

## 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](mailto: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.

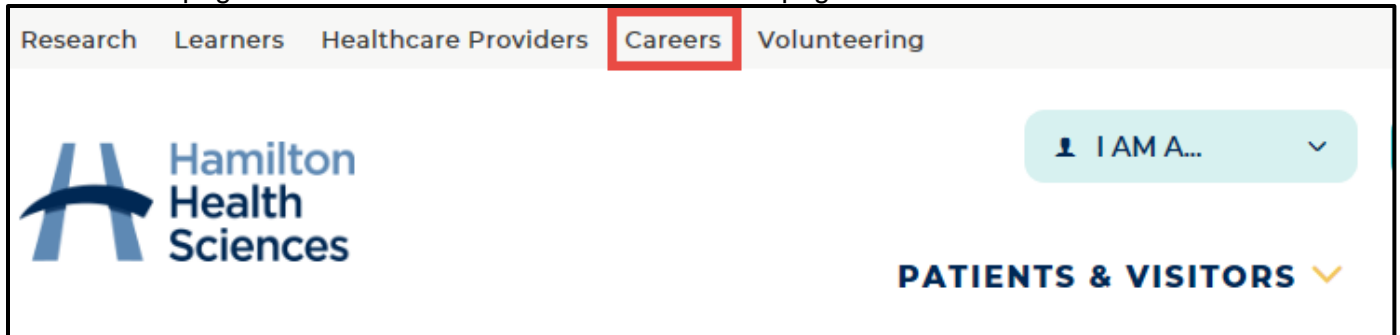
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## 1. Accessing the Hamilton Health Sciences Career Page

### Step 1.1

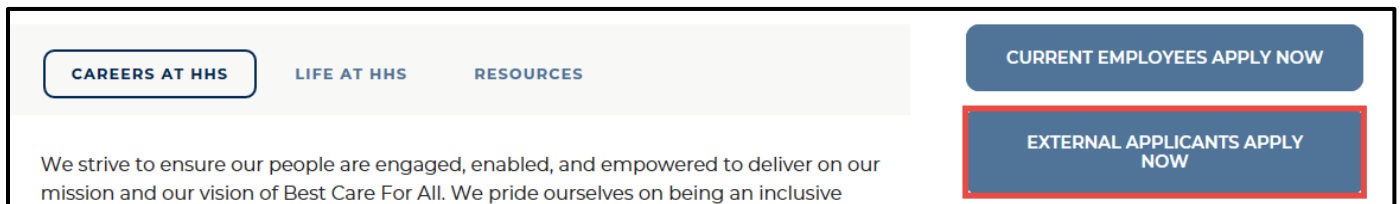
On the home page of the Hamilton Health Sciences internet page click on **Careers**.



### Step 1.2

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

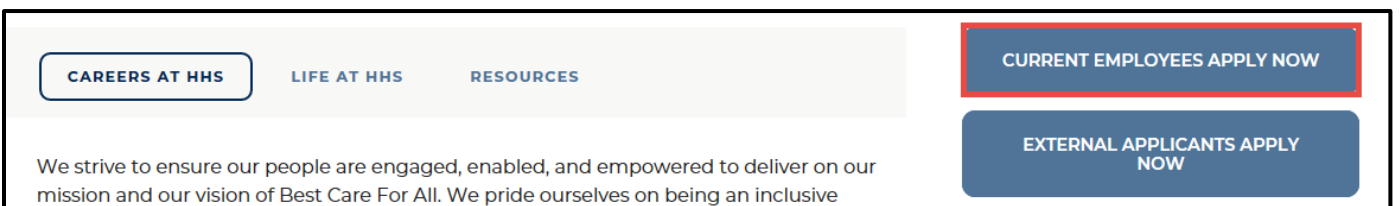
If you are an External Applicant, click on **External Applicants Apply Now** located on the right hand side of the page.



