

Government of Alberta Job Notification Service Information

The Job Notification service is accessible from jobs.alberta.ca.

Set up your own search criteria for job openings and we will notify you by e-mail when opportunities meeting your search criteria are available.

[Public and Wage Employees of the Alberta Government](#)

[Salaried Employees of the Alberta Government](#)

Public and Wage Employees of the Alberta Government

Step 1: Select “Not an employee of the Alberta Government” **OR** “A wage employee of the Alberta Government,” and “View Jobs.” A Careers pop-up window will display.

Note: You must be a registered user in order to access the Job Notification service. To register, continue with the instructions below. If you have registered previously, log in with your user name and password and continue to [Step 4](#).

Step 2: Select “Click here to Register” or “Register Now.”

The screenshot shows the 'Careers' page of the Government of Alberta's job notification service. The page includes a search bar, a login section, and a list of latest job postings. A red box highlights the 'click here to Register' link, and another red box highlights the 'Register Now' button.

Basic Job Search

Keywords:

Posted:

[Advanced Search](#) [Search Tips](#)

Login

User Name:

Password:

[Login Help](#)

Latest Job Postings

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/02/2009	Licensing Officer	1000029	Grande Prairie
<input type="checkbox"/>	10/30/2009	Board Members (Part-Time) Alberta Labour Relations Board	1000023	Multiple Locations
<input type="checkbox"/>	10/30/2009	Child & Youth Care Counselor	1000026	Edmonton

Step 3: Complete the registration process by entering your chosen Username and Password. Read and acknowledging the Terms and Agreements and check the "I Agree" box. Select "Register."

IMAGIS

Menu

Search:

— Careers

Register

Enter your new user name and password.

Enter Registration Information

Please create a unique user name and password to secure your profile information.
Note: This user name and password will be required in order for you to access your profile in the future.
To make your password more secure, it is recommended that your password consist of at least a 6 character combination of upper and lower case letters, numbers and special characters (e.g. @, *, &, etc.).

*User Name: GOA user

*Password: ●●●●

*Confirm Password: ●●●●

Terms and Agreements

To create and use a Government of Alberta Careers Account, the following privacy notice must be read and acknowledged.

Privacy Notice

Any personal information that you submit (such as cover letters, resumes and other related documents) is collected to determine your qualifications for employment in the Alberta public service and to manage the Alberta Government staffing program. This information is collected and used under the authority of the Public Service Act, and managed in accordance with the Freedom of Information and Protection of Privacy Act.

Although the system will save your draft applications (cover letters, resumes and other related documents that you attach to a job opening but do not submit through the online application process), this is intended to assist you in managing your Careers Account and this information will not be used by the Government of Alberta.

By clicking on the "I Agree" checkbox you acknowledge this privacy notice, will be able to create a Careers Account, and submit your resumes and other related documents through the online application process. Should you choose not to use the online process, as an alternative, you can send your resumes to the mailing address or fax number provided in the job advertisements.

If you have any questions, please contact the Director, Staffing Programs, Corporate Human Resources, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8 or phone (780) 408-8400.

In the event that the privacy notice is not acknowledged, please use the link "Return to Previous Page".

I Agree

Register

[Return to Previous Page](#)

Step 4: Select “Advanced Search” to create an Advanced Search.

IMGIS

Menu
Search:
Careers

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Careers Home
Welcome
Enter relevant keywords to assist you in identifying positions that match your search criteria.
Click the Advanced Search link to search for jobs by location, category, and/or keywords.

Basic Job Search
Keywords:
Posted: Anytime
 [Search Tips](#)

My Career Tools
[0 Applications](#)
[0 Cover Letters and Attachments](#)
[0 Saved Resumes](#)
[My Profile](#)

Notifications
You do not have any notifications.

Latest Job Postings
View All First 1-10 of 10 Last

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/02/2009	Licensing Officer	1000029	Grande Prairie
<input type="checkbox"/>	10/30/2009	Board Members (Part-Time), Alberta Labour Relations Board	1000023	Multiple Locations
<input type="checkbox"/>	10/30/2009	Child & Youth Care Counselor	1000026	Edmonton
<input type="checkbox"/>	10/23/2009	Part-time Appeals Commissioners, Appeals Commission for Alberta Workers, Compensation	1000019	Multiple Locations
<input type="checkbox"/>	10/20/2009	Lead Investigator	57674	Fort McMurray
<input type="checkbox"/>	10/14/2009	Public Member, Automobile Insurance Rate Board	1000011	Edmonton
<input type="checkbox"/>	10/08/2009	Caseworker	1000004	Peace River
<input type="checkbox"/>	10/06/2009	Assessor	1000003	Peace River
<input type="checkbox"/>	09/18/2009	Correctional Nurse	57673	Various Locations
<input type="checkbox"/>	09/17/2009	Correctional Peace Officer (Casual On-Call)	57672	Various Locations

