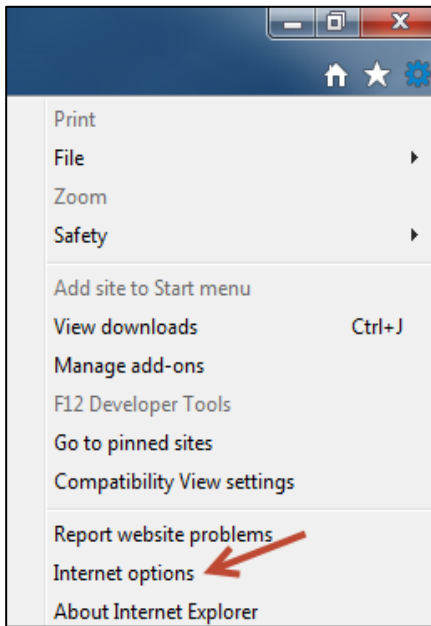


Step by Step Guide to Submitting an Application

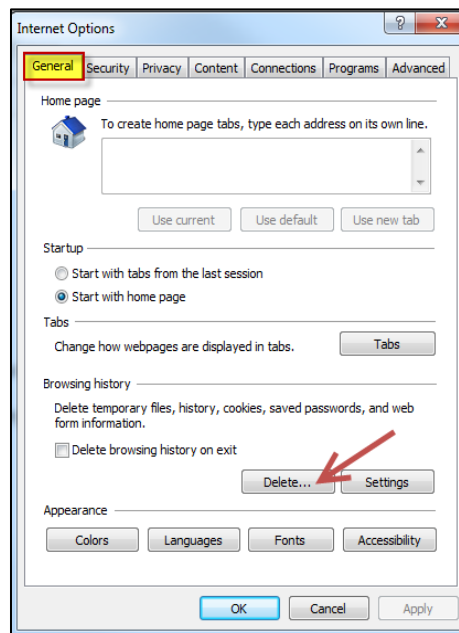
This is a step by step guide to assist you in applying to AltaGas Utilities Inc. (AUI).

IMPORTANT NOTE: Please ensure you are using **Internet Explorer (IE)** as your web browser and attaching/updating your resume and cover letter as a **text (.txt) file**.

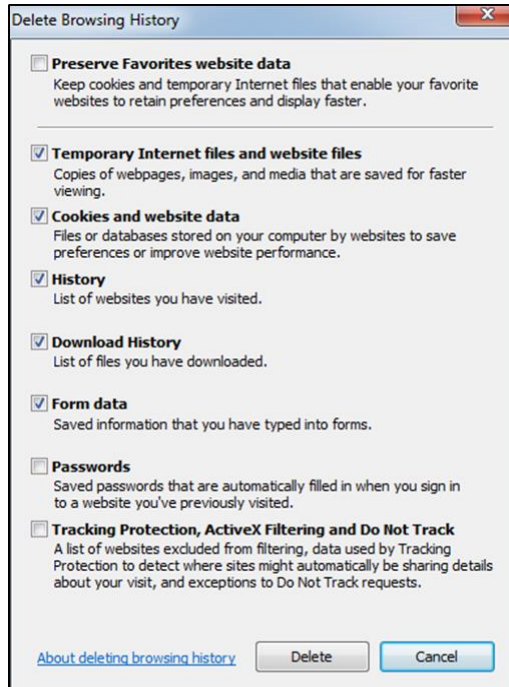
1. Ensure all temporary files and cookies are cleared from your IE browser. You can complete this by going into “Internet Options.”



