Introduction

This guide provides step-by-step instructions on how to apply online for a position at Hamilton Health Sciences and how to create your Career Profile.

If you are experiencing any issues applying to an online posting please contact HR Services at 905-521-2100 ext. 46947 (4myHR) or myHR@hhsc.ca

Important: All applications must be submitted online before 11:59PM on the date the job closes. Applications will not be accepted after the job posting has closed.

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1. Accessing the Hamilton Health Sciences Career Page

Step 1.1
On the home page of the Hamilton Health Sciences internet page click on **Careers**.

Step 1.2
**Important:** This step is for **External** Applicants only

If you are an External Applicant, click on **External Applicants Apply Now** located on the right hand side of the page.

Step 1.3
**Important:** This step is for **Internal** Applicants only

If you are a current HHS employee, click on **Current Employees Apply Now** located on the right hand side of the page.

2. Login

Step 2.1
Click on **Sign In** located on the top right hand corner of the page.
Step 2.2
In the blank fields enter your **Username** and **Password** and click **Login** when complete and proceed to Step 6.1

**Important:** If you are an Internal Candidate your username will be your HHS Employee ID Number

**Username:** The username that you have created or your HHS Employee ID Number

**Password:** The password that you have created

3. New User

**Step 3.1**
Click on the **New User** button.

**Step 3.2**
Review the **Privacy Agreement** and click **I Accept** if you are in agreeance.

**Privacy Agreement**
At Hamilton Health Sciences we take precautions to protect your personal information from theft, loss and unauthorized access, copying, modification, use, disclosure and disposal in compliance with all applicable laws, regulations, and standards established by authorities regarding the security of personal information. Personal information will be stored in the US and the data may be disclosed under the provision of the US Patriot Act and disclosed pursuant to other legislative requirements.
Step 3.3
Chose and enter in your preferred **Username** and **Password** in the blank fields and click **Register** when complete.

**Note:** You must have an e-mail address to save your profile. If you do not have an e-mail account, visit Yahoo.com or Outlook.com to sign up for a free e-mail account. Once you receive an e-mail address you can proceed with creating an online career profile.

### New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

*Mandatory fields are marked with an asterisk.*

- **User Name**
  - TEST123
- **Password**
  - 
- **Re-enter Password**
  - 

You will be directed back to the **Job Search** page where you can begin to search and apply for job positions at Hamilton Health Sciences.

### 4. Forgotten Username

**Step 4.1**
If you have forgotten your **Username** click on **Forgot your username?**

- **User Name**
- **Password**

**Step 4.2**
Enter in your email address and click **Validate**. Once you have validated your email address you will receive an email with your username.
5. Forgotten Password

Step 5.1
If you have forgotten your **Password** click on **Forgot your password?**

*User Name*

*Password*

Forgot your user name?

Forgot your password?

Login

Step 5.2
Enter in your **Username** and **Email Address** then click **Ok**.

**Forgot Your Password?**
Please enter your username and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at.

Mandatory fields are marked with an asterisk.

*User Name
Test1

*Email Address
test@gmail.com

OK Cancel

Step 5.3
Once you click **Ok** a message will appear letting you know that an email has been sent to your email address with a new password. Click on the link to be taken back to the **Login** page.

**An email has been sent to you**
A message has been sent to you containing instructions on how to change your password. Please check your inbox.

Back to login page

Step 5.4
In the password change request email click on the provided link to enter in your new password.

Dear

We have received your password change request. This email contains the information that you need to change your password.

Access Code: 0@FSlgAm
Click **this link** to enter your new password.

Thank you,

Hamilton Health Sciences
Step 5.5
Enter the required information in the fields provided and click Login.

Tip: Copy the Access Code from your email and Paste it into the Access Code field

Forgot Password
You received an email in regards to a forgotten password. Please enter the login information as provided in the email.

Mandatory fields are marked with an asterisk.

- User Name
  - Test2
- Access Code

Login

Step 5.6
Enter the required information in the fields provided and click Ok.

Change Password
This page allows you to change your password.

Mandatory fields are marked with an asterisk.

