

**FOR MORE INFORMATION
CONTACT YOUR LOCAL
CANADA-SASKATCHEWAN
CAREER AND EMPLOYMENT
SERVICES OFFICE OR EMAIL
US AT saskjobs@gov.sk.ca**

Creighton

296 - 1st Street East
Creighton, SK S0P 0A0
Telephone: (306) 868-8826
Creighton.Car Sask@gov.sk.ca

Estevan

1302A - 3rd Street
Estevan, SK S4A 0S2
Telephone: (306) 637-3629
Fax: (306) 637-4570
Estevan.Car Sask@gov.sk.ca

Fort Qu'Appelle

1808 Broadway Street East
Fort Qu'Appelle, SK S0Q 1S0
Telephone: (306) 332-3404
Fax: (306) 332-3417
FortQu'appelle.Car Sask@gov.sk.ca

Humboldt

823 - 7th Street
Humboldt, SK S0K 2A0
Telephone: (306) 862-6772
Fax: (306) 862-6774
Humboldt.Car Sask@gov.sk.ca

Île à la Crosse

La Jeunesse Avenue
Île à la Crosse, SK S0M 1C0
Toll Free: 1-877-837-6167
Telephone and Job Order Line
(for Employers): (306) 833-3235
Fax: (306) 833-3238
Île-à-la-Crosse.Car Sask@gov.sk.ca

Kinderley

125 - 1st Ave. E.
Kinderley, SK S0L 1S0
Telephone: (306) 483-5434
Fax: (306) 483-5501
Kinderley.Car Sask@gov.sk.ca

La Ronge

1208 La Ronge Avenue
La Ronge, SK S0J 1L0
Toll Free: 1-866-888-4520
Telephone and Job Order Line
(for Employers): (306) 425-4520
Fax: (306) 425-4532
LaRonge.Car Sask@gov.sk.ca

Lloydminster

5076 - 48th Street
Lloydminster, SK T9V 0R8
Telephone and Job Order Line
(for Employers): (306) 825-6418
Fax: (306) 825-6498
Lloydminster.Car Sask@gov.sk.ca

Meadow Lake

204 - 1st Street East
Meadow Lake, SK S0M 1W0
Telephone and Job Order Line
(for Employers): (306) 236-7338
Fax: (306) 236-7538
MeadowLake.Car Sask@gov.sk.ca

Melfort

400 Burns Avenue East
Melfort, SK S0E 1A0
Telephone: (306) 752-6243
Job Order Line (for Employers):
(306) 752-6183
Fax: (306) 752-9259
Melfort.Car Sask@gov.sk.ca

Moose Jaw

61A Ross Street West
Moose Jaw, SK S6H 2M2
Telephone: (306) 684-3699
Job Order Line (for Employers):
(306) 684-3177
Fax: (306) 684-3423
MooseJaw.Car Sask@gov.sk.ca

Nipawin

210 - 1st Street East
Nipawin, SK S0E 1S0
Telephone: (306) 862-1840
Fax: (306) 862-1843
Nipawin.Car Sask@gov.sk.ca

North Battleford

15 - 9000 Territorial Drive
North Battleford, SK S9A 3K9
Telephone and Job Order Line
(for Employers): (306) 446-8705
Fax: (306) 446-8707
NorthBattleford.Car Sask@gov.sk.ca

Prince Albert

1288 Central Avenue
Prince Albert, SK S6V 6S1
Telephone: (306) 953-3488
Job Order Line (for Employers):
(306) 953-2545
Fax: (306) 953-2763
PrinceAlbert.Car Sask@gov.sk.ca

Regina

1911 Broad Street
Regina, SK S4P 1Y1
Telephone: (306) 787-2160
Job Order Line (for Employers):
(306) 787-1400
Fax: (306) 787-3944
Regina.Car Sask@gov.sk.ca

Saskatoon

225 - First Avenue North
Saskatoon, SK S7K 2H6
Telephone: (306) 933-6281
Job Order Line (for Employers):
(306) 935-5659
Fax: (306) 933-7801
Saskatoon.Car Sask@gov.sk.ca

Swift Current

1st Floor, 300 Chadse Street West
Swift Current, SK S9K 4G3
Telephone and Job Order Line
(for Employers): (306) 778-8230
Fax: (306) 778-8948
SwiftCurrent.Car Sask@gov.sk.ca