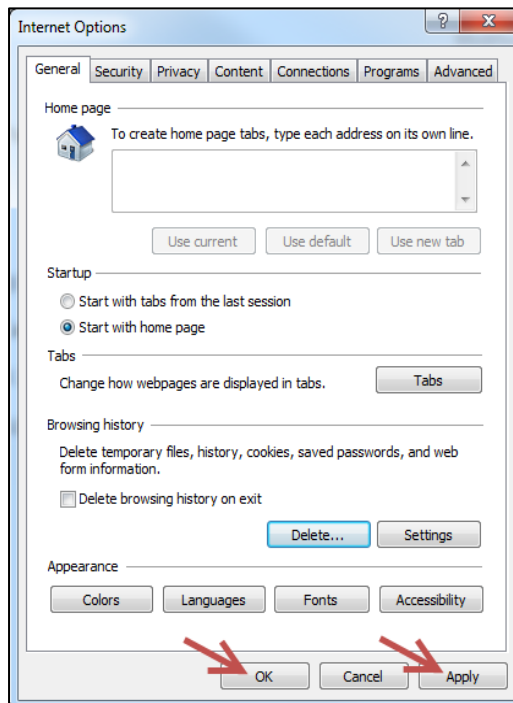
2. Under the “General” tab click on “Delete.”



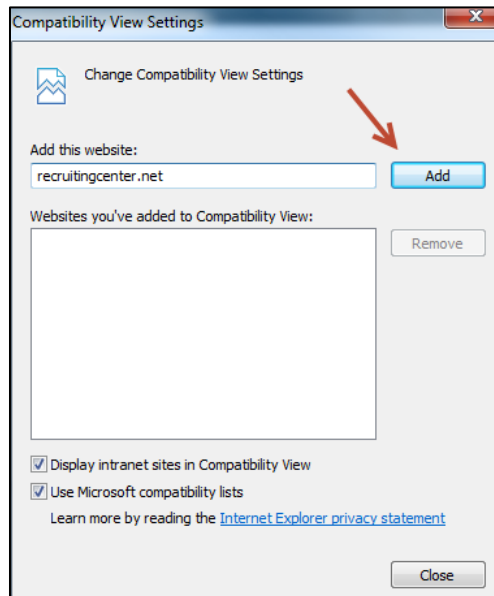
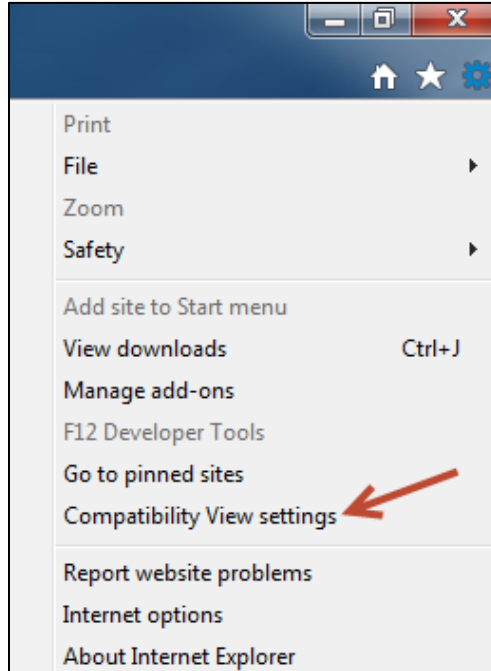
3. Please ensure the following selections are checked off under “Delete Browsing History”:
 - a. Temporary Internet files and website files
 - b. Cookies and website data
 - c. History
 - d. Download History
 - e. Form data



4. You will then be directed back to the “General” tab where you will click on “Apply” and then “OK”.



5. Next, add “recruitingcenter.net” to your “Compatibility View Settings.”



6. Once you have completed steps one through five, go to the **Careers Page** on AUI’s website (<http://www.altagasutilities.com/careers>) to view all current career opportunities.
7. Select the position you wish to apply for. It will then take you to the next screen where you can “Submit Your Application.”

Senior System Business Analyst - IJF

Job Type: Full-Time

Location: Leduc, Alberta

Submit Your Application

Send to a Friend

8. You will then be prompted to enter a valid email address, enter a password, and click “Login.”
 - a. If you forgot your password as a previous applicant, you can click on “Click here to have your password emailed to you.”

To apply for this position, please enter your email address and password* below.

Username (Email Address)*

Password*

Email Address Required: To apply to a job, you will need to enter an email address as part of your profile.

