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INTRODUCTION

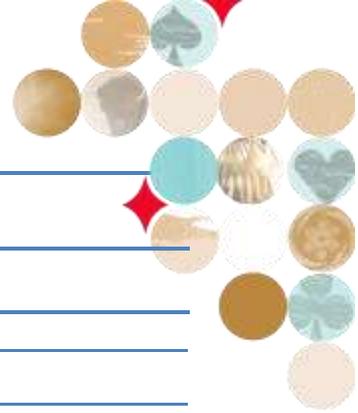
SIGA Human Resource Planning has created a candidate’s manual that is more efficient and concise to improve the candidate experience in account creation, employment application submissions, and candidate profile management. The process and resources available to candidates can help reduce dropped applications in the account creation and employment application stage(s). It may also assist with reducing the amount of time and resources that might be required due to candidate questions and technical difficulties.

ASSISTANCE/HELP

If you require assistance while you are creating or managing your candidate profile, and/or applying for a job, please click on the “**Help**” tab located in the SIGA Career website under the **APPLY NOW** page.



If you still need assistance please contact the Human Resource Planning team on Monday - Friday 8:30am – 5:00 pm at 306-477-7528 or SIGAHR@siga.sk.ca.



HOW TO CREATE YOUR CANDIDATE PROFILE

1. Access the SIGA Website

1. Click the link to access the SIGA Careers website to the account creation page. www.siga.ca/careers
2. To access account creation please click on the Careers tab and in the drop down, select the “**Apply Now**” tab.



3. Next, the following screen will appear. Click on, “**+Create Account**” to start creating your candidate profile.



4. When creating your account you will need an active email address, updated home address and primary phone number. The candidate’s updated documents, resume and cover letter, must be in the following valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF.

All fields with a red * (asterisk) are REQUIRED.

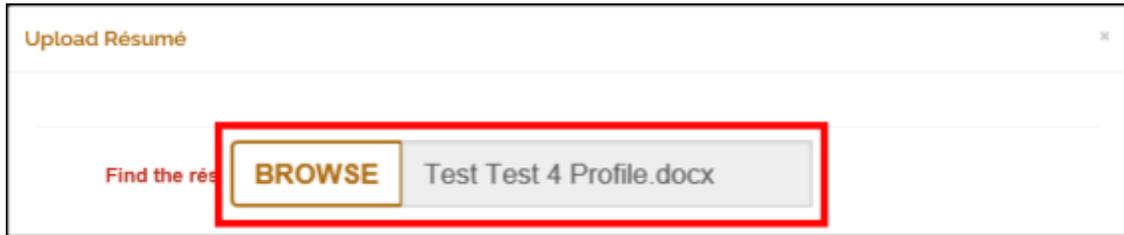
5. If you have already created your account, please go to “**Apply to a Job**” on Page 9 of this manual.

