

ALBERTA YOUTH EMPLOYMENT INCENTIVE (AYEI)



CAREERS
take on the future

HOW TO ADD A NEW POSITION

- 1 Log in to your CAREERS Employer Portal account [HERE](#).
- 2 From the main menu, select *My Incentives*, then click *View* next to the incentive application you want to add youth employee information to.

Name	Status	Total Approved Amount	Total Payment Sent	View	Actions
1 10/07/2025-AYEI-Funki Donuts_Test	Eligible	\$4,000.00	\$0.00	View	⌵
2 10/08/2025-AYEI-Funki Donuts_Test	Cancelled - Ap...		\$0.00	View	⌵

- 3 Click the down arrow in the top right corner and select *Create a New Job*.

Incentive Type	Incentive Status	Total Approved Amount	Total Approved Hours	Organization Name	Owner
AYEI	Eligible	\$4,000.00	400	Funki Donuts_Test	Sharon Funki_Testi...

Checked and Approved By	Total Approved Amount
Total Approved Hours	Total Amount Requested
400	\$4,000.00
	\$4,000.00



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- 4** Your organization/location will auto-populate based on the location in your incentive application. Click **Next** to proceed through each step and follow the on-screen prompts

Under 'Please Choose One,' we recommend selecting the option "I need to see my available options to make the correct decision for my occupation." This option allows you to choose from a picklist of positions.

Ensure that AYEI is the selected option for the 'Demographic' field

Choose the program and occupation that best matches your position.

- The programs listed correspond to CAREERS programs and services.
- If none of the options apply, select Undefined. This will automatically set the occupation to "None of These/Other" in the next screen. You will then be able to enter your own position title in the "Internship/Job Description" field

Create a New Job

• Please Choose One:
I need to see my available options to make the correct decision for my occupation.

• Demographic
AYEI

Next

In the next screen, please provide as much information as you can about the position, ensuring you fill out all required details (*).

Provide consent and then select **Next**

Once your job is created, it will appear under the My Posted Jobs tab in the top menu bar. If you have hired an eligible youth, you will be able to add youth employee information to the new position through your incentive application.

IF YOU HAVE QUESTIONS OR NEED ASSISTANCE, PLEASE CONTACT THE AYEI TEAM.

