

Instructions for www.saskjobs.ca

Creating an account

If your department/College does not have an account with Saskjobs, you will need to create one.

Note: this site archives all job postings, so there is ease of access to information previously posted. If updating a posting or renewing a posting is required, it is a simplified process. Keep in mind that when prompted to create a username and password, this information should not be personalized but should be department focused, so others in your department can post to the site and access previous posting information if required.

Go to: www.saskjobs.ca

- Click the red 'Employers' tab.
- Click 'Register Online now.'
- Choose 'I Agree'

Complete the Employer Registration Entry Form as follows:	
Company Name and Address	
Company Name:	Department/School/College, University of Saskatchewan <i>*Example: Department of Biology, University of Saskatchewan</i>
Address:	Your department's street address
City:	Saskatoon <i>*If posting for a position located at a satellite location (i.e. Nursing in Regina) you will be able to indicate the location of the individual position at the time of posting the job.</i>
Province:	Saskatchewan
Postal Code:	Your department's postal code
Company Contact Information	
Telephone:	Phone number of person posting your positions to Saskjobs.
Email:	Email address of person posting your positions to Saskjobs.
Company Website:	www.usask.ca
Contact Person	
Contact Name:	Name of person posting your positions to Saskjobs.
Contact phone:	Phone number of person posting your positions to Saskjobs.
Contact Email:	Email address of person posting your positions to Saskjobs. <i>*If you have more than one person requiring access to post positions and view confirmation emails from Saskjobs, you may want to use an email distribution list that includes more than one email address. If you would like a distribution list setup, contact ICT.</i>
Employer Login Account	
Do you wish to post your own jobs online?	*YES – ensure you answer yes to this question*

Posting a Position

Once you have an account set up, you can post positions.

Go to: www.saskjobs.ca

- Click the red 'Employers' tab.
- Enter your username and password to login
- Click 'Add new order'
- Scroll through the disclaimer (this is required before clicking I agree)
- Click 'I Agree'

Post a Job: Job Title Search

- Enter a generic job title that closely resembles the function of the position being posted. Do not get too specific, as the title you enter is matched with a database of NOC codes that Saskjobs uses, and many times searches will not produce any results. For example, if posting for a Development Officer, do not use this title, instead search 'fundraising' and choose a similar title from the ones provided.
- If a match is not found, click on the Job Title Search link just above the 'Post a Job: Job Title Search List' title and try something else. **Using the back and forward browser navigation buttons will cause Saskjobs to close out.**

Post a Job: Entry Form	
Job Order Description – the following information is displayed on Saskjobs	
Job Code:	Automatically entered based on the Job Title that was chosen in the previous section.
Job Title:	This is where you can enter your specific job title.
Location:	Saskatoon <i>*If posting for a position at a satellite location, this is where you would enter that location (i.e. Regina).</i>
Job Description:	Note that you only have 1900 characters to fully describe your position here. This includes spaces, punctuation, etc. If you are posting a position where consideration of a foreign worker is a possibility (specifically USFA, Research, PDF positions) ensure the following information is included in this section: <ul style="list-style-type: none">• Job duties• Wage (a range of the compensation)• A comprehensive list of the benefits being offered• Skills requirements (education and work experience needed)• Start date• Include in the advertisement this statement: "All qualified candidates are encouraged to apply; however, Canadian Citizens and permanent residents will be given priority."
Is this a summer student job:	Usually no
Application Requirements – this section is optional but will be displayed if completed. If you are not including this information in the previous Job Description section, you will need to complete this section, especially if a foreign worker may be considered for the position.	
Education:	Pre-set drop down; choose the one that is most accurate

Experience:	Pre-set drop down; choose the one that is most accurate <i>*If the Education and Experience drop down menus do not include options suitable for the position being posted, go back to the Job Description section and include the specific education and experience requirements there.</i>
Application Information – the following information is displayed on Saskjobs	
How to Apply:	USFA, Research, PDF Positions: List the documents that are required for applying to the position (CV, Cover Letter, etc.) and how/where/whom to submit the application.
	Exempt, CUPE, ASPA Positions: Enter: “Please apply online at jobs.usask.ca, quoting competition number *enter the competition number here (i.e. 15123-C).*”
Apply Online?:	*Important – DO NOT check this*. This is asking if you want applicants to apply online, directly to saskjobs.ca.
Apply By:	Enter the application deadline in dd-mm-yyyy format.
Employer:	Shows the company name used for your account
Employer Address:	Shows the mailing address used for your account
Display?:	Check this off so that the Employer Name and Address will be visible on Saskjobs
Contact Name:	Use the contact name of the person for this specific job posting; for international searches use the name of the Chair of the Search Committee.
Phone:	Enter contact phone number (Chair phone number)
Fax:	Optional
Contact Email:	Enter contact email (Chair email) <i>*this email address will receive a confirmation from Saskjobs when the position is posted as well as an email when the ad is about to expire</i>
Employer Website:	www.usask.ca
Employment Terms	
Job Type:	Pre-set drop down; choose the one that is most accurate
Job Length:	Enter terms of employment (term, term with possibility of becoming permanent, permanent, tenure-track, etc.)
Wage-Salary:	Enter salary band for position
Posting Details	
Post Job For:	*Important - If you expect a foreign worker will fill this position, select “Yes” beside “If no Canadians, permanent residents, and/or foreign nationals with a valid work permit are found to be qualified to fill the advertised position(s), do you intend on accessing the Temporary Foreign Worker Program in order to find a qualified individual?” *this will override the 31 day posting limit and post for 120 days.
Vacancies:	Enter number of vacancies for this position *Important- every position that may recruit a foreign worker needs to be advertised separately. DO NOT combine ads.
Job Status:	Choose “Vacant”
Click Add New button	

Post a Job: Skills Profile

- ***DO NOT fill out this page***
- Click Add Profile button

Post a Job: Preview Option

- Click on “Preview”
- ***Important – print, scan and store the ad electronically as proof of advertising. Do this for day 1, day 15, and day 29.**

Important Note

We recommend you check your ad monthly to ensure it is still listed on Saskjobs. The easiest way is to search for the Job Order # that is listed on the posting. **You will need to ensure your posting is updated (specifically the apply by date) and kept online until you have filled the position.**