2. Create your Candidate Profile

1. To start, please upload your updated resume, by clicking the “**Upload Resume**” tab.



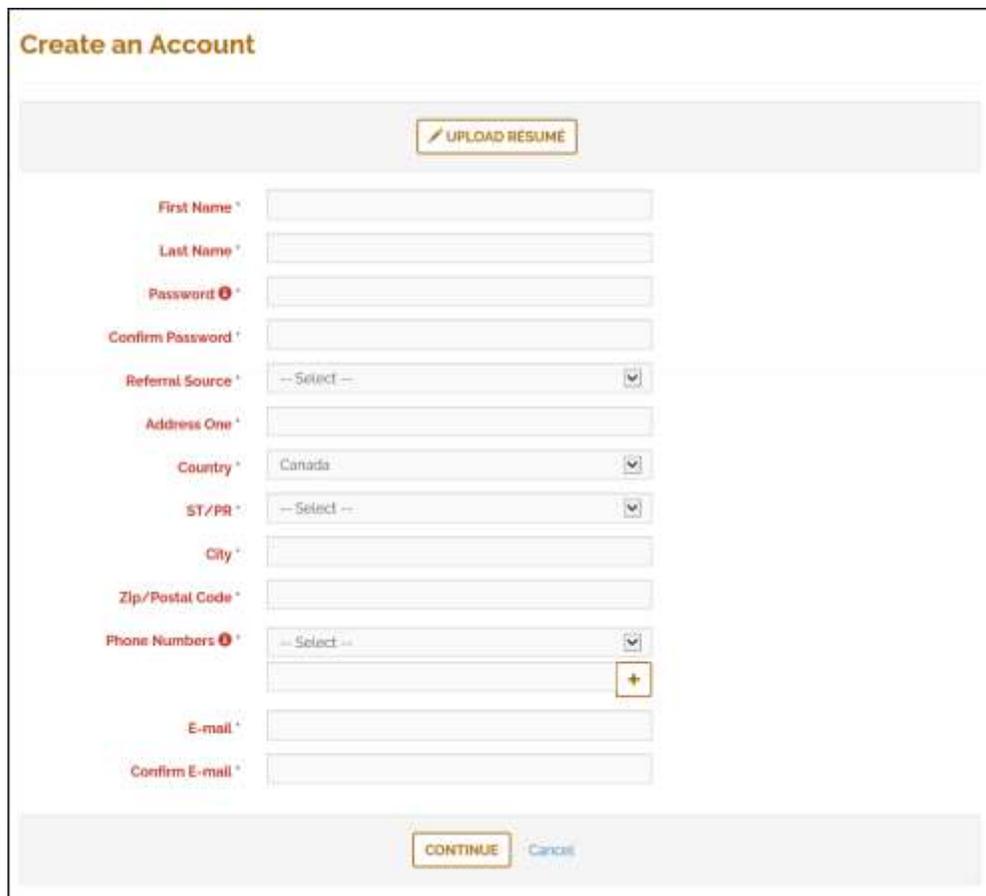
When you're ready to upload your resume, click **"Browse"** to start.

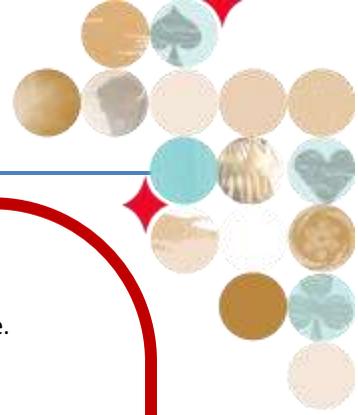


2. Select your resume from where you saved it. (USB, desktop, career folder, job application)

The fields with a red * (asterisk) are **Required**. Valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF. There will be a short delay while the résumé/CV is being uploaded. Please do not click on the button to continue more than once. This window will automatically close when the uploading has completed.

3. When you have uploaded your resume, the fields in red below will auto-populate on the create account form.

A screenshot of a "Create an Account" form. At the top, there is a button labeled "UPLOAD RESUME". Below this, the form contains several input fields, each with a red asterisk indicating it is required. The fields are: First Name, Last Name, Password, Confirm Password, Referral Source (a dropdown menu), Address One, Country (a dropdown menu showing "Canada"), ST/PR (a dropdown menu), City, Zip/Postal Code, Phone Numbers (a dropdown menu with a "+" button), E-mail, and Confirm E-mail. At the bottom of the form, there are two buttons: "CONTINUE" and "Cancel".



HOW TO ADD YOUR TELEPHONE NUMBER

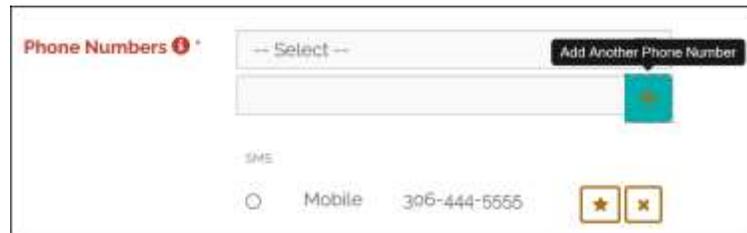
Step 1: Select your phone type from the drop down by clicking on the type of telephone you have.



