

## TransCanada Student Application Instructions

### **Step 1: Access the Job Posting**

- 1) Open the job posting:

<https://career8.successfactors.com/sfcareer/jobreqcareerpvt?jobId=45581&company=TransCanada&username=&st=73BDFBFA703DEB1B87C0D6EC2A1E9538AC769E5F>

- 2) Click 'Apply'

**Note that the application deadline for Indigenous students is January 26<sup>th</sup> (not Jan. 9<sup>th</sup>).**



### **Career Opportunities: Summer Student - Canada (45581)**

Req Id 45581 - Posted 11/29/2017 - Summer Student Full-time - [Job Category \(1\)](#) - CA - AB - Calgary

Sign In English US (English US)

Job Description Print Preview

Apply Save Job

Make what you do matter.



Summer Student - Canada  
Reference Code: 45581

Location: CA - Calgary, AB  
Job Category: Student Opportunities  
Employment Type: Summer Student Full-time  
Relocation Eligibility: None

### **Step 2a: Create an Account**

NOTE: Go directly to Step 2b if you have an existing account

- 1) Click on 'Create an account'



### **Career Opportunities: Sign In**

English US (English US)

#### Have an account?

Please enter your login information below. Both your username and password are case sensitive.

\* Email Address:

\* Password:

Sign In [Forgot your password?](#)

#### Not a registered user yet?

[Create an account to apply for our career opportunities.](#)

Go Back

2) Complete the respective fields and then click 'Create Account'



### Career Opportunities: Create an Account

Sign in English US (English US)

Go Back

Already a registered user? Please [sign in](#)

Login credentials are case sensitive

\* Email Address:

\* Choose Password:  ✓ Password accepted

\* Retype Password:  ✓ Password matches

\* First Name:

\* Last Name:

\* Country of Residence:

\* Terms of Use: [Read and accept the data privacy statement.](#)

3) Complete details in 'My Candidate Profile'

- a. Upload resume and unofficial transcripts (*post-secondary only*)
- b. Add details to the 'More Information' section
- c. Add your primary phone number
- d. Click 'What is your educational background?' to expand the section and then complete the respective fields
- e. Click 'What are your language abilities?' to expand the section and then complete the respective fields
- f. Click 'Save'
- g. Click 'Next'



Welcome, Elvis Presley Sign Out English US (English US)

Home Job Search Job Management Password Management My Profile

### My Candidate Profile

Changes saved. Your changes were successfully saved.

Thank you for your interest.

We would like to know more about you. Please add more details about yourself to your Profile.

If you have applied to a job posting, your Profile on the Careers site will be viewable by the recruitment team.

Required fields are identified by a red asterisk \*

Elvis Presley's Resume  
Last Updated: 11/21/2016

Your Cover Letter is not on file.  
Click here to attach your Cover Letter

What is your work experience outside TransCanada? + Add

What is your educational background? + Add

What are your language abilities? + Add

Are you willing to relocate? + Add

What Professional Designations do you currently hold? + Add

What other certifications and licences/licenses do you have? + Add

Do you have any professional memberships? + Add

Do you have any community/volunteer involvement? + Add

Documents

Other Attachments (e.g., Copies of Certifications, Letters of Reference, etc.) Attach a document

More Information

Usual First Name

Address

\* Country

\* Province/State

\* City

Postal/ZIP Code

Alternate Phone

Professional Website  Add hyperlink

## Step 2b: Sign into Account

- 1) Enter login information and then click 'Sign In'



English US (English US)

### Career Opportunities: Sign In

**Have an account?**  
Please enter your login information below. Both your username and password are case sensitive.

\* Email Address:   
\* Password:

[Forgot your password?](#)

**Not a registered user yet?**  
[Create an account](#) to apply for our career opportunities.

- 2) Confirm that the details in 'My Candidate Profile' are current and complete

- a. Upload resume
- b. Add details to the 'More Information' section
- c. Add your primary phone number
- d. Click 'What is your educational background?' to expand the section and then complete the respective fields
- e. Click 'What are your language abilities?' to expand the section and then complete the respective fields
- f. Click 'Save'
- g. Click 'Next'



Welcome, Elvis Presley Sign Out English US (English US)

Home Job Search Job Management Password Management **My Profile**

### My Candidate Profile

Changes saved. Your changes were successfully saved.

