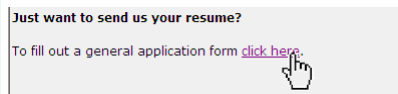# How to Apply

As a jobseeker at St. Joseph's Healthcare Hamilton, we have created this guide to ease you through the application process.

## CREATING A RESUME PROFILE

1. Click on the hyperlink shown below.

Just want to send us your resume?

To fill out a general application form click here.

2. You can pre-fill data on the page by selecting a file from your home computer, your Linked In profile or a Universal Profile.

Upload resume   LinkedIn Profile   Universal Profile

3. Input a unique email address and password. *Duplicate email addresses will not be accepted by the system.*

4. Complete all personal information. All fields marked with a red asterisk are required and must be completed before submitting the application.

5. Upload your current resume in one of the following formats: DOC, DOCX, RTF, PDF, TXT, HTML. Click on the hyperlink found under the Resume Attachment section of the page.

Resume Attachment
Your resume can be uploaded in any
* **Add Resume & Attachments**
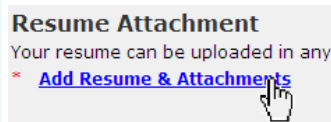
6. Ensure the 'Application Acknowledgement' section is completed.

7. Click on the **Submit** button to submit your general application.

An email notification will be sent to the address inputted on the page thanking you for submitting a general application.

LOGGING INTO YOUR ACCOUNT

1. On the 'Search Openings' page, you will input your email address and password into the 'Previous Applicants' section of the page.

2. Click on the **Login** button.

APPLYING TO A POSITION

1. Once you have found a position you wish to apply to, click on the position title hyperlink.

2. Read over the position information and click on the **Add to My Jobs** button.

3. Your resume page will open – you are able to update any information before submitting the application.

4. Once you have updated all information, click on the **Submit** button.

REVIEWING PREVIOUS APPLICATIONS

1. Once you are logged into the system, to view the status of your previous applications, click on the 'View Status' hyperlink.

Welcome back
View Status | Search Openings | Update My Information | Logout

2. This page will list all positions that you have applied too and the current status of the application.

REMOVE YOURSELF FROM CONSIDERATION

1. If you have applied for a position that you wish to no longer be considered as an applicant for, click onto the View Status page

Welcome back
View Status | Search Openings | Update My Information | Logout

2. A hyperlink will appear under the Action field, click on 'Remove Me'

Positions you have applied to:

Position Title	Location	Status	Action
Clinical Nutritionist	King Campus	On File	Send to a Friend / Remove me
Registered Nurse	Charlton Campus	On File	Send to a Friend / Remove me

3. The requisition will no longer appear on the page.

Candidates are able to re-apply to the position after they have removed themselves from consideration

SEND TO A FRIEND

1 . If you have applied for a position that you wish to send to a friend for review click onto the View Status page

Welcome back
View Status | **Search Openings** | **Update My Information** | **Logout**

2 . A hyperlink will appear under the Action field, click on 'Send to a Friend'

Positions you have applied to:

Position Title	Location	Status	Action
Clinical Nutritionist	King Campus	On File	Send to a Friend / Remove me
Registered Nurse	Charlton Campus	On File	Send to a Friend / Remove me

3 . Complete the page that loads - certain fields are required to send the notification.

4 . Click on the **Send** button.

FORGOT YOUR PASSWORD?

5 . When you are in the view of a current posting, click on the 'click here' hyperlink under 'Previous Applicants'

Previous Applicants
If you have previously applied to a position on our website, input your e-mail address and password below to login.

Email: _____
Password: _____

Login

If you do not remember your password click here.

6 . Input your email address

7 . Click on the **Submit** button.

An email notification will be sent to the address inputted on the page. It will contain your email/password combination.

CURRENT EMPLOYEES AT SJHH

For current employees at SJHH, please ensure that you update your information on your resume profile to identify that you are an employee.

1 . Answer Yes to the question 'Are you currently employed at St. Joseph's Healthcare Hamilton?

Are you currently employed at St. Joseph's Healthcare Hamilton?
* Employed Hamilton: [Yes ▾]

2. Input your Employee ID as found on your pay stub.

Employee ID - From Pay Stub

Employee ID From Pay
Stub: [   ]

Please be advised that if you do not identify yourself as an internal candidate, you may not be included on the internal applicant list.