

Frequently Asked Questions – Applicant User Guide

SaskPolytech Recruitment and Onboarding System (SROS)

Version 2.1 (January 2015)
Human Resources

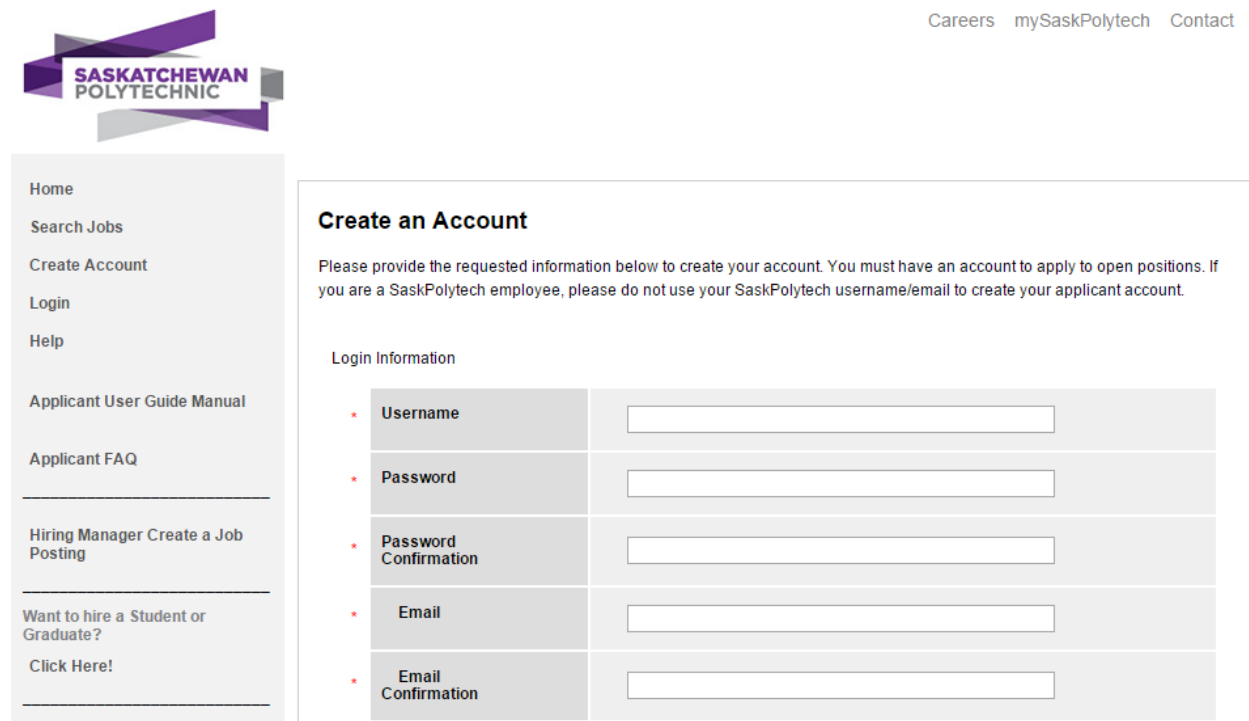
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I don't have an applicant account.

To create an account, use the **Create Account** link on the SaskPolytech Careers page. You will be asked to supply some basic personal information, an email address and a password to set up your account. If you had an account on the previous SaskPolytech applicant tracking system, you will need to create a new account.

Note: SaskPolytech Employees, please **DO NOT** use your SaskPolytech username to create your applicant account.



Careers mySaskPolytech Contact

SASKATCHEWAN POLYTECHNIC

- Home
- Search Jobs
- Create Account
- Login
- Help
- Applicant User Guide Manual
- Applicant FAQ
- Hiring Manager Create a Job Posting
- Want to hire a Student or Graduate? Click Here!

