**Application Process**

**1 Go to Log-in page** [**https://apply.usask.ca/RecruitCE/Account/Login?ReturnUrl=%2frecruitce**](https://apply.usask.ca/RecruitCE/Account/Login?ReturnUrl=%2frecruitce)

\*If this is your first time logging in, click on “Create Account” at the top of the page to create a profile.

**Graphical user interface, application

Description automatically generated**



**2 Create Account**

\*\* All fields with a red star are required fields. If you miss any of these, you will receive and error message.

Graphical user interface, text, application, email

Description automatically generated



Graphical user interface, text, application

Description automatically generated



**2 Start Application**

Graphical user interface, text, application, email

Description automatically generated



**3 Enter all application information**

Graphical user interface, text, application

Description automatically generated



Graphical user interface, text, application, email

Description automatically generated

Graphical user interface

Description automatically generated

Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

**\*\* be sure to enter all your post-secondary information**

Graphical user interface, table

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated

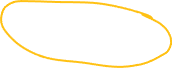


Graphical user interface, text, application

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated



You can add your “signature” by simply typing your name.

**6 Preview entire application before submitting**

Graphical user interface, text, application, email

Description automatically generated



**7 Pay application fee**

The application fee must be paid before you will be able to upload any documents (e.g., transcripts, degrees).

Graphical user interface, text, application, website

Description automatically generated



**8 View Application and upload all supplemental materials**

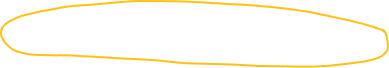
Graphical user interface, application

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Graphical user interface, text, application, email

Description automatically generated



**NOTE:** The application will not be marked ***complete*** until all supplemental materials are uploaded, including letters of recommendation. The people providing those letters of recommendation will do so through the link they receive via an automatic email from the system. Applicants will not be able to upload letters of recommendation themselves.