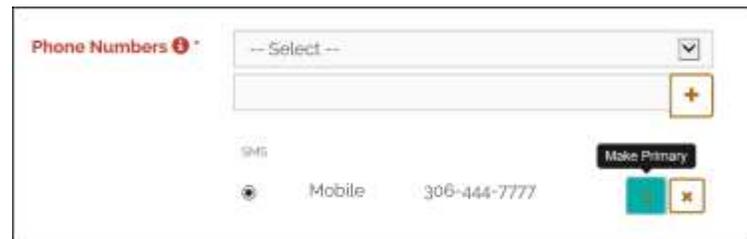
Step 2: Enter your telephone number ex: 306-444-7777.



Step 3: Select the  square + button to add your phone number.



Step 4: Select the SMS radio button and the  green star symbol to make your number your "Primary" telephone number.



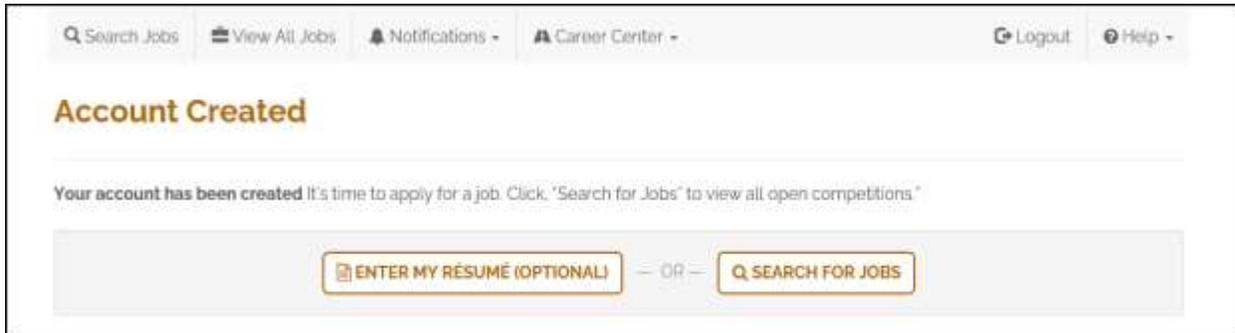
Your telephone number is added to your profile.

Candidate Instruction Manual

- Once the information has been reviewed and your uploaded, please click **“Continue”**



- Account Creation Confirmation message. Your account has been created! You will receive a 15 second notification in **green** stating that your account has been created.



Your account is created.

Search for jobs - To view all active jobs at all SIGA locations. To apply for a job refer Page 7 – Apply for a Job.

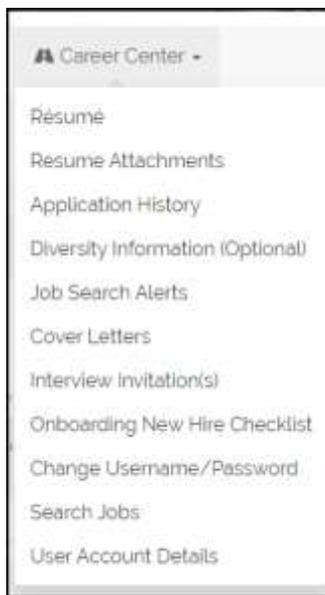
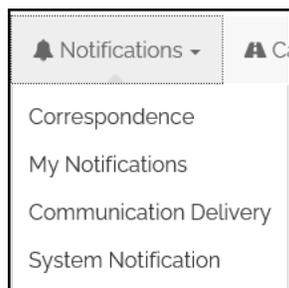
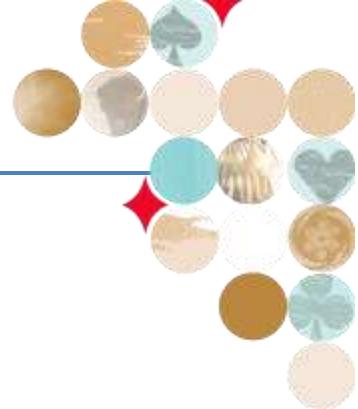
Resume upload (Optional) – this is not a job application, this feature uploads a resume only to your profile.