Weyburn

110 South Avenue
Weyburn, SK S4H 2Z9
Telephone: (306) 848-2568
Fax: (306) 848-2570
Weyburn.Car Sask@gov.sk.ca

Wynyard

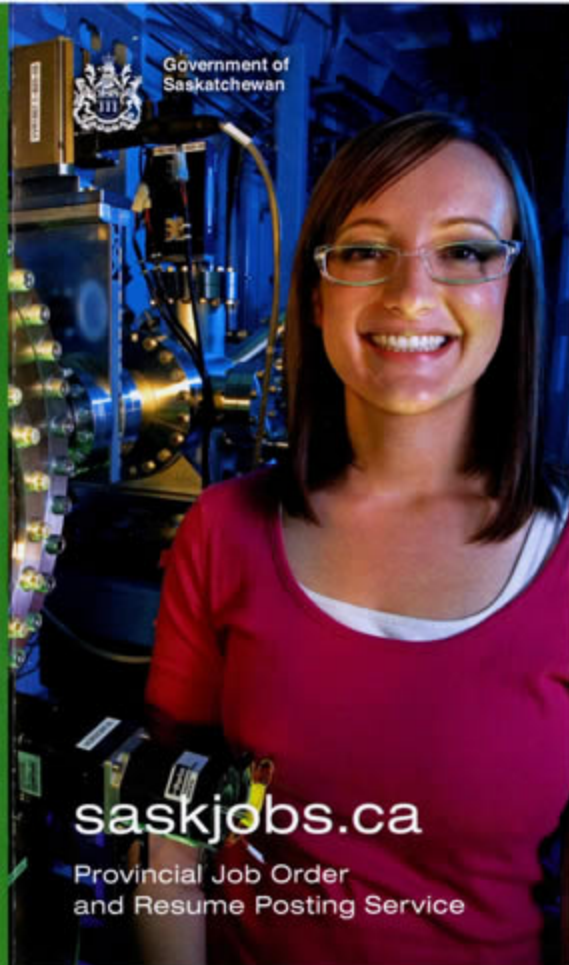
310 Ave. B, West
Wynyard, SK S0A 4T0
Telephone: (306) 554-5430
Fax: (306) 554-5454
Wynyard.Car Sask@gov.sk.ca

Yorkton

72 Smith Street East
1st Fl Kustak Bldg
Yorkton, SK S3N 2Y4
Telephone: (306) 786-1354
Job Order Line (for Employers):
(306) 786-1354
Fax: (306) 786-1841
Yorkton.Car Sask@gov.sk.ca

**INTERACTIVE VOICE
RESPONSE (IVR) SYSTEM**

The IVR lets you listen to the
jobs posted on Saskjobs over
the telephone. You can hear
the jobs by calling toll-free
1-877-727-5306.



saskjobs.ca

Provincial Job Order
and Resume Posting Service

1-877-727-5306

saskjobs.ca
real careers. real life.



Canada

EMPLOYERS

SaskJobs.ca, the provincial on-line job posting service, is available to you by contacting one of our Canada-Saskatchewan Career and Employment Services (CSCES) offices. You can register as a user or send us the information and we will post your job.

If you register, you'll be set up with a login account with a user name and password so you can:

- Post job openings. Post and maintain your jobs online anytime.
- Search the resume bank. Look for prospective employees using the resume search feature by entering key words for the type of skill you are seeking.

Our staff is always available to assist you with job postings or other worker recruitment needs.

There is **NO COST** to use saskjobs.ca.

How do I post jobs? There are three ways for an employer to post a job:

1. **Contact CSCES by phone:** Staff will help you post on saskjobs.ca
2. **By Email/Mail/Fax:** Employers can complete our Job Order Form (<http://www.saskjobs.ca/docs/joborderform.pdf>) and return it to the nearest CSCES office.
3. **Online:** Get registered so you can post a job directly on saskjobs.ca by going to www.saskjobs.ca and following the *How to Post Jobs* instructions (http://www.saskjobs.ca/docs/postjobs_howto.pdf).



How do I register to post my own jobs and browse the resumes? If your job is located in Saskatchewan and you are using saskjobs.ca for the first time, you can fill out the saskjobs.ca Job Order form, indicate you wish to register and send it to your nearest CSCES. CSCES will also accept your registration by phone. All you need is your official business name, address, postal code, a contact person, and phone number.

Registering your business is necessary to ensure the jobs posted are legitimate. You will receive a **login name** and **password** that will allow you to post any additional or future jobs using your account.

JOB SEEKERS

Use saskjobs.ca to look for jobs in many locations across the province! Browse jobs by using key words, job categories or by location! Job search results are always up-to-date displaying the most recent job postings first. Simply click on the title to discover more details about the position.

Job seekers can also use saskjobs.ca to:

- Create, copy and paste or upload your resume for registered employers to browse
- Create, copy and paste or upload your cover letter
- Bookmark jobs
- Create job alerts
- Tell a Friend about job postings

How do I post a resume on saskjobs.ca?

There's an easy way to get your resume out there for employers to see. And, it's free of charge.

- Go to www.saskjobs.ca
- Click on **Job Seekers** or **New User**
- Click on **Register**. You will assign yourself a User Name and Password for assessing your resume at a later time
- To post your resume, select one of the following 3 options and follow the instructions: **fill in a form, copy and paste, or upload.**

TIP: If you already have a resume saved in an electronic format (i.e., Text Only), we suggest using the copy and paste or upload option.