No email address? [Click here to create a Microsoft Outlook.com account.](#)

***No Password?** Please enter a password between 5-10 characters. Use something easy to remember (but not easy for others to guess) such as a combination of letters and numbers or special characters.

Forget your password? [Click here to have your password emailed to you.](#) You must use the same email you used to register to utilize this option.

*Indicates required field.

Login

- b. You will be redirected to enter your email address and then click on “Submit.”

Password Reminder

Enter your email address below. A reminder email will be sent to the member in our system matching that email address.

Your Email:

Submit

- c. An email reminder will be sent to the email address provided. Use the login information in that email to access the system.

9. As a new applicant, once you have logged in successfully, you will be directed to the below privacy statement governing the use of this online application service. Please review and select either "Acknowledge" or "Decline."

PrintUpdated on 10/12/2017 10:10 AM MT

Privacy Statement

Welcome to the AltaGas Utilities Inc. (AUI) online recruitment service provided by Ceridian Recruitment Solutions, a third party service provider under contract with AUI to provide software and services to help manage AUI's online recruitment process.

AUI, together with Ceridian Recruitment Solutions, collects, uses and discloses your personal information for the purposes of reviewing your skills, experiences and interests against AUI's employment opportunities and assessing your qualifications and suitability as a potential employee of AUI. AUI may also collect and use additional personal information provided by you or your past employers in the course of the evaluation and hiring process. If you are a successful candidate this information will become part of your employment file and may be used in the administration and management of the AUI's Human Resource Programs.

AUI complies with the Personal Information Protection Act and its related regulations governing the collection, use, retention and storage of records in Alberta. Your personal information is stored by Ceridian Recruitment Solutions on servers in the United States and can be accessed by AUI for the above noted purposes. The information will be protected with appropriate security safeguards, but may be subject to foreign law.

By clicking on the "Acknowledgement" button below and submitting your personal information to AUI, you consent to (i) the use of your personal information by AUI to review your skills, experiences and interests against AUI's employment opportunities and assess your qualifications and suitability as a potential employee of AUI; (ii) AUI and Ceridian Recruitment Solutions retaining your personal information for such time as is reasonable to assess your experience and interests against AUI's job openings and prospective job openings; and (iii) the creation of an employee file using your personal information if you become an employee of AUI.

By clicking on the "Acknowledge" button below, you also certify the information you are submitting to AUI is correct and true to the best of your knowledge. You understand any falsification or misrepresentation by you may disqualify you from employment or, in the future, result in the termination of your employment with AUI.

If you have questions or concerns with respect to the collection, storage, use or retention of the information you provide to AUI's electronic recruitment system, please contact AUI at careers@aguti.com.

AcknowledgeDecline

10. Next, you will be asked to complete your application. Please ensure you complete all fields marked with a red * as these fields are mandatory.

Resume Form

This system maintains one version of your resume at any given time. When you edit your resume content, the changes will be incorporated into the current resume and the previous version will be overwritten. Previous version(s) of your resume are not available through this system.

*Indicates required field.

Personal Information

Title:

First Name:*

Middle Name:

Last Name:*

Address:

City/Town/Country:

State/Province/Country:*

Zip/Postal Code:*

Phone:

Secondary Phone:

Email:*

Confirm Email:*

REMINDER: Your Email Address is also your Login Username.

Password:*

Confirm Password:*

Professional Information

Desired Salary:

Desired Hourly Rate:

Are you legally authorized to work in the country to which you are applying? (Answering "Yes" indicates you do not require employment sponsorship of any kind.):*

Yes No

Will you now or in the future require sponsorship for employment visa status?:*

Yes No

11. Before updating/attaching your resume, ensure the document has previously been saved as a **text (.txt) file only**. Please reference step 12 if you are unsure as to how to save your document as a text (.txt) file.