Create an Account

Please provide the requested information below to create your account. You must have an account to apply to open positions. If you are a SaskPolytech employee, please do not use your SaskPolytech username/email to create your applicant account.

Login Information

• Username	<input type="text"/>
• Password	<input type="password"/>
• Password Confirmation	<input type="password"/>
• Email	<input type="text"/>
• Email Confirmation	<input type="text"/>

I don't have an email address.

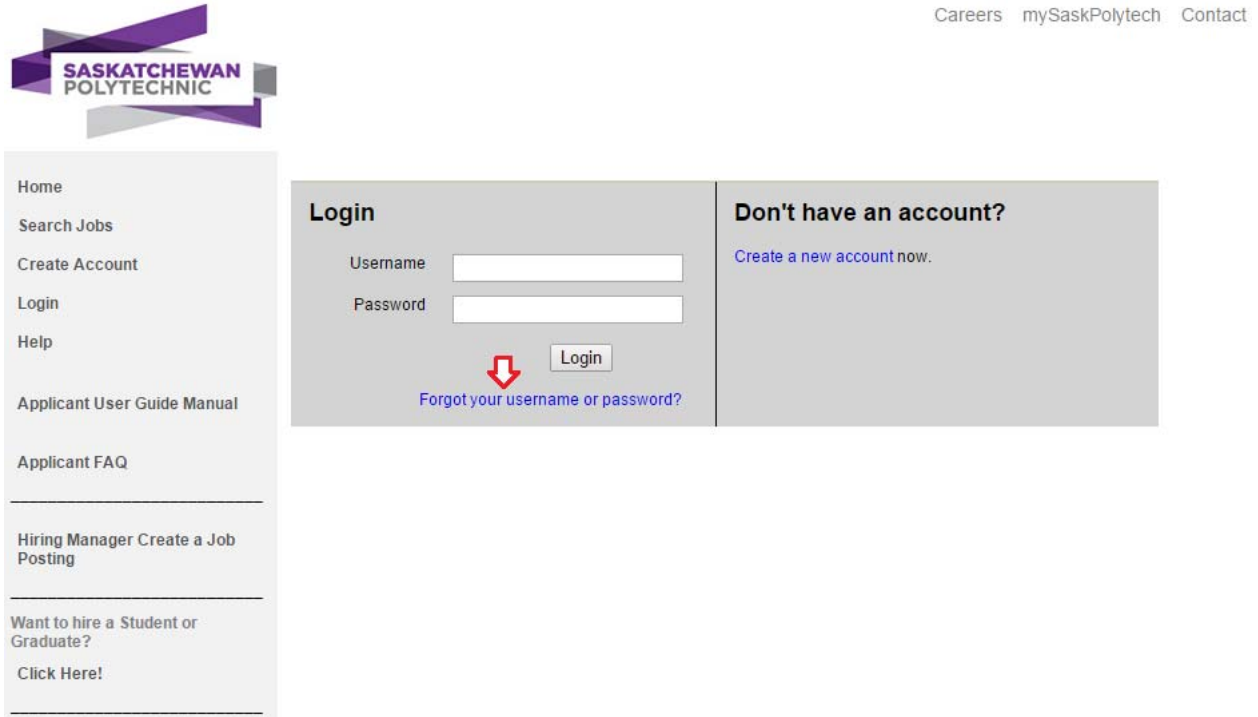
An email address is required to log in to the online application process, to reset your password and to receive confirmation of job applications. Free, internet based email is provided by web sites such as [GMail](#) and [Hotmail](#). Communication regarding your application will use your email account.

Write down the email address and password you used to create your account, so that you can return at a later time to login and check the status of your application or to apply for other jobs.

For current SaskPolytech Casual employees, we encourage you to use your personal email account instead the SaskPolytech email when applying for Jobs, to make sure you always receive the information regarding to the recruitment process and the status of your application.

I forgot my username and/or password!

At any time, you can request to receive your account login information, please use the link 'Forgot your username or password?' available on the Login page.



