

How do I apply for a job at Hamilton Health Sciences?

To apply for a position at Hamilton Health Sciences you will need to create an account and submit your application through our Careers at HHS site. Please follow the instructions in the [online application guide](#) to register for an account and submit your application today!

Can I drop off my resume at the Human Resources office?

Applications for Hamilton Health Sciences jobs are only accepted online via the [careers page](#) at HHS site.

Hand delivered, mailed, and emailed applications are not accepted. If you do not have a computer at home, consider submitting your application using a publicly accessed device (i.e. computer in your local a public library).

Can I apply to more than one position at a time?

Yes, we encourage you to apply for any position for which you are qualified. Once you have created an online 'Career Profile', your information is saved in our database. Your information can then be used for future applications. We encourage you to update your profile whenever your information or work experience changes.

Can I upload more than one resume or cover letter to my career profile?

Yes, you may upload more than one resume or cover letter to your 'Career Profile' and you are able to select the attachment(s) when applying to a specific job posting. There is a maximum of five (5) attachments that you can have on your 'Career Profile' at a time.

What happens if I remove a resume or cover letter from my career profile?

If you choose to remove a resume or cover letter from your 'Career Profile', that attachment is also removed from any job posting you applied to that is still going through the selection process. To avoid these type of issues, it is advised that you keep a general resume and a general cover letter available on your profile at all times rather than specific application attachments. This ensures that the hiring manager of any position you apply to is able to view your resume and cover letter.

What if I forget my password or username?

If you have forgotten your user name and/or password, please use the relevant links on the Login page which are titled 'Forgot your Username?' or 'Forgot your Password?' to request assistance. If you encounter further difficulties logging in or creating an account, please contact Human Resources at 905-521-2100 ext. 46947 or email myHR@hhsc.ca

What do I do if I experience technical problems with my online Career Profile?

Contact Hamilton Health Sciences Human Resources at 905-521-2100 ext. 46947 or email myHR@hhsc.ca

Can I send a job posting to a friend?

Yes, as you view the job posting, you will see an icon that will permit you to e-mail that specific open position to a friend. All you need is their e-mail address and the job posting number. The posting will be sent to them within minutes.

I would like to speak with the hiring manager or recruiter directly. Can you provide me with their contact details?

Recruitment at Hamilton Health Sciences is de-centralized and the selection process is managed at the department level. Human Resources is unable to provide hiring manager contact details and/or information regarding specific job postings. If the skills and qualifications identified in your online application meet the requirements of a Hamilton Health Sciences position, you will be contacted directly by the department and invited for an interview. During the interview process, you will have an opportunity to speak directly with the hiring manager who will be able to answer any questions you may have regarding the position.

Will you contact me about the progress of my application?

Once your application has been successfully submitted to a posting, a confirmation email that includes the job posting number will be sent to you acknowledging the submission. If the hiring manager determines that your skills best match the needs of the position, you will then be contacted for further screening and consideration.

How do I withdraw my application to a job posting?

Once you have applied to a position, you can review your completed submissions under the 'My Submissions' tab within your online 'Career Profile'. If you wish to withdraw your submission, select the 'Withdraw' icon underneath the specific job submission. However, once the position has been closed, you may not withdraw your submission.

How will I be notified if I am not successful in my application to a position?

If you are not the successful candidate to a position you have applied to, an email notification will be sent to you once the posting has been filled.

What happens to my application once a position I've applied for is filled?

Once a position is filled, your information is stored in our system for future opportunities that may match your skill sets and interests.

Who do I contact if I want to understand why I was not selected for an interview?

Hamilton Health Sciences is largely a unionized environment. As such, our collective agreements require that existing employees are provided consideration for opportunities prior to an external candidate. In cases where an internal candidate meets the qualifications of the position, external candidates will receive notification that the position has been filled.

This same standard is used for all non-union positions, as Hamilton Health Sciences strives to provide advancement and development opportunities for its staff.

How can I apply to a position if I missed the application deadline?

Once a posting has closed on the Careers at HHS site, no further applications are accepted. If you are experiencing any issues applying to a job posting prior to the closing date please contact Human Resources at 905-521-2100 ext. 46947 or email myHR@hpsc.ca

Is my application kept confidential?

Yes. Your information is kept confidential and is not shared with anyone outside of the application process. It is only used for employment purposes.

Does Hamilton Health Sciences have a Privacy Policy with respect to my personal information?

The Careers at HHS site is utilized for internal and external applicants to apply to job opportunities at HHS. The Careers at HHS site requests you to submit personal information such as name, address, telephone number, e-mail address; employment, education and volunteer history as well as certifications and credentials. The personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act (FIPPA).

We use and disclose your personal information to:

- Manage the recruitment process for employment opportunities at Hamilton Health Sciences
- Compile statistics
- Fulfill other purposes permitted or required by law

We take precautions to protect your personal information from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal.

You may withdraw your consent for the following uses and disclosures:

- You will receive an e-mail reply at your specified e-mail address upon registration of a Careers account, and after each time you apply for a position.
- If you do not wish to receive these emails or have your personal information on the Careers at HHS site, you will need to deactivate your Hamilton Health Sciences Careers account.
- You may access and correct your personal records by logging into your Careers Account at any time.

How do I contact the Privacy and FOI Office

For more information about HHS privacy protection practices or to raise a concern regarding privacy, contact:

Chief Privacy & Freedom of Information Officer

Hamilton Health Sciences

100 King Street West

P.O. Box 2000

Hamilton, ON, L8N 3Z5

Attention: Privacy and Freedom of Information Office

Fax: 905-577-8474

E-mail: privacy@hhsc.ca

How often are jobs posted to the Career's website?

Positions are posted to the Hamilton Health Sciences Career's website Tuesday to Friday inclusive, with the exception of statutory holidays.

Who do I contact if I have other questions?

Contact Hamilton Health Sciences Human Resources at 905-521-2100 ext. 46947 or email myHR@hhsc.ca