Guide to Setting Up Your Initial Application

Saskatchewan Workers’ Compensation Board
Our new Application Tracking System will be used at WCB to bid to open positions. In order to bid to open positions you will be required to set up your initial Application.

**STEPS:**

Go to our external website: [www.wcbsask.com](http://www.wcbsask.com)

At this location you will click on the CAREERS tab

Scroll down the page and click on the *appropriate* link
This will take you to our CAREERS page. At this page you will be required to select a location. You will note that if you have visited this page previously there is an option for you to sign in. Once you set up your profile you will be able to use this option.

As this is your first time, and you are creating your account you won’t be able to use the “Previous Application” and instead will use the SEARCH

Clicking on the “Search” box, you will be taken to a list of the jobs that are open/posted at that time – select the job you wish to apply for. Today we are really just setting up our “PROFILE” so we will select the “Set up my profile” Job
Here you will see the job description details, and you will select the **APPLY FOR THIS POSITION** tab.

Complete the email registration – You can use either your WCB email address or a personal email address and a password of your choice. Please note all job alerts and notifications will be sent to the specified email address. You can change it at any time by updating your profile.
Fields with * must be completed. Continue on and complete the required fields. Make sure to update your cover letter specific to the position you are bidding on.

You will note there is an option to attach a resume – if you have a resume, and wish to attach it you will do it here.

With the required fields completed, you will submit your application.

Excellent, you have successfully set up your application profile!

Please note you have not applied for a job and more action from you is required should you choose to apply for a position.