

CANDIDATE/APPLICANT PROFILE INSTRUCTION MANUAL



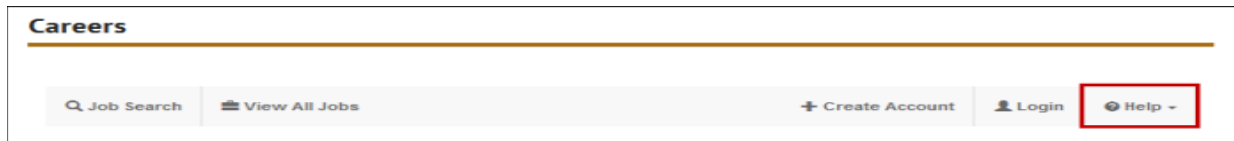
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Assistance/Help:

If you are experiencing technical difficulties or require assistance please call Human Resource Planning at 306-477-7528 between 8:30 a.m. to 5:00 p.m., Monday to Friday.

If we are unavailable to assist you, click on “**Help**” located in the top right corner or the page.



NOTE:

As of February 2, 2018 SIGA changed its Employment Application System. You will need to create a Profile/Account to apply for employment opportunities. If you have created an account on or after February 2, 2018 please log into your profile and proceed to apply.

Create Profile

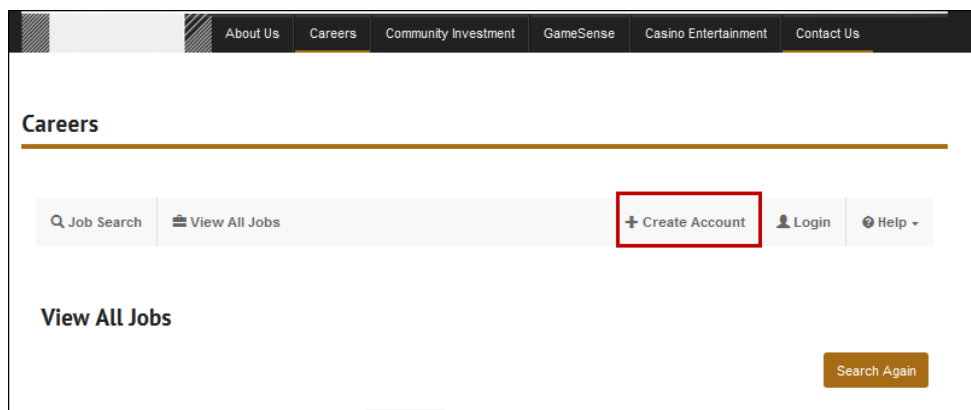
Go to our website @ www.SIGA.ca

Click “Careers”

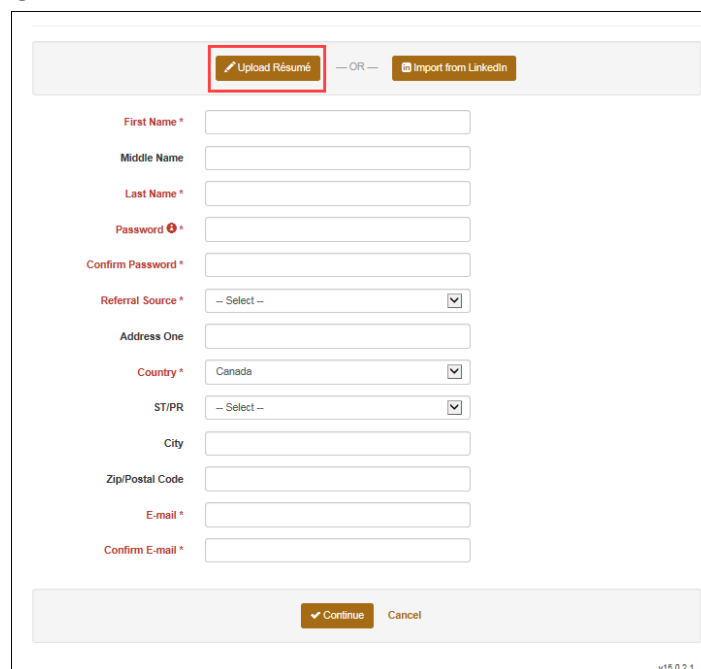
Click “Apply Now”

Note: You MUST have an email address.