Resume and Cover Page

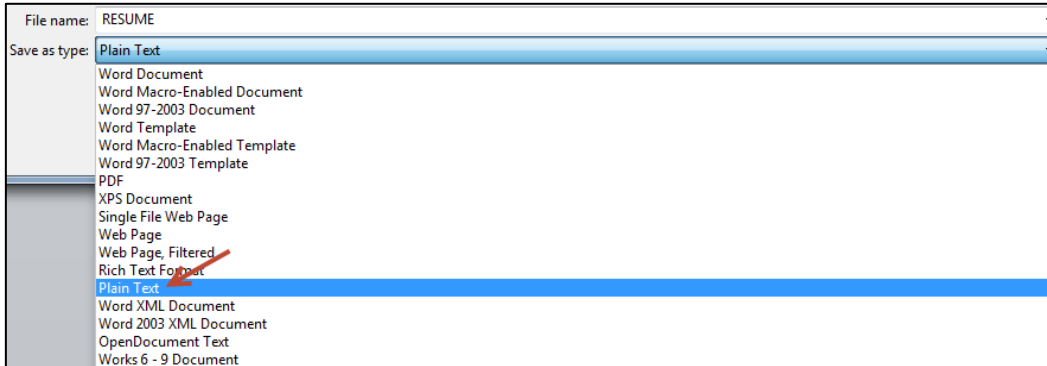
Note: If including a Cover Letter, please include that in your Resume File

UPDATED RESUME MUST BE A TEXT (.TXT) FILE ONLY.

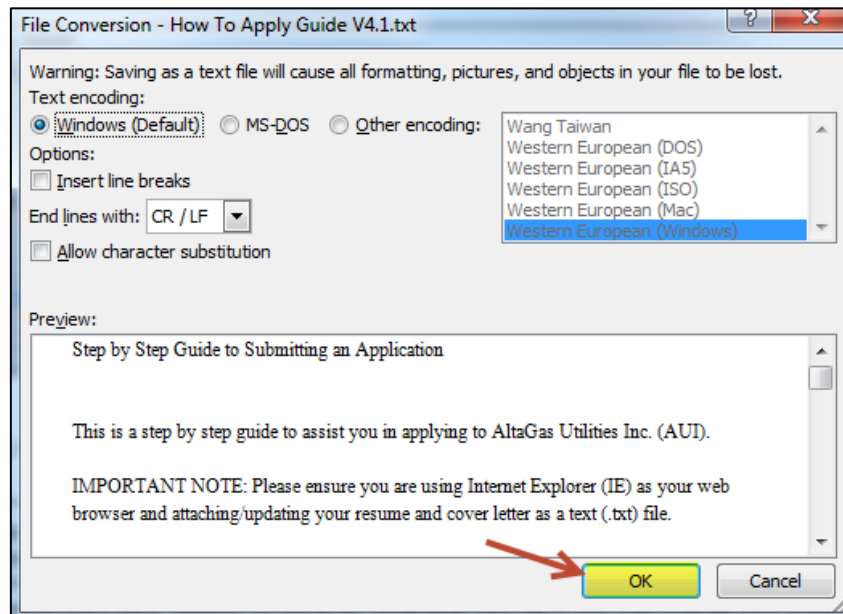
Data is on File.

12. To save your document as a text (.txt) file, please follow these steps:

- a. File
- b. Save As
- c. From the “Save as type” drop-down, select “**Plain Text**” (see print screen below)
- d. Save



NOTE: A “File Conversion” pop-up will appear after clicking “Save.” Please leave all selections as is and click “OK.”



13. Finally, review all of your information, ensure it is accurate, and click “Submit Form.”

We will send you an email with new jobs that are posted based on the areas of interest you note below, your geographic preferences, and/or specific keywords that you wish to appear in either a job title and/or job description. You can control the frequency of these emails by noting you wish to receive them daily, weekly, or not at all. Whenever you log in you may change your preferences.

I would like to receive notification via email if AltaGas Utilities posts new jobs in my area of interest and/or keyword Selection:*

No Job Notifications ▼

Submit Form

Please click this button one time only. Do not click your browser back button and resubmit your information.

14. For technical issues only, please email us at: HRTechHelp@agutl.com