Careers mySaskPolytech Contact

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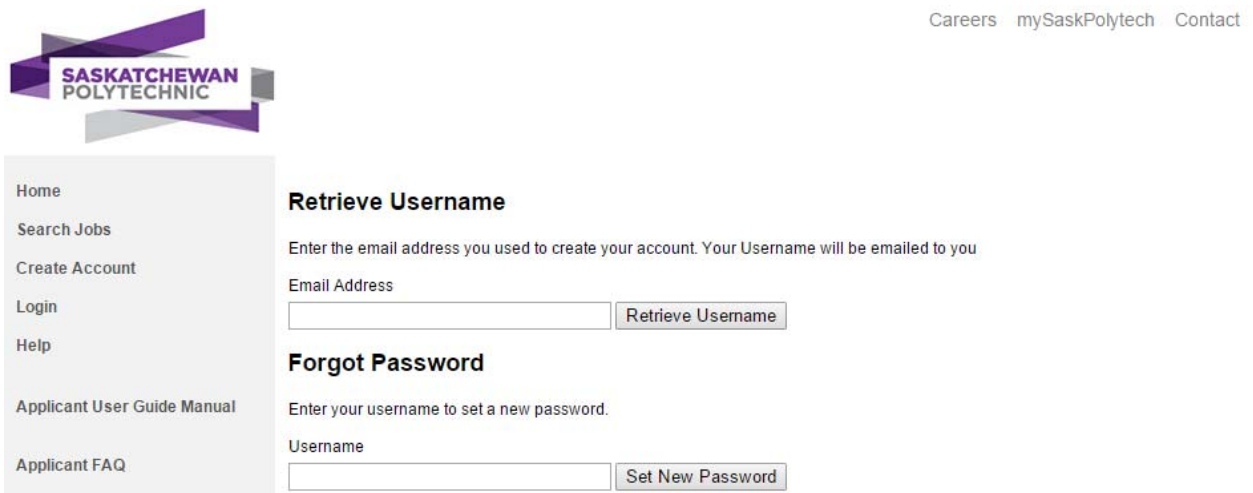
Username
Password

[Forgot your username or password?](#)

Don't have an account?

[Create a new account now.](#)

You will need your email address to obtain your username information. If you have forgotten your password, you will need to enter your username. An email will be sent to you via the system resetting your account or providing you with your username.



Careers mySaskPolytech Contact

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Retrieve Username

Enter the email address you used to create your account. Your Username will be emailed to you

Email Address

Forgot Password

Enter your username to set a new password.

Username

What jobs are available at SaskPolytech?

Visit the Careers page for a complete list of available jobs/competitions. You will be able to log in to your account from that page and access any information from your account or previous applications. You will need to be logged in the system to submit your application.

What is a 'Closed' Competition?

A closed competition is reserved for current SaskPolytech employees. If the vacancy is not filled with an internal candidate, the competition may be reposted with the 'Open' status to all internal and external applicants.

Why some postings do not present the Open/Closed and Bargaining Unit information?

All the postings that do not have the Open/Closed information as well the Bargaining Unit, these are Employee Service Contract (ESC) postings. To apply for these positions please submit an email with your resume and cover letter to the Continuing Education Consultant, their email is available on the posting summary page.

How do I apply for an Employee Service Contract (ESC) position?

For Employee Service Contract (ESC) positions, please forward your resume to the SaskPolytech contact provided on the posting summary page. These postings won't have the 'Apply to this Job' button.

[Bookmark this Job](#) | [Email this Listing to a Friend](#) | [Print Preview](#) |

Please see Special Instructions for more details.

Employee Service Contract

Submit your application to:

Continuing Education Consultant	
Mailing Address	
Location(s)	
Other Location	
Building	
Other Building	
Email Address	

Note

- Internal applicants are given first consideration.
- The Continuing Education Consultant will contact you directly regarding your application.
- If you are applying for more than one competition, please ensure that you submit a separate application for each posting.

