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 in 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

Mandatory fields are marked with an asterisk.

- **User Name**
- **Password**
  
  Forgot your user name?  
  Forgot your password?

**Login**

---

**3. New User**

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

Mandatory fields are marked with an asterisk.

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

  Forgot your user name?  
  Forgot your password?

**Login** **New User**

---

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

**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.

**I Accept** **I Decline**
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.*

- **Username**
  - TEST123
- **Password**
  - ********
- **Re-enter Password**
  - ********

**Register**  **Cancel**

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?**

*Mandatory fields are marked with an asterisk.*

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

**Forgot your user name?**
  - 
**Forgot your password?**
  - 

**Login**

#### 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.

### Forgotten User Name

Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".

- **Email Address**
  - test@gmail.com

**Validate**  **Cancel**
5. Forgotten Password

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

![Form with fields for User Name and Password]

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

![Form with fields for User Name and Email Address]

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.

![Email notification message]

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

![Email with access code and link to enter new password]
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

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**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.*

<table>
<thead>
<tr>
<th><strong>User Name</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Test2</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Access Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>*******</td>
</tr>
</tbody>
</table>

**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.*

<table>
<thead>
<tr>
<th><strong>User Name</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Access Code</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>*******</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>New Password</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>********************</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Confirm New Password</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>********************</td>
</tr>
</tbody>
</table>

**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.

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**Basic Job Search**

**Search Criteria**
Specify your job search criteria, then click “Search for Jobs”.

**Job Status Listings**
To view the weekly Successful, Cancellation and On Hold listings, please click here.

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**Search for Jobs**

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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.
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

**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>Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment Preferences</strong></td>
</tr>
<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>
<tr>
<td>You must select at least one value in the section &quot;Career Category&quot;.</td>
</tr>
<tr>
<td><strong>Career Category</strong></td>
</tr>
<tr>
<td>Family:</td>
</tr>
<tr>
<td>Nursing</td>
</tr>
<tr>
<td>Job Title:</td>
</tr>
<tr>
<td>Nurse Clinician</td>
</tr>
<tr>
<td><strong>Add to List</strong></td>
</tr>
<tr>
<td><strong>Reset</strong></td>
</tr>
<tr>
<td><strong>Job Field Preferences</strong></td>
</tr>
<tr>
<td><strong>Nurse Clinician</strong></td>
</tr>
<tr>
<td>Levels: Nursing — Nurse Clinician</td>
</tr>
<tr>
<td>Remove</td>
</tr>
</tbody>
</table>

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>Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment Preferences</strong></td>
</tr>
<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>
<tr>
<td>You must select at least one value in the section &quot;Location&quot;.</td>
</tr>
<tr>
<td><strong>Location</strong></td>
</tr>
<tr>
<td>Province:</td>
</tr>
<tr>
<td>Ontario</td>
</tr>
<tr>
<td>City:</td>
</tr>
<tr>
<td>Hamilton</td>
</tr>
<tr>
<td><strong>Add to List</strong></td>
</tr>
<tr>
<td><strong>Reset</strong></td>
</tr>
<tr>
<td><strong>Location Preferences</strong></td>
</tr>
<tr>
<td><strong>Hamilton</strong></td>
</tr>
<tr>
<td>Levels: Ontario — Hamilton</td>
</tr>
<tr>
<td>Remove</td>
</tr>
</tbody>
</table>

**Click the arrow to produce a list of options**
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.
- [X] 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

C:\Users\Desktop\Resume 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.

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 & Cancer Centre, McMaster, St. Peter’s, WLMH) in the past?

☐ Yes ☐ No

Select one option
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
- **City**: Hamilton
- **Place of Residence**
- **Country**: Canada
- **State/Province**: Ontario
- **Region / Nearest Metropolitan Area**: Hamilton
- **Home Phone Number**: 905-521-2100
- **Secondary Number**: 
- **Email Address**: fake@hotmail.com
- **Secondary Email Address**: 

Please enter Phone Numbers in format 999-999-9999

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

**Source Tracking**

Please indicate how you heard about this job.

- **Source Type**
  - Hamilton Health Sciences Career Site
  - Hamilton Health Sciences Career Site
  - Career Section
### Work Experience

Enter your employment information (current and history) into the open fields.

<table>
<thead>
<tr>
<th>Work Experience 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Job</strong></td>
</tr>
<tr>
<td>Employer</td>
</tr>
<tr>
<td>ABC Hospital</td>
</tr>
<tr>
<td><strong>Job Function</strong></td>
</tr>
<tr>
<td>Registered Nurse</td>
</tr>
<tr>
<td><strong>Start Date</strong></td>
</tr>
<tr>
<td>Jan 2009</td>
</tr>
</tbody>
</table>

Name During Employment
Jane Doe

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

### Work Experience

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

Add Work Experience

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

- **Name During Employment**
  - Jane Doe

- **Remove Work Experience**

- **Add Work Experience**

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**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**

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

**Education 1**

- **Institution**: ABC School
- **Program**: Nursing
- **Education Level**: Bachelor’s Degree
- **Graduation Date**: Apr 2008

- **Anticipated Graduation Date**: 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**.

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

When complete click Save and Continue.

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 Regist...[Select]
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.
To delete a Certificate section click on **Remove Certificate**.

<table>
<thead>
<tr>
<th>Remove Certification</th>
<th>Add Certification</th>
</tr>
</thead>
</table>

Save and Continue  Save as Draft  Quit

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

<table>
<thead>
<tr>
<th>Remove Certification</th>
<th>Add Certification</th>
</tr>
</thead>
</table>

Save and Continue  Save as Draft  Quit

When complete click **Save and Continue**.

<table>
<thead>
<tr>
<th>Remove Certification</th>
<th>Add Certification</th>
</tr>
</thead>
</table>

Save and Continue  Save as Draft  Quit

**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

Browse...

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.

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.
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**.

**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.

9. Cancelling an Application

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.

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.

Step 12. Changing your Password

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

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

![Password Change Form]

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.

![Login Page]

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