

**SIAST**SASKATCHEWAN INSTITUTE OF
APPLIED SCIENCE AND TECHNOLOGY

ONLINE EMPLOYEE APPLICATION SYSTEM

Frequently Asked Questions

Question

I don't have an email address can I still apply on-line?

Answer

An email address is required to log into the online application process; you will need an email address to reset your password and to receive confirmation of job applications. Free, internet based email is provided by web sites such as [Yahoo Mail](#) and [Hotmail](#).

It is recommended that you acquire an address for ease of communication. Despite this, Applicants without an email address may still apply online. For the email address, please enter the following information: your *firstname.middleinitial.lastname@noemail.com* in all lower case letters. For example, John E. Smith would create the following email address: *john.e.smith@noemail.com* you must use the '@' symbol in your email address and you will still be required to enter a password.

Write down the email address and password you use so that you can return at a later time to login and check the status of your application or to apply for other jobs.

Question

Can I mail, fax, or e-mail my application to SIAST?

Answer

Yes, SIAST does accept applications submitted via mail, fax, or e-mail. However, we prefer that candidates submit their applications through the online application system <https://careers.siastr.sk.ca/srapp/main.php>, this will provide us with easier access to your application and contact information while allowing you to monitor your submissions.

Question

I don't have a login account, how do I apply for a job?

Answer

If you have never used the SIAST online application system before you will need to [register a login account](#). You will be asked to supply some basic personal information, an email address and a password. Once you have registered a login account you can begin creating a profile – this profile can be updated at any time.

Question

I forgot my password, what can I do to get into my account?

Answer

At any time you may [reset your password](#) by clicking on the Forgot Password link. You will be emailed a new password. Once you log in be sure to change your password.

Question

What jobs are available at SIAST?

Answer

Visit <http://www.gosiast.com/careers/opportunities/index.shtml> for a complete listing of available jobs/competitions. Additionally, once you have logged into the online employee application system you can click on 'View Available Jobs' from the main menu to view all available SIAST competitions.

Question

How do I apply for a job?

Answer

You must complete all mandatory sections of the online employee application (1 and 2). You must visit each of the optional sections (3, 4, 5) before your application is considered complete. Once you have entered all mandatory information a button to 'Apply For Competition' will be available on the Applicant Home Page.

Upon submitting you will be required to preview your application to ensure its completion. Shortly after final submission you will receive an onscreen and email confirmation. At any time before the closing date you may resubmit an application with updated information. Only the last application before closing will be considered.

Question

What should I do if my contact information changes?

Answer

You can update your contact information by clicking the 'Contact Information' link on the Applicant Home page. SIAST will always use the phone number and address you have stored here.

Question

I made a mistake in my application, Can I fix it?

Answer

Yes, you can update your stored information and resubmit a job application as many times as you need before the competition closing date.

Question

I changed my email address in my contact information - does the change my login email?

Answer

No, continue to use your old email address for login. The email address in your contact information is used by SIAST as your preferred address for communication.

Question

Are all sections of the application required?

Answer

No, only sections 1 (Contact Information) and 2 (Background) are required, but to complete your resume you must view optional sections 3, 4 and 5. Note: despite sections 3, 4, and 5 not being mandatory, it is highly recommended that you fill out the entire application to the best of your ability – this will allow us to access your information in a more efficient manner and determine if you are qualified for the position.

Question

When I click the 'Apply For Competition' button on the job posting a pop-up occurs stating a certificate error. Why does this happen and what should I do?

Answer

A certificate error occurs as the result of how SIAST IT has set up security on our internal machines. Users at home will probably not get this notification as the security on their home computers would not have default security set as high. Additionally, if your computer has Windows Vista on it, you might see more issues as Vista has enhanced security turned on by default.

There are 2 ways in which users can surpass this error.

- 1. Accept the certificate when asked.*
- 2. Add the SIAST domain as a trusted site.*

Question

The system will not allow me to apply for a 'Closed' Competition, why?

Answer

Only current SIAST employees can apply for closed competitions. If you are a current employee and are not able to view or apply for closed competitions; ensure that you have entered your correct SIAST employee ID number in section 1.

Question

I have a question that was not answered above, who can I contact?

Answer

You can click on 'Send Comments & Suggestions' from the online employee application main menu and submit your question, or send an e-mail to jobquestions@siast.sk.ca