MANAGE YOUR ACCOUNT

Once your account is created and you have applied to a job, you will have the capability to **manage your account information and documents**. You can maintain an up to date resume and contact information.

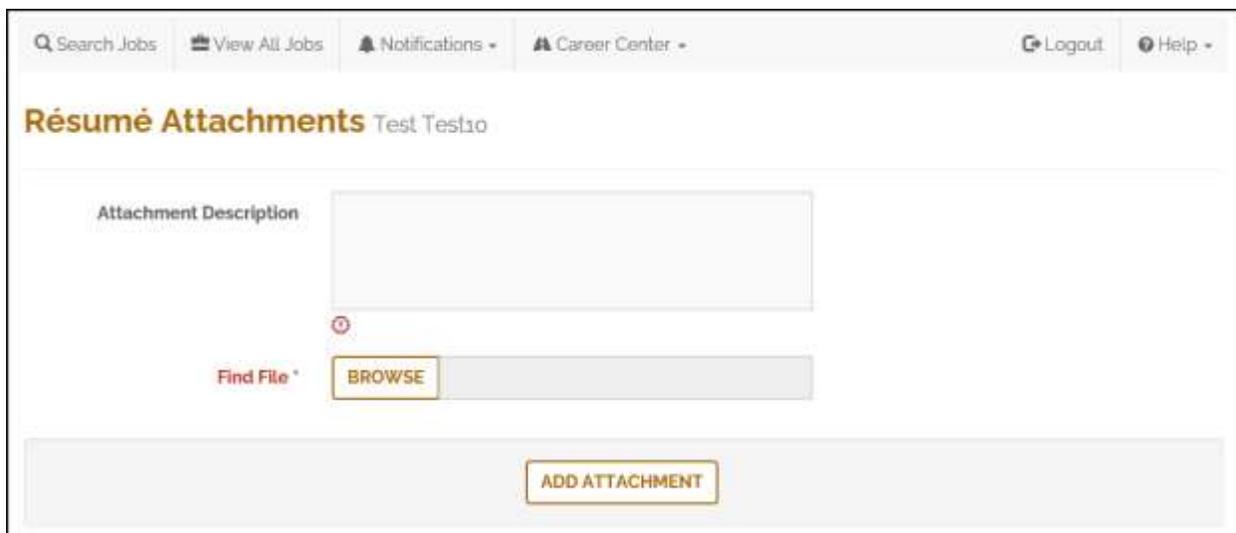


You can find the following features in the, **“Career Centre” & “Notifications”**



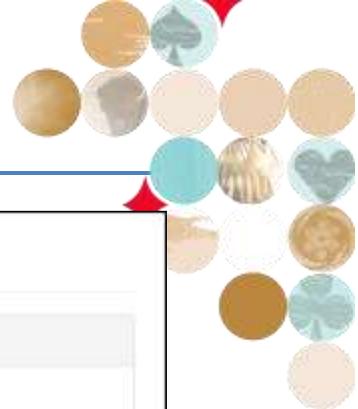
Resume - View, edit, and update your resume with a current date.

Resume Attachments - You are limited to (5) attachments at any one time. No document can exceed (500) kilobytes in size. **Upload documents to accompany your profile.** Other examples are; Drivers abstract, Cover letter, Character reference.



Application History - This list shows all your jobs that you have applied to as well as those you have been added to by a SIGA Employee. Click on the Job Title to view the job details. If you wish to remove yourself from consideration, there is an option in the Actions column to do so.

Any applications that you have not completed will appear in a section labeled **Incomplete Applications**. You have the option to either complete the application or delete it altogether.



Application History

Completed Applications

There is no data to display.

Incomplete Applications

Displaying 1 - 2 of 2 10 25 50 100 per page

REQ #	JOB TITLE	LOCATION	CURRENT STEP IN PROCESS	APPLIED	ACTIONS
			Résumé Profile Creation (Step 1 of 2)	3/29/2022	
6723	Food & Beverage Supervisor	Living Sky Casino Swift Current, SK, CA SqH 3X6	Résumé Profile Creation (Step 1 of 2)	3/29/2022	

Diversity Information (Optional) - You can enter diversity information about yourself. Completing this screen is optional. If you choose to submit information, Click **“Submit”** to save this information. Use this screen to enter or update your diversity information.