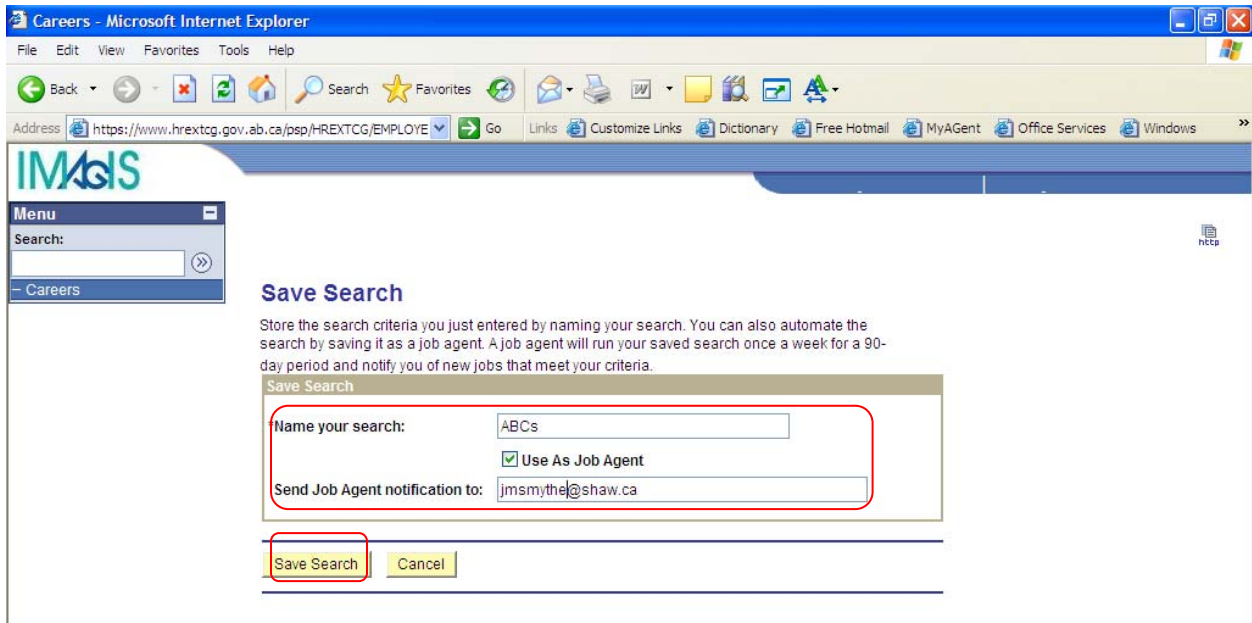
[Select All](#) [Deselect All](#)

[Apply now without adding a job](#)

Step 5: Select your search criteria using keywords, locations, job families, full/part time and/or jobs posted within. Select "Save Search."

The screenshot shows a Microsoft Internet Explorer browser window displaying the IMAGIS Job Search page. The address bar shows the URL: <https://www.hrextcg.gov.ab.ca/psp/HREXTCG/EMPLOYEE>. The page features a navigation menu with links for [Careers Home](#), [Job Search](#), [My Saved Jobs](#), [My Saved Searches](#), [My Career Tools](#), and [Logout](#). The main content area is titled "Job Search" and contains an "Advanced Job Search" form. The form includes instructions: "To narrow the search, enter criteria in the boxes below. Entering no criteria will display all available openings." and "Click the Search Tips link for more details." Below the instructions are buttons for "Search", "Clear", "Save Search", and links for "Basic Search" and "Search Tips". The form fields are as follows: "Enter Keywords:" (empty text box); "Select Locations:" (dropdown menu with "Edmonton" selected); "Select Job Families:" (dropdown menu with "Agencies/Boards/Commissio" selected); "Full/Part Time:" (dropdown menu); "Job Opening ID:" (empty text box); "Find Jobs Posted Within:" (dropdown menu with "Anytime" selected); and "Display Results Sorted By:" (dropdown menu). At the bottom of the form, the "Save Search" button is highlighted with a red box. A "Return to Previous Page" link is located below the form.

Step 6: Enter the name of your search and your email address to save the search as a job agent. Check the “Use as Job Agent” box. Select “Save Search.”



Job Agent will run your saved search once a week for a 90-day period and notify you of new jobs that meet your criteria.

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Salaried Employees of the Alberta Government

Step 1: Select “A salaried employee of the Alberta Government” and “View Jobs.” A MyAgent pop-up window will display. Sign into MyAgent entering your GOA ID and password.

Step 2: Select “Advanced Search” on the Careers Home page to create an Advanced Search.