- User Name
- Access Code
- New Password
- Confirm New Password

OK Sign Out

Note: Your password must be one you have not used before. The system will not allow you to recreate an old password.
6. Job Search

Step 6.1
Now that you are signed in, you can begin to search for job openings. There are multiple ways to search using either of the below fields. Click **Search for Jobs** when you are ready.

**Job Number:** If you know the specific job opening number (also called requisition ID number or job number) you can search by entering the number in the Job Number field.

**Keywords:** You can search by using keywords such as Porter, Health Care Aide, etc.

**Career Category:** Click on the drop down arrow and select a career category from the menu.

**Location:** Click on the drop down arrow and select a career category from the menu.

![Screenshot of basic job search form](image)

Step 6.2
You can browse the current job postings by scrolling down the page to view them. You can also use the page numbers or **Previous** and **Next** at the bottom of the page to view more postings.

![Screenshot of job posting](image)
7. Applying to a Position

Step 7.1
Click on the job title of the position you wish to apply to.

**Registered Nurse** - Full-time

- Requisition ID: 74812
- Ontario-Hamilton
- This position will be located at: McMaster University Medical Centre
- Union Code: ONA Local 70
- Organization: OBGYN & LD
- Post Date: Feb 1, 2019
- Close Date: Feb 7, 2019

Click on the job title to apply.

Step 7.2
After reviewing the job descriptions and requirements, scroll to the bottom of the page and click **Apply Online**.

Step 7.3
The system will take you through an 8 step process to set up your online profile (if it has not already been completed previously). The instructions for each page are located at the top of the page. Complete each step to the best of your ability.

**Note:** The majority of the steps in the profile set up are not mandatory. Mandatory fields are marked with a red asterisk (*). Once you complete the profile set up the first time, your profile will be saved for future applications.
A. Interests

Under **Career Category** click on the drop down arrow to select a **Family**. When you have made a selection for family an additional field will appear. Click on the drop down arrow to select a **Job Title** and when finished click **Add to List**. Click **Save and Continue** when you are finished.

**Note:** Multiple interests can be added to your list by selecting them one at a time and clicking **Add to List**.

<table>
<thead>
<tr>
<th>Employment Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.</td>
</tr>
</tbody>
</table>

**Career Category**

Family
- Nursing
- Nurse Clinician

Add to List  Reset

Job Field Preferences

Nurse Clinician
Levels: Nursing — Nurse Clinician
Remove

A new **Interests** page will appear. Under **Location** click on the drop down arrow to select a **Province**. When you have made a selection for province an additional field will appear. Click on the drop down arrow to select a **City** and when finished click **Add to List**.

<table>
<thead>
<tr>
<th>Employment Preferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.</td>
</tr>
</tbody>
</table>

**Location**

Province
- Ontario

City
- Hamilton

Add to List  Reset

Location Preferences

Hamilton
Levels: Ontario — Hamilton
Remove
B. Resume Parsing

To upload a resume and cover letter select I want to upload a resume and then click on Browse.

Resume Parsing

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

- I do not want to upload a resume.
- I want to upload a resume.

Select the resume file to upload

Browse...

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

The Choose File to Upload box will appear. When you have located your Resume, click on the document and then click on Open.
After you have uploaded your Resume click Save and Continue.

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

C. Questions
Read the question(s) displayed on your screen and select one of the answers provided. Click Save and Continue when complete.

Questions

Questionnaire
To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1. Have you worked for Hamilton Health Sciences or any of its predecessor hospitals (Chedoke, McMaster Children’s Hospital, General, Juravinski Hospital & Clinic, McMaster, St. Peter’s, WLMH) in the past?

☐ Yes
☐ No
D. Personal Information
Complete all fields within the Personal Information and Source Tracking sections.

Personal Information

Please enter all relevant personal information in the fields below.

First Name
Jane

Middle Name

Last Name
Doe

Street Address (line 1)
28 Anastasia Drive

Address (line 2)

City
Hamilton

Zip/Postal Code
L9B 0H5

Country
Canada

State/Province
Ontario

Region / Nearest Metropolitan Area
Hamilton

Home Phone Number
905-521-2100

Secondary Number

Please enter Phone Numbers in format 999-999-9999

Email Address
fake@hotmail.com

Please use home or personal email address. Do not use current work email.