Can I mail, fax or email my application or resume to SaskPolytech?

SaskPolytech only accepts applications via email when applying for an Employee Service Contract (ESC) Position, otherwise we encourage you to use our online applications system. The on-line system is our single repository for applications.

How do I apply for a job?

Complete all mandatory sections of the SaskPolytech online application by entering your information in the fields. You must visit each of the optional sections before your application is considered complete. Once you have entered all mandatory information, complete final step *Certify and Submit*.

You will receive an automatically email from the system confirming that your application was successfully received and the application will be added to the *Your Applications* page.

Are all sections of the application required?

Required sections are marked with a red asterisk (*) or a red box around the field to be completed. Your application will not be accepted if there are required sections not completed.

I am trying to submit my application, but the system informs me that the application is incomplete. What should I do?

The system will provide you a summary of possible errors before you submit your application.

Your application is incomplete.

One or more sections have invalid or incomplete responses. You can review the summary below for sections marked with a red "X" and click on the section name for more details.

To make sure we receive your applications, please check:

1. If you have filled all the required fields indicated with a red asterisk (*) in all sections of the form.
2. The system will show you the exact area of the problem, and what is necessary to do in order to proceed with your application.
3. In case you have added more than one entry using the 'Add Post-Secondary Entry' under Education History, please make sure you have all the required information entered. In case you do not need one of the new entries, you can remove it by using the 'Remove Entry' check box.

Remove Entry?

Add Post Secondary Entry

If I make a mistake on my application, can I fix it?

Yes, you can update your stored information and resubmit a job application, in order to do that, please contact the Human Resources (SaskPolytechJobs@saskpolytech.ca) and request to reactivate your account. You will receive an email from the system informing that your application has been reactivated and you can make the necessary changes and resubmit the application.

Note: Applications can only be reactivated for postings that haven't been closed or removed from the website.

How can I check the status of my application?

You can access your account and check the status of all applications you have submitted. Log in to your account and click on the *Your Applications* link on the left side margin. You will see the status of your application in the listing provided.

- [Home](#)
- [Search Jobs](#)
- [Bookmarked Jobs](#)
- [Your Applications](#)
- [Your Documents](#)
- [Account Settings](#)
- [Logout](#)
- [Help](#)

Your Applications | 3 jobs

Applications to Complete | 0 jobs

In order to be considered for these positions, you must complete your application prior to the Closing Date.

	Job Number	Application Materials
You do not have any in-process applications.		

Completed Applications | 3 jobs

	Confirmation Number	Posting Number	Status	Application Date	Application Materials
Accountancy Instructor View Job Archive	CN000000001	P00001	In Progress Withdraw Application	March 28, 2013	Application Resume Cover Letter

Who can I contact about my application?

Most of the information regarding your application and the status of the competition in our screening and interview process is available to you on *Your Applications* page. If you have specific questions regarding the posting or job requirements, please contact the Human Resources (SaskPolytechJobs@saskpolytech.ca) and your request will be directed to the appropriate HR Consultant.

What if my contact information changes?

You can update your contact information by accessing the *Account Settings* area and updating your personal information. If you have applied for a position, and the position has closed, the account information will be updated and will not affect your current or past applications.

I changed my email address in my contact information. Would it change my login?

No, the email is not connected directly to your username. The email address in your contact information is used by SaskPolytech as your preferred address for communication.

I need help! I have a question not from the list above. Who should I contact?

If you have any questions regarding the SaskPolytech Recruitment and Onboarding System - SROS - please view our [Help](#) section on the Careers site.

If you encounter technical difficulties (not job related) please contact the [SaskPolytech helpdesk](#) at 1-888-733-5333.

For questions about your application or jobs at SaskPolytech, please contact the Human Resources at SaskPolytechJobs@saskpolytech.ca.