Job Search Alerts - Create Search Alerts that will automatically search the database daily for new submissions that match your search criteria. If a match is found, an email notification is sent with a link to view them. This screen shows the Search Agents that have been created. You can see the agent's name, status, delivery method, delivery frequency, next run date, and date created. Click the linked Agent Name to view the search criteria. Use the icons in the Actions column to perform the following functions (roll your mouse over each icon to see its action).

Search Jobs View All Jobs Notifications - Career Center - Logout Help -

Search Alerts

CREATE NEW SEARCH ALERT

CURRENT ALERTS

Displaying 1 - 1 of 1 10 25 50 100 per page

SEARCH AGENT NAME	ACTIVE	DELIVERY METHOD	DELIVERY FREQUENCY	NEXT RUN DATE	DATE CREATED	ACTIONS
Saskatoon Jobs	Yes	E-mail [Switch to RSS]	Daily	3/30/2022 4:13 PM (CDT)	3/29/2022	

Cover Letter - This displays all the cover letters you have uploaded. To Create a New Cover Letter, click **“Create a New Cover Letter”**. To view the cover letter's content, click on its name. The **Used on these Jobs** column will list the jobs applied to using that cover letter. Using the icons in the Actions column, you can **Edit** or **Delete** the cover letter.



Interview Invitations - When you are invited to an interview, the invitation email will contain a link back to this screen so you can view the job details for the invitation. The screen displays the requisition name, any notes entered, and any attachments uploaded to the interview event. The ability to accept the invitation will be presented in a calendar format with options to view by Day, Week, Month or List View. Select from the available interview times displayed on the screen.

- Onboarding New Hire Checklist - This feature is currently not enabled.
- Change Username & Password - Use your password to access your account regularly, so it is important to use a secure password that you won't easily forget.

To change your password:

- Click, **“Account Information > Change Username/Password”**
- In the Enter New Password field, enter a new password.

Passwords must be:

At least eight characters long. A mix of uppercase and lowercase letters.

In the Verify New Password field, enter the password again to confirm it.

- Click, **“Submit”**

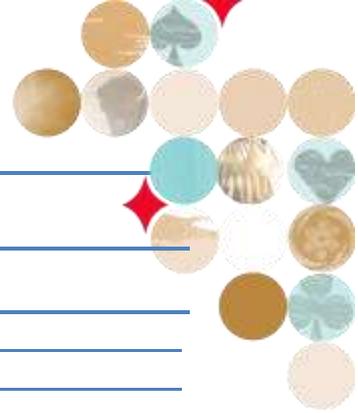
Search Jobs

Search for jobs by entering keywords and/or selecting from the options displayed in the search form and then clicking the **“Search”** button. Clicking **“Reset”** removes any search criteria you have entered.

You can also save the search as a Job Search Alert by clicking **“Save”** Search as an Agent button on the Search Results screen. Your Agents will search posted jobs daily and email you those that match your criteria.

- User Account Details - View or edit your personal information or information about your account.
- *Employee Information*

Scroll to view employee position, and professional information, or click, **“Employee Information”** and **“Professional Information”** section headings to edit that corresponding data. Position information is display-only.



