

WCB – Alberta Recruitment Process: Frequently Asked Questions

What should I include in my application?

Please include a cover letter and an up to date resume (in Word or PDF format), and any other documents requested on the job posting such as transcripts or certificates.

Who should I address my application to?

It is not necessary to address your application to a specific person as it will be read by both an HR representative and a hiring supervisor. A general greeting is acceptable.

By which methods do you accept applications?

We ask that you apply to positions directly via our online tracking system [here](#).

Can I submit a resume for general consideration?

At this time we do not have a general applicant pool, and ask that you apply directly to postings that suit your qualifications. If you do not see any current postings that you are interested in, you can set an alert that will let you know when a job has opened that matches your criteria. You can create a career alert [here](#).

Can I apply to more than one position?

Yes, you can apply to multiple positions; however, you can only apply to each unique position once.

What is WCB's recruitment process?

Once a competition closes, the applicants are screened and hiring supervisors will select a number of qualified candidates to interview. Only candidates chosen for an interview are contacted. Interviews are set up by phone and/or email by a member of the HR team.

What can I expect during my interview?

The interview process may vary depending on the position. Typically you can expect at least one interview with a panel consisting of an HR representative and the hiring supervisor, who will be asking both behavioral and situational questions. Most of our positions will also require testing. The testing can evaluate a variety of personal and technical skills, such as typing and using various computer programs, position specific knowledge, and your understanding of customer service. You will receive further information regarding testing at the time your interview is booked.

Do you offer summer employment opportunities?

Yes. Each year, WCB recruits several summer students to join our organization for four months. Available employment opportunities are posted online from March to April and positions run from May to the end of August.

For additional questions please contact Human Resources, at mailbox.hr.humanresourcesgeneralinquiries@wcb.ab.ca