Click “+Create Account”



Click “Upload Resume”



Upload your resume by clicking “Browse”
Select your resume from where you saved it

Click **“Continue”**

Upload Résumé

Find the résumé * Browse...

The fields with a red * (asterisk) are required. Valid file formats include .doc, .docx, .wpd, .rtf, .bt, HTML, and text-based PDF. There will be a short delay while the résumé/CV is being uploaded. Please do not click on the button to continue more than once. This window will automatically close when the uploading has completed.

After the upload has completed, you will have the opportunity to add or modify any of the information imported into the form.

1. Upload your resume by clicking on **"Browse"**
2. Select your resume from where you saved it
3. Click, **"Continue"**

Complete all required fields and click, **“Continue”**

Create an Account

— OR —

First Name *

Middle Name

Last Name *

Password *

Confirm Password *

Referral Source *

Address One

Country *

ST/PR

City

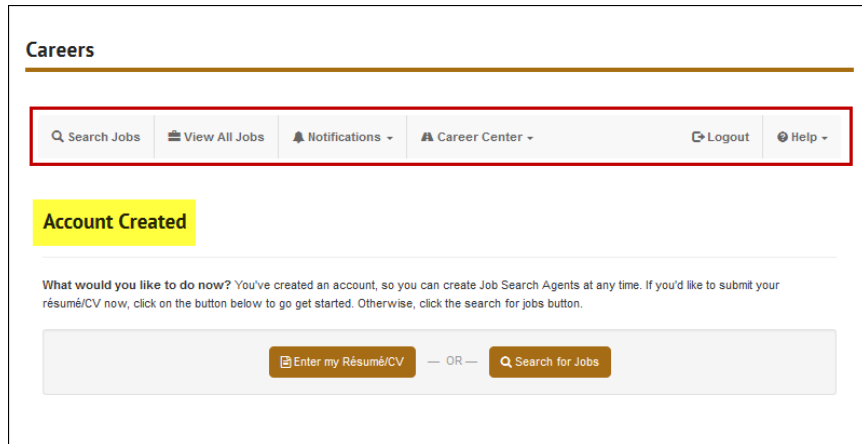
Zip/Postal Code

E-mail *

Confirm E-mail *

After you upload your resume, take the time to review the fields to ensure all the required fields are completed before clicking on **"Continue"**

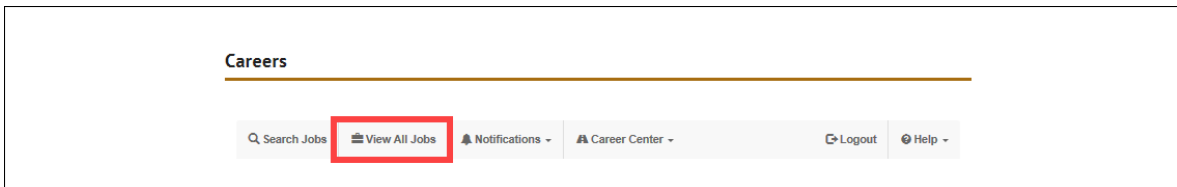
Congratulations! Your account is created.



Apply for a job

Please ensure you are logged into your account.

Click “**View all Jobs**”



Click on the **Job Title** for the position you are applying for.

