wish to apply for, and the posting will appear
5. Click apply online (bottom of the posting)
6. An application form will appear
7. Complete the electronic application form as required
8. Submit.

## How can I apply online if I do not have a computer at home?

You can apply for positions from any internet accessible computer, or through one of the kiosks that are located in the various healthcare facilities throughout the province.

## What does the green check mark, yellow yield sign and orange looking glass mean?

Within the application process, the appearance of the green check mark means you meet that qualification for the position you are applying for. The appearance of the yellow yield sign means you do not have that particular qualification. The appearance of the orange looking glass means that the qualification is not mapped to a specific talent.

**\*Note:** If the yellow yield sign is displayed beside a qualification that you in fact have, it simply means that your career related information in your myTALENT profile requires updating.

## What happens if I want to change my attachments after I have applied?

You will be unable to change this but you can update your myTALENT profile which will be viewable by Employment Services and the Manager when the posting closes.

## What happens if I want to apply for a posting after the closing date?

If the closing date for a position has passed, you can no longer apply