

## Quick Reference: Applying Online for Jobs with the Government of Saskatchewan ([Saskatchewan.ca/careers](http://Saskatchewan.ca/careers))

### Search Jobs

1. Jobs are listed by default in order of date posted.
2. Change the jobs per page or the sorting order using the drop-down boxes in the top left corner.

Jobs per page:  
100 ▾  
Sort by  
Posting Date (Descending Order) ▾

Use basic or advanced job search tabs at the top to filter by location, ministry, keywords, etc.

### My Jobpage / Candidate Profiler

**Existing Account:** [Login](#) with your username and password, then click

**New Account:** Click  , create a username, password, and enter your email. Click

**Tip:** My Jobpage shows the status of all competitions you have applied to.

### How to Apply

1. Locate the job, click
2. Review the Privacy Agreement, click
3. Login and complete the Personal Information page, then click
4. Answer job-specific questions (if applicable), click 
  - **Tip:** All questions must be answered (fully or partially) before clicking  or  Applicants can return to complete or change responses before the closing date.
5. Attachments (Resume and Cover Letter):
  - Upload a new resume or cover letter as an attachment, or type it into the text boxes provided.
  - Previously attached documents will carry forward. To use one again, check the “Relevant Files” box beside the file name.
  - **Tip:** If using a mobile device to apply and can’t attach your resume or cover letter, please email them to [careers@gov.sk.ca](mailto:careers@gov.sk.ca) before the closing date, indicating the posting number and requesting your document be attached to your application.

Confirm all answers are correct, then click
6. Review the information and indicate how you heard about this job. Click
7. Verify the Summary, click
8. After you click Submit, a confirmation email will be sent to the email address you provided.

### Need help or have questions?

Email [careers@gov.sk.ca](mailto:careers@gov.sk.ca) or call 1-877-852-5808 (toll-free)