Careers

[Q Job Search](#) |
 [View All Jobs](#) |
 [+ Create Account](#) |
 [Login](#) |
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View All Jobs [Search Again](#)

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 Results

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JOB TITLE	JOB TYPE	LOCATION	CLOSING DATE	ORGANIZATIONAL UNIT	REQ. #
Gaming Network/Systems Analyst	Full-time	Central Office Saskatoon, SK, CA S7N 4K4	3/28/2018	Operations	294
Dealer	Casual	Painted Hand Casino Yorkton, SK, CA S3N 0P3	3/28/2018	Live Games	35.3
Security Officer	Casual	Northern Lights Casino Prince Albert, SK, CA S6V 7Y5	3/29/2018	Security	100.5
Cage Cashier	Casual	Northern Lights Casino Prince Albert, SK, CA S6V 7Y5	3/27/2018	Cage	17.6

You will be taken to the job posting. At the bottom of the page, click **“Apply to this Job”**

Note* There is a Job Description of the position located at the bottom of the posting.

Job Details

[← Back to Search Results](#)

Dealer - (35.3)

[Tweet](#)

[Like](#) Sign Up to see what your friends like.

[Share](#) Share this job as a link in your status update to LinkedIn.

Job Title	Dealer
Job Type	Casual
# of Hires Needed	5
Category	Live Games
Location	Painted Hand Casino - Yorkton, SK S3N 0P3 CA (Primary)
Requisition #	35.3
Salary Range	\$13.-\$19.75
Closing Date	3/28/2018

Where You Will Succeed

Main Duties

Reporting to the Department Manager and under the supervision of the Department Supervisor, this position ensures that Casino guests have an exceptional entertainment experience by running Blackjack and other house games. The position also has a strong emphasis on risk management and game protection, by strictly adhering to procedures and monitoring player behavior. Responsibilities include: Running Blackjack and other house games, ensuring game integrity and security while creating a fun and exciting table environment. Performing accurate and immediate calculation of bets, payouts, and exchanges, without pen and paper. Filling out related forms and paperwork. Responding to guest inquiries regarding table rules and procedures; handling general inquiries or referring them to appropriate personnel, as the game allows. Participating in other related activities as required, as directed by the Live Games Supervisor or Live Games Manager

Qualifications

Education

Combination of relevant education, training and/or experience.

Experience

Experience providing customer service.
Previous experience explaining and dealing table games to guests would be preferred.
Experience calculating and providing payouts to guests would be an asset

Core Organizational Competencies

Adapting to change
Communication
Customer service
Decision making
Results oriented
Working with other

Once employed with SIGA there are many opportunities for learning, growth and advancement throughout the company. We take great pride in being a preferred employer and aspire to attract the very best and very brightest to become part of our family. We look forward to reviewing your application!

Additional Information

= Dealer

[Apply to this Job](#)

[Send to a Friend](#)

Complete Steps 1-5 (All fields marked in red are required)

Step 1 – Resume Profile Creation

- Review to ensure your information is accurate and correct

Click “Finish”

Careers

Search Jobs View All Jobs Notifications - Career Center - Logout Help -

Candidate Profile/Application

Guest Services Representative (5 month Term) - (165.27)

Step 1
Résumé Profile Creation Step 2
Screening Questionnaire Step 3
Cover Letters Step 4
Preview

Résumé Profile Creation (This step is required.)

Upload Résumé

Résumé Profile

Please save periodically to ensure you do not lose any of your work.

First Name *

Middle Initial

Last Name *

E-mail *

Confirm E-mail *

Primary Phone *

How did you hear about us? *

Address

Address 2

City

ST / PR

Previous **Finish** Cancel

Step 2 - Screening Questionnaire.

