

### Searching Job Postings and Applying

1. Click **Search Jobs** from the Job Postings section.
2. Click on the [+] beside the Province in to view the regions.
3. Click on the [+] beside the Region of interest to select the school board of interest.
4. Click the **Search** button to view your job search results.
5. Select the **Position/Subject** of the job posting of interest to view the job description.
6. Click the **Apply** button on the bottom right-hand corner of the job description page and answer any job posting related questions.

### How Do I know I Have Successfully Applied?

You receive **3 Confirmations** when you successfully apply to a job posting:

1. A pop up advising you of your successful application submission
2. An email confirmation with the details of the posting
3. The posting appears in your **Job Application Log** under the **Job Postings** section.

### Activating a Job Alert

1. Follow steps 1-4 from '**Searching Job Postings and Applying**'.
2. At the bottom of the '**Job Search Results**' page select '**Yes**' for '**Save Search**', select '**Yes**' for '**Job Alert**' and then give your search a name.
3. Click **SAVE** to save your job alert and saved search.