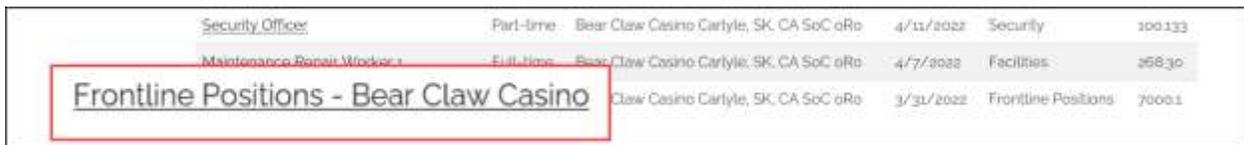
APPLY FOR A SIGA JOB

Submitting your application to a job

1. Please sign into your candidate account if you are not already signed in.
2. To view active jobs at all SIGA locations. Please click, “**View All jobs.**”



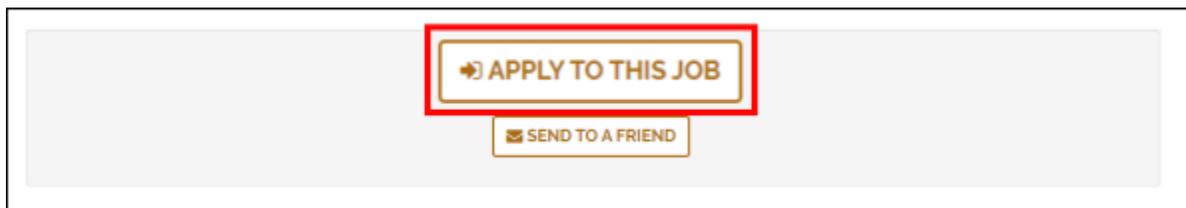
3. Click on the **title of the Job** to view a complete description of the position you are applying for.



4. The Job description provides a summary of main duties, position tasks, and responsibilities of the job. (There is a printable version of the Job Description located at the bottom of the posting.)



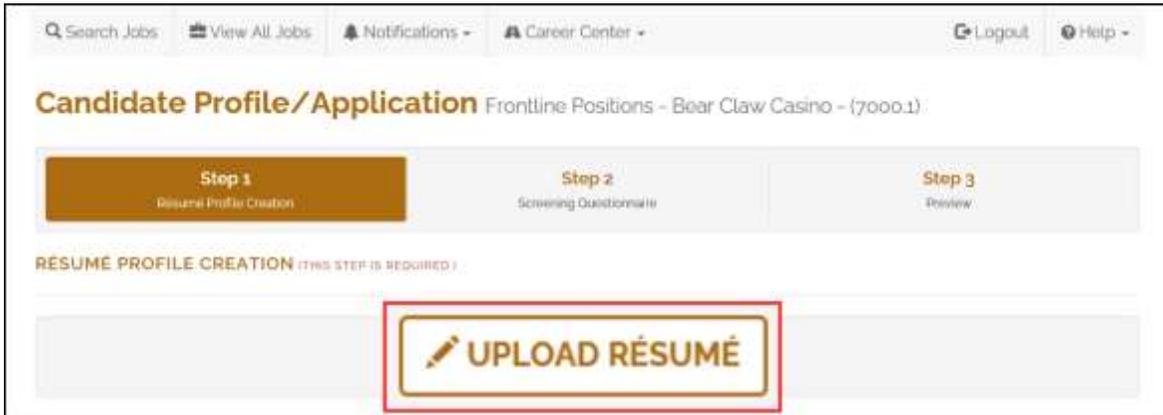
5. To submit your application to the job, Click “**Apply to this Job**” located at the bottom of the job description.



Step 1 – Entering your resume to the job

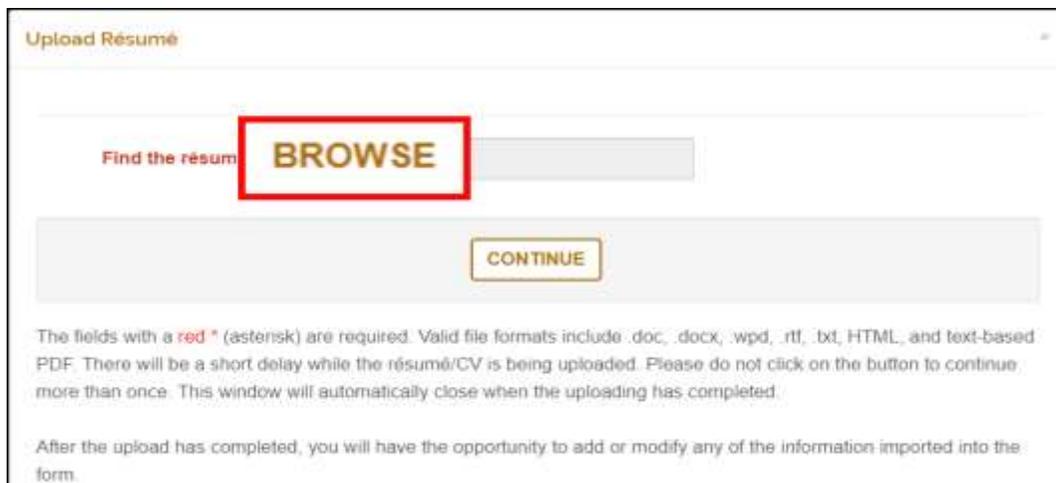
1. **Step 1** of the **application process** will require you to upload a resume. Click **“Upload Resume.”**