Answer the pre-screening questions

The screenshot shows a web interface for a job application. At the top, there is a navigation bar with 'Careers' and a search bar. Below this is a secondary navigation bar with options: 'Search Jobs', 'View All Jobs', 'Notifications', 'Career Center', 'Logout', and 'Help'. The main content area is titled 'Candidate Profile/Application' for the position 'Guest Services Representative (5 month Term) - (165.27)'. A progress bar below this title shows four steps: 'Step 1: Résumé Profile Creation', 'Step 2: Screening Questionnaire' (highlighted with a red box), 'Step 3: Cover Letters', and 'Step 4: Preview'. The 'Screening Questionnaire' section is titled '(This step is required.)' and contains the following questions for the 'Guest Services Representative' role:

- Are you able to work shift-work, including days, evenings, nights, weekends and STAT holidays? * (Radio buttons for Yes and No)
- Do you have Supervisor experience? * (Radio buttons for Yes and No)
- Do you have excellent Customer Service skills as well as computer skills? * (Radio buttons for yes and no)
- What is the best contact number you can be reached at if selected for an interview? * (Text input field)

At the bottom of the form, there is a navigation bar with buttons: '< Previous', 'Next >' (highlighted with a red box), 'Finish Later', and 'Cancel'.

Click, “Next” once all required pre-screening questions have been answered.

Step 3 - Cover Letters (We recommend uploading a cover letter)

Click “Browse” to search for your cover letter.

“Enter a Cover Letter Name” and a brief description in the “Cover Letter Contents” Click “Next”

Careers

Search Jobs View All Jobs Notifications - Career Center - Logout Help -

Candidate Profile/Application Guest Services Representative (5 month Term) - (165.27)

Step 1
Résumé Profile Creation

Step 2
Screening Questionnaire

Step 3
Cover Letters

Step 4
Preview

Cover Letters *(This step is OPTIONAL, please use the button "skip step" at the bottom if you wish to skip)*

Find the cover letter:

The fields with a red * are required. Valid file formats include .doc, .docx, .wpd, .rtf, .txt, HTML, and text-based PDF. There will be a short delay while the Cover Letter is being uploaded. Please do not click on the button to continue more than once. This window will automatically close when the uploading has completed.

After the upload has completed, you will have the opportunity to add or modify any of the information imported into the form.

Cover Letter Name *

Cover Letter Contents *

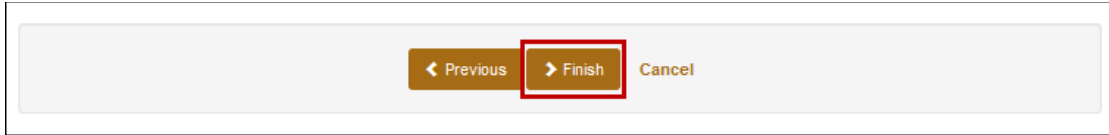
B I U **¶** **☰** **☷** **☰** **☷** **☰** **☷** **☰** **☷**

Cover Letters

There is no data to display.

Step 4 - Preview

Preview your profile to ensure all the information you entered is accurate, Click “Finish”



Congratulations! You have successfully applied to a job.