Secondary Email Address

Source Tracking

Please indicate how you heard about this job.

Source Type

Hamilton Health Sciences Career Site

Hamilton Health Sciences Career Site

Career Section

Save and Continue  Save as Draft  Quit
E. Work Experience
Enter your employment information (current and history) into the open fields.

**Work Experience**

List the work experiences below, starting with the most relevant one.

**Work Experience 1**

- **Current Job**
- **Employer**: ABC Hospital
- **Job Function**: Registered Nurse
- **Start Date**: Jan 2009

**Name During Employment**: Jane Doe

To delete a **Work Experience** section click on **Remove Work Experience**.

**Name During Employment**: Jane Doe

**Remove Work Experience**

**Add Work Experience**

To add a **Work Experience** section click on **Add Work Experience**.

**Name During Employment**: Jane Doe

**Remove Work Experience**

**Add Work Experience**

**Save and Continue**  **Save as Draft**  **Quit**
When complete click **Save and Continue**.

<table>
<thead>
<tr>
<th>Name During Employment</th>
<th>Jane Doe</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Remove Work Experience</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Add Work Experience</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Save and Continue**  **Save as Draft**  **Quit**

---

**F. Education**  
Enter your education information (current and history) into the open fields.

**Note:** Check off the **Anticipated Graduation Date** box if you are still currently in school and have not graduated yet, but know when you will be set to graduate.

---

**Education**

**Education**  
List the educational experiences below, starting with the most relevant education.

**Education 1**

<table>
<thead>
<tr>
<th>Institution</th>
<th>ABC School</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>Nursing</td>
<td>Select</td>
</tr>
<tr>
<td>Education Level</td>
<td>Bachelor's Degree</td>
<td>Select</td>
</tr>
<tr>
<td>Graduation Date</td>
<td>Apr 2008</td>
<td>Select</td>
</tr>
</tbody>
</table>

**Check off this box if you are currently in school and know when you are set to graduate**

To delete an **Education** section click on **Remove Education**.

| **Anticipated Graduation Date** |
| **Remove Education** |
| **Add Education** |

---

| **Save and Continue** | **Save as Draft** | **Quit** |
Internet Redevelopment – Working at Hamilton Health Sciences

To add an **Education** section click on **Add Education**.

- Anticipated Graduation Date
- Remove Education
- **Add Education**

When complete click **Save and Continue**.

- Anticipated Graduation Date
- Remove Education
- **Add Education**

- Save and Continue  Save as Draft  Quit

G. **Certifications**

Enter your certificate information into the open fields. Click on **Select** to search for the name of your certificate.

**Certifications**

*Certifications*

Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

**Certification 1**

Certification

- Advanced Certified Regis

Number/ID

0123456789

Issuing Organization

A.B.C

Issue Date

Oct 2007

*If this certification will be received in the future, enter the expected issuing date.*
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To delete a Certificate section click on **Remove Certificate**.

| Remove Certification |

To add an Certificate section click on **Add Certificate**.

| Remove Certification |

| Add Certification |

When complete click **Save and Continue**.

| Remove Certification |

| Add Certification |

| Save and Continue | Save as Draft | Quit |

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**H. Additional Attachments**

If you would like to attach any additional document (i.e. cover letter) click on **Browse**.

**Additional Attachments**

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Browser...

Comments about the file

Attach
The **Choose File to Upload** box will appear. When you have located your **Additional Document**, click on the document and then click on **Open**.

Click on **Attach** to add the document as an additional attachment to your application. Once complete click **Save and Continue**.

