

# Tips and Tricks for Candidates

## Apply Online:

- Applying online is the best way to efficiently be considered for a position.
- Online application allows candidates to track applications, receive confirmation to confirm that applications are received and various other types of communication regarding their applications at SJHH

## Candidate Profile & Resume

- Ensure that your candidate profile is complete before submitting any applications – including current education and registration information.
- Your resume should reference to the posting requirements and highlight any relevant Knowledge, Skills and Abilities which you possess
- Perform a content review before you submit your application online - your profile and resume is often the first impression a Recruiter/Manager so ensure that it is accurate and up-to-date
- Ensure that your most recent and applicable Experience, Education and related skills are highlighted within your resume.

## Selection Process

- At St. Joseph's Healthcare Hamilton (SJHH), we are a unionized environment which means that our bargaining unit members are considered prior to external job seekers.
- As an external candidate, you will be considered once the internal candidates have been reviewed.
- Recruitment is conducted by the HR Department and candidate selection is decentralized, meaning that the Hiring Manager reviews their candidates and coordinates interview set-up at the unit.
- For Administrative positions, candidate testing may be required, depending on the classification.

## Ace the Interview

- Prepare-confirm where the interview is located well in advance of the interview
- Practice some behavioural and situational interview questions prior to attending, to ease any anxiety during the interview.
- Be knowledgeable about the organization-mission, vision, values, etc.
- Positive Attitude
- Professionalism-dress the part (business casual)
- Proof of Accomplishment-be able to provide examples of prior experience (I.e. Team work, problem solving, maintaining confidentiality, time management, etc.)

*Best wishes for your success at SJHH!  
- Recruitment Department*