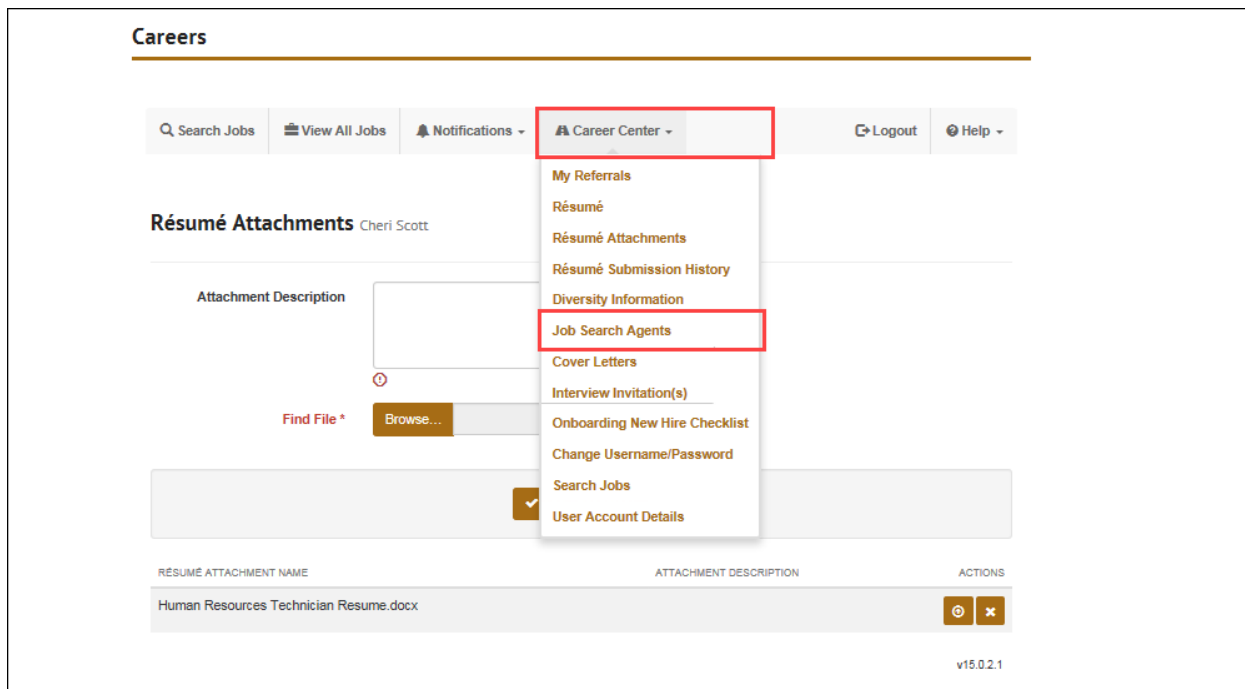
Create a Job Alert

Job Alerts are ONLY be created when there are employment postings available that match your search criteria.

Ensure you are logged in

Click “Career Centre”

Select, “Job Search Agents”



Remember to select **Location & Category**.

Click “Search”

Example:

Careers

[Search Jobs](#) | [View All Jobs](#) | [Notifications](#) - | [Career Center](#) - | [Logout](#) | [Help](#) -

Quick Job Search

[Quick Job Search](#) | [Advanced Job Search](#) | [My Job Search Agents](#)

Keywords

With ALL of the following

With at LEAST ONE of the following

With this EXACT PHRASE

WITHOUT the following

Location

[Select Location](#) →

Category

[Select Location](#) →

v15.0.2.1

Employment opportunities **currently posted** that match your search criteria will be listed. You can save your search by clicking, **“Save Search as an Agent”**

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Results

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Want to Share This Search?
[Click Here](#)

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JOB TITLE	JOB TYPE	LOCATION	CLOSING DATE	ORGANIZATIONAL UNIT	REQ. #	ACTIONS
Human Resource Officer	Term	Painted Hand Casino Yorkton, SK, CA S3N 0P3	3/13/2018	Human Resources	67.1	
Human Resource Officer (Open to Painted Hand Casino Only)	Full-time	Painted Hand Casino Yorkton, SK, CA S3N 0P3	3/13/2018	Operations	67	

Search Agent

Let the Job Search Agents do the searching for you. Your Agents will search posted jobs daily and email you those that match your criteria.

v15.0.2.1

To complete the process of saving your search agent, follow these steps:

- Enter a name for your search agent.
- Check off “Active” and “I acknowledge that I am requesting to receive notifications of new jobs based on my selection above”
- Click “Save Search as Job Agent”

Careers

Search Jobs View All Jobs Notifications Career Center Logout Help

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Want to Share This Search? Click Here

There is no data to display.

Search Agent
Let the Job Search Agents do the searching for you. Your Agents will search posted jobs daily and email you those that match your criteria.

Save Search as an Agent

Search Agent Name * Enter Name

Active

I acknowledge that I am requesting to receive notifications of new jobs based on my selection above.

Save Search as Job Agent

You will receive email notifications for employment opportunities based on your saved search.