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The “Relevant Files” column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.
I. eSignature
Continue through the steps until you get to the **eSignature** section. At this step you will need to read the statement. In order to proceed to the final step, you will need to sign the page using an electronic signature, which is your User Name.

```
esignature
Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

position: formal reference checks will be conducted on any candidate seriously being considered for a position. Should you be successful in a vacancy at HHSC, you will receive a formal verbal offer for that position followed by a written offer which will detail your employment arrangements. In addition, we are required by provisions in our collective agreements as well as our Hospital policies, to post the names of candidates successful to a vacancy.

Hamilton Health Sciences is an equal opportunity employer and we will accommodate your needs under the Canadian Charter of Rights and Freedom, Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Hiring processes will be modified to remove barriers to accommodate those with disabilities, if requested. Should any applicant require accommodation through the application or interview processes, please contact Human Resources Operations at 905-521-2100 ext.46947 (4myHR) for assistance.

I agree and understand that my submission of application to a vacancy with Hamilton Health Sciences, will serve as understanding and authorization to the above.

I hereby certify that the facts set forth in the Employment Application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this Application Form my disqualify me from employment and/or become just cause for my dismissal and there shall be no further legal obligation placed on Hamilton Health Sciences (HHSC).

Do Not E-Sign Until You Have Read The Above Statement.

Your electronic signature is required to verify that you have read and understand the terms and conditions of your application and to authorize the Hospital to conduct references with previous and current managers and employers. Your unique identifier is your profile username which will serve as your electronic signature. Enter it where required in the panel to indicate you understand and agree to the terms and conditions noted therein.

> Please enter your User name as your unique identifier.

[12345]
```

J. Review and Submit
You will land on the **Review and Submit** page where you will have the opportunity to review the information you have entered for your application profile. If you would like to edit any of the sections, click **Edit** beside the section that you would like to change.

```
Review and Submit
The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

**Interests**

**Job Field Preferences**
- Administrative/Service
- Human Resources
- Nursing

**Location Preferences**
- Ontario — Hamilton
```
Once you are ready to submit your application click **Submit** at the top of the page.

---

**K. Application Submission Complete**

Once you have successfully applied to a position you will see the **Process Completed** page. You can return back to your submissions page by clicking **View My Submissions** or return to the job search page by clicking **View All Jobs**.

---

**8. Saving your Application as a Draft**

**Step 8.1**

If at any time during the application process you would like to save your information and come back to it at another time, click **Save as Draft**.

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**Step 8.2**

Select **Yes** when the below prompt appears. The information you have entered for your profile will be saved.
Step 8.3
You will be taken to your My Submissions page where you can see all your Draft Submissions.

Step 9.1
If at any time during the application process you would like to cancel your application, click Quit.

Step 9.2
Select Yes when the prompt below appears.
10. Re-Applying to a Position or Finishing a Draft

Step 10.1
Click on My Jobpage if you would like to re-apply to a position that you have previously Quit or would like to complete an application that is Saved as Draft.

Step 10.2
Under the My Submissions tab you will see all of the positions you have applied to (submitted, withdrawn or saved as draft). To complete a submission that was Saved as Draft click Finish Draft Submission under the job you would like to apply to.

Step 10.3
To complete a submission that was Withdrawn click Re-apply under the job you would like to apply to.

11. Withdrawing your Application from a Position

Important: You can only withdraw from positions prior to the job posting closing date.

Step 11.1
Click on My Submissions if you would like to withdraw from a position you have already applied to.

Note: You can only withdraw from positions prior to the job posting closing date.
Step 11.2
Under the **Completed Submissions** sections click **Withdraw** under the position that you would like to withdraw from.

![Completed Submissions](image)

Step 11.3
A page will appear where you can write your reason for removing your application. If you would like to provide a reason for your withdrawal enter in the reason and click **Yes**.

![Withdrawal Reason](image)

12. Changing your Password

Step 12.1
Click on **My Account Options** to access your settings.

![Account Options](image)

Step 12.2
Scroll down to the **Password** section and click on **Edit**.

![Password Edit](image)
Step 12.3
Enter your current password in the Current Password field and then enter your newly chosen password into the New Password and Confirm New Password field. Click Save when complete.

Step 12.4
After clicking Save you will automatically be taken back to the Login page where you can Sign back into your profile using your new password.

For any additional questions, you can contact myHR:
Phone: 905-521-2100 ext. 4myHR (46947)
Email: myHR@hhsc.ca