If you have already uploaded your resume you can proceed to complete/review the application form, refer to page 11, #5.



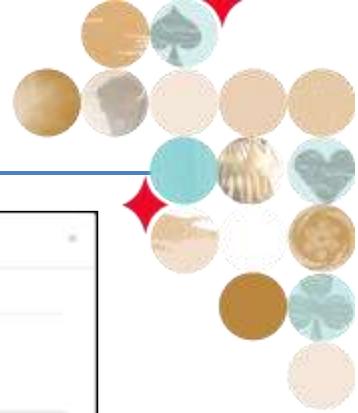
The screenshot shows the 'Candidate Profile/Application' page for 'Frontline Positions - Bear Claw Casino - (7000.1)'. It features a progress bar with three steps: 'Step 1: Résumé Profile Creation', 'Step 2: Screening Questionnaire', and 'Step 3: Review'. Below the progress bar, the text 'RÉSUMÉ PROFILE CREATION (THIS STEP IS REQUIRED)' is displayed. A large button labeled 'UPLOAD RÉSUMÉ' with a pencil icon is highlighted with a red rectangular box.

2. Upload your resume by clicking **“Browse”**. Select your resume from where you saved it (USB, desktop, career folder). This will auto-populate the fields on the account form.



The screenshot shows the 'Upload Résumé' dialog box. It contains a text input field with the placeholder text 'Find the résumé' and a 'BROWSE' button highlighted with a red rectangular box. Below the input field is a 'CONTINUE' button. The dialog box includes the following text: 'The fields with a red * (asterisk) are required. Valid file formats include .doc, .docx, .wps, .rtf, .txt, HTML, and text-based PDF. There will be a short delay while the résumé/CV is being uploaded. Please do not click on the button to continue more than once. This window will automatically close when the uploading has completed. After the upload has completed, you will have the opportunity to add or modify any of the information imported into the form.'

3. Click **“Continue”**



Upload Résumé

Find the résumé *

The fields with a red * (asterisk) are required. Valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF. There will be a short delay while the résumé/CV is being uploaded. Please do not click on the button to continue more than once. This window will automatically close when the uploading has completed.

After the upload has completed, you will have the opportunity to add or modify any of the information imported into the form.

- When you have uploaded your resume, the fields will auto-populate on the application form. All fields with a red *(asterisk) are **REQUIRED**.
- This is a review of your job application. Ensure all the information is accurate. **Respond to the questions on the form.**

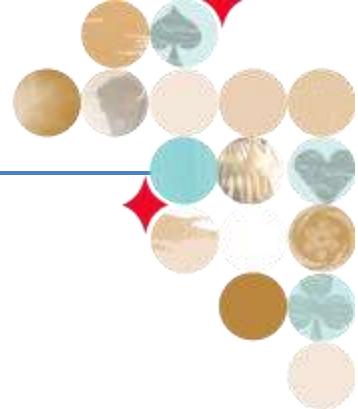
RESUME PROFILE CREATION (THE STEP 6 - REQUIRED)

Candidate Profile

Please save periodically to ensure you do not lose any of your work.