**ELVIS PRESLEY**

Thank you for your interest.  
We would like to know more about you. Please add more details about yourself to your Profile.  
If you have applied to a job posting, your Profile on the Careers site will be viewable by the recruitment team.

**\* First Name:** Elvis  
**Middle Name:**  
**\* Last Name:** Presley  
**Phone:**  
**Email:** Test@abc.ca

**\* Elvis Presley's Resume**  
Last Updated: 11/21/2016  
Your Cover Letter is not on file.  
[Click here to attach your Cover Letter](#)

**What is your work experience outside TransCanada?**  
There are no items in this section.

**What is your educational background?**  
There are no items in this section.

**What are your language abilities?**  
There are no items in this section.

**Are you willing to relocate?**  
There are no items in this section.

**What Professional Designations do you currently hold?**  
There are no items in this section.

**What other certifications and licences/licenses do you have?**  
There are no items in this section.

**Do you have any professional memberships?**  
There are no items in this section.

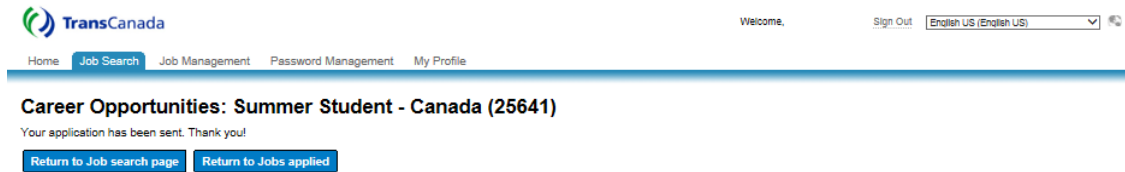
**Do you have any community/volunteer involvement?**  
There are no items in this section.

**Documents**  
Other Attachments (e.g., Copies of Certifications, Letters of Reference, etc.)  
[Attach a document](#)

**More Information**  
Usual First Name:   
Address:   
\* Country: Canada  
\* Province/State: British Columbia  
\* City: Vancouver  
Postal/ZIP Code:   
Alternate Phone:   
Professional Website:

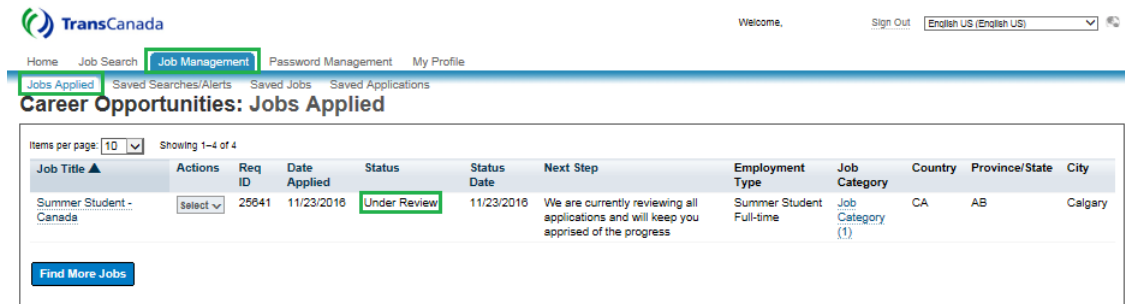
### Step 3: Complete Application

- Complete all fields in the application
- Click 'Apply'
- Once your application has been submitted, you will be directed to the 'Job Search' tab



### Step 4: Confirm that Application was Successful

- Click on the 'Job Management' tab and then the 'Jobs Applied' tab to confirm that you have successfully completed the application
- Upon successful completion of the application, you will also receive an email from 'TransCanada Talent Management <noreply@transcanada.com>' with the subject line 'Your TransCanada Application'



### Optional:

- If you need to make any modifications to your resume or application (or should you wish to withdraw your application) under the 'Actions' header, select the applicable option
- Access to these modifications will be available up to and including the job posting end date