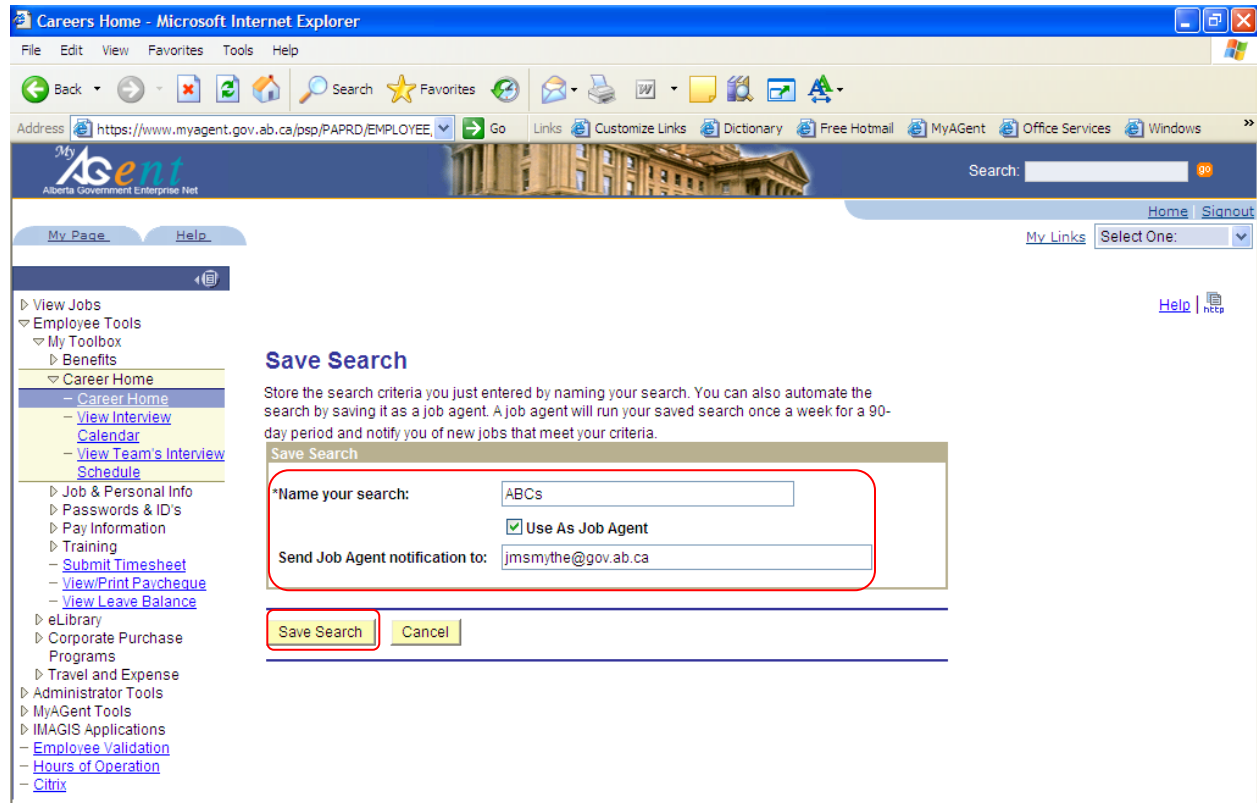
The screenshot shows the MyAgent Careers Home page. The browser title is "Careers Home - Microsoft Internet Explorer". The address bar shows the URL: <https://www.myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE>. The page features a navigation menu on the left with categories like "View Jobs", "Employee Tools", and "My Toolbox". The main content area includes a "Welcome Joyce" message and a "Basic Job Search" section with a "Keywords:" input field and a "Posted:" dropdown menu. The "Advanced Search" link is highlighted with a red box. Below the search section is a "Notifications" section stating "You do not have any notifications." and a "Latest Job Postings" table.

Select	Date	Job Title	Job ID	Location
<input type="checkbox"/>	11/02/2009	Licensing Officer	1000029	Grande Prairie
<input type="checkbox"/>	10/30/2009	Child & Youth Care Counselor	1000026	Edmonton

Step 3: Select your search criteria using keywords, locations, job families, full/part time and/or jobs posted within. Select "Save Search."

The screenshot shows a web browser window titled "Careers Home - Microsoft Internet Explorer". The address bar displays "https://www.myagent.gov.ab.ca/psp/PAPRD/EMPLOYEE". The page header includes the "MyAgent" logo and a search bar. A navigation menu on the left lists various options such as "View Jobs", "Employee Tools", and "Career Home". The main content area is titled "Job Search" and contains an "Advanced Job Search" form. The form includes instructions to narrow the search and a "Click the Search Tips link for more details." Below this are buttons for "Search", "Clear", "Save Search", "Basic Search", and "Search Tips". The form fields include: "Enter Keywords:" (text input), "Select Locations:" (dropdown menu with options: All Locations, Airdrie, Alberta - Central Alberta, Alberta - Eastern Alberta, Alberta - Location Negotiable), "Select Job Families:" (dropdown menu with options: All Job Families, Administrative, Agencies/Boards/Commission, Agriculture/Natural Resources, Communications/Information), "Full/Part Time:" (dropdown menu), "Job Opening ID:" (text input), "Recruiter:" (text input), "Hiring Manager:" (text input), "Find Jobs Posted Within:" (dropdown menu with "Anytime" selected), and "Display Results Sorted By:" (dropdown menu). At the bottom of the form, the "Save Search" button is highlighted with a red box. Below the form is a link "Return to Previous Page".

Step 4: Enter the name of your search and your email address to save the search as a job agent. Check the “Use as Job Agent” box. Select “Save Search.”



Job Agent will run your saved search once a week for a 90-day period and notify you of new jobs that meet your criteria.

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