First Name *
Last Name *
E-mail *
Confirm E-mail *
Primary Phone
How did you hear about us? *
Address
City
ST / PR
Zip/Postal Code
Country *
Date Available *

Resumé *



Are you a Canadian Citizen, or do you have a Permanent Residency, or have you been legally granted Refugee Status? Yes No

Education Level

Employment Equity/Voluntary Declaration

Are you a registered First Nations person? Yes No

Are you registered from a First Nations band in Saskatchewan? Yes No

Are you currently in the self-exclusion program in Saskatchewan, or have you been banned from any casino's in Saskatchewan? Yes No

Additional information Women Visible minority Persons with disabilities

< PREVIOUS > NEXT FINISH LATER Cancel

6. Once you have confirmed all your information and have responded to the required questions on the form, click **“Next”**



Step 2 – Pre-Screening Questionnaire

A pre-screening questionnaire is a series of questions that allows the employer to learn some basic qualification information about candidates prior to conducting a more extensive interview.

1. Respond to the pre-screening questions for the job. This information will be submitted with your application for the job.



2. Click, **“Next”** once you have responded to all the pre-screening questions.



Step 3 – Preview

1. Preview your application to ensure all the information you have entered is correct. It's important to ensure your information is correct before you **finish** your application.

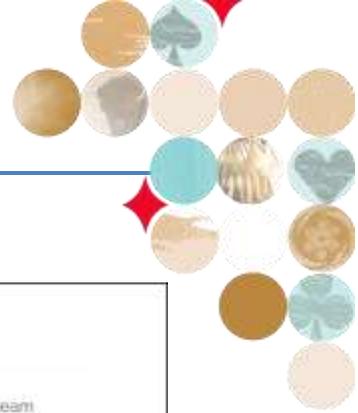
The screenshot displays a web interface for reviewing a candidate profile. At the top, there are three steps: Step 1 (Return Profile Creation), Step 2 (Preview), and Step 3 (Finish). The current step is Step 2, 'Preview', which is highlighted in orange. Below the steps, the text 'PREVIEW (THIS STEP IS REQUIRED)' is visible. The main content area is titled 'RESUME PROFILE' and contains the following information:

- Candidate Profile:**
 - Please save periodically to ensure you do not lose any of your work.
 - First Name:** Test4
 - Last Name:** Profile
 - E-mail:** Test4@hotmail.com
 - Primary Phone:** (306) 333-3333
 - How did you hear about us?:** National Job Bank
 - Address:** 123 Testing Drive
 - City:** Regina
 - Province:** Saskatchewan
 - Postal Code:** S4S 5K1
 - Country:** Canada
 - Date Available:** 3/13/2022
 - Resume:** Test Test 4
Test4@hotmail.com
(306) 333-3333
123 Testing Drive Regina, SK S4S 5K1
This is my resume I am submitting for the requisition.
- Are you a Canadian Citizen, or do you have a Permanent Residency, or have you been legally granted Refugee Status?:** Yes
- Education Level:** Certificate
- Employment Equity (Voluntary Declaration):**
 - Are you a registered First Nations person?:** Yes
 - Are you registered from a First Nations band in Saskatchewan?:** Yes
 - Are you currently in the self-exclusion program in Saskatchewan, or have you been banned from any casino's in Saskatchewan?:** No
- Additional Information:**

At the bottom of the form, there are three buttons: '< PREVIOUS', '> FINISH', and 'Cancel'. The '> FINISH' button is highlighted with a red box.

2. Click **"Finish"**





3. Your application has been submitted. You will receive a notification.

Apply To Requisition

We are pleased you would consider joining our dynamic, entrepreneurial team. Your résumé/CV has been forwarded to the recruiting team assigned to your chosen job. If you are among the candidates selected to interview, you will be contacted directly by one of our recruiters regarding the process and timing.

Now that you have created a profile, applying for other positions is much quicker. You can create Job Search Agents to notify you when future opportunities match your criteria, or continue searching current opportunities.

[Continue to Résumé Submission History](#)

CONCLUSION

A simplified and easy to follow account creation & application process that will allow candidates to submit application(s) to SIGA employment opportunities with confidence.