### 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?](#)

## 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?](#)

### Step 3.2

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

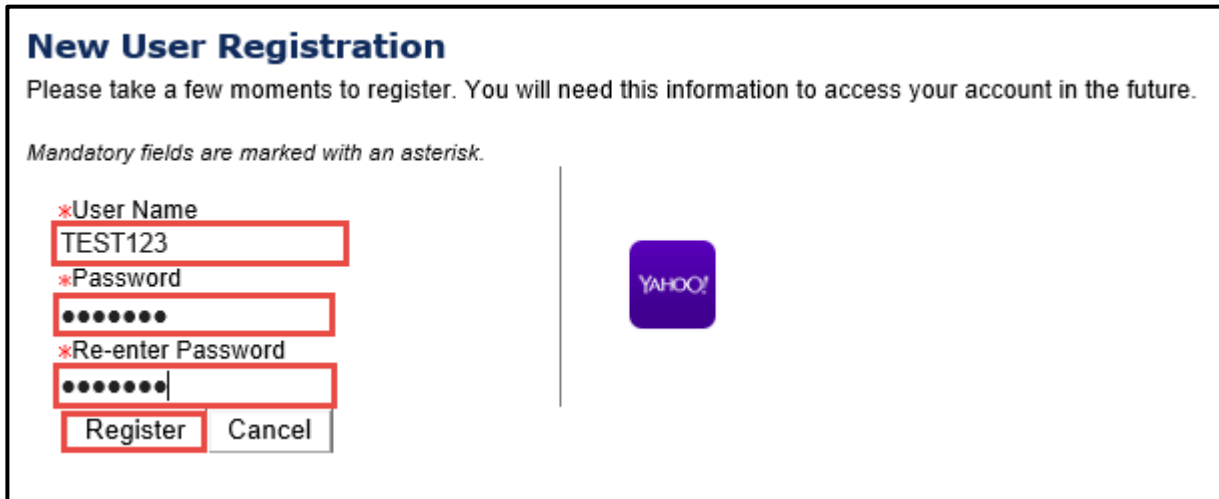
**Privacy Agreement**

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

\*Password

\*Re-enter Password

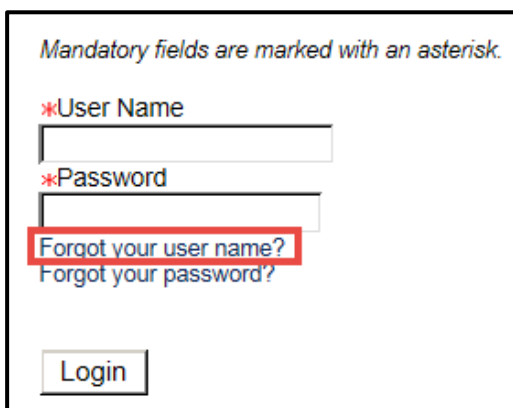


You will be directed back to the **Job Search** page where you can begin to search and apply for job positions at Hamilton Health Sciences.

## 4. Forgotten Username

### Step 4.1

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



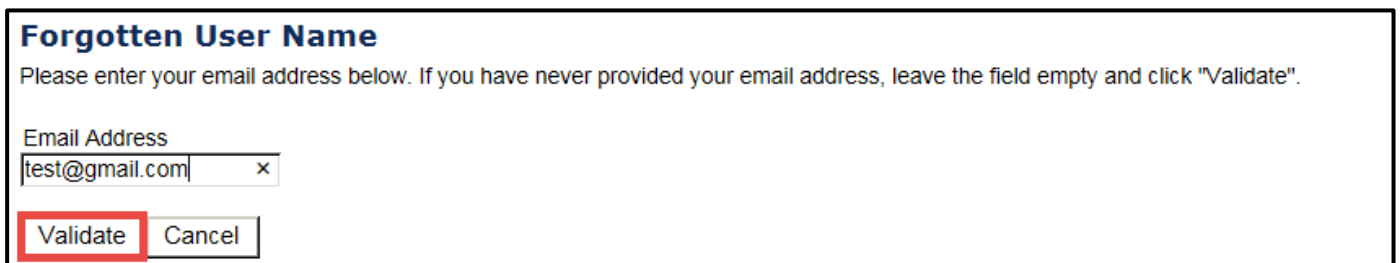
*Mandatory fields are marked with an asterisk.*

\*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.



**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

## 5. Forgotten Password

### Step 5.1

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

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

### Step 5.2

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

**Forgot Your Password?**

Please enter your user name 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

\*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.

**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@FS!gAm  
Click [this link](#) to enter your new password.

Thank you,

**Click here to enter your new password**

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

\*Access Code

## 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

**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

**Basic Job Search**

Search Criteria

Specify your job search criteria, then click "Search for Jobs". Hide Search Criteria | Save this Search

**Job Status Listings**  
To view the weekly Successful, Cancellation and On Hold listings, please [click here](#).

Job Number

Keywords

**Career Category**  
Career Category  
All   
Add Job Field

**Location**  
Location  
All   
Add Location

Search for Jobs

**Search Tips**  
You can search jobs by selecting relevant criteria in the drop-down menus. You can also use a job number or a keyword.

**Multiple selections**  
You can select one job... After selecting fields, click...  
**Advanced Search**  
To perform a job search using advanced search criteria, click the "Advanced Search" tab and select the relevant...

Click the drop down arrow to display menu

Click the drop down arrow to display menu

### 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.

**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  
Apply | Add to My Job Cart |





Jobs - Page 1 out of 12

## 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  
Apply | Add to My Job Cart |  SHARE    ...

### Step 7.2

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

**Apply Online** | Add to My Job Cart |  SHARE    ...

Job 1 out of 112 Previous | 1 2 3 4 5 | Next

### 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**.

**Interests**

**Employment Preferences**

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.

You must select at least one value in the section "Career Category".

**Career Category**

Family  
Nursing

Job Title  
Nurse Clinician

Click the arrow to produce a list of options

Add to List Reset

**Job Field Preferences**

**Nurse Clinician**  
Levels: Nursing — Nurse Clinician  
Remove

Save and Continue Save as Draft Quit

Page 1 out of 1  
Candidate FAQ's

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**.

**Interests**

**Employment Preferences**

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.

You must select at least one value in the section "Location".

**Location**

Province  
Ontario

City  
Hamilton

Click the arrow to produce a list of options

Add to List Reset

**Location Preferences**

**Hamilton**  
Levels: Ontario — Hamilton  
Remove

Save and Continue Save as Draft Quit

Page 2 out of 2  
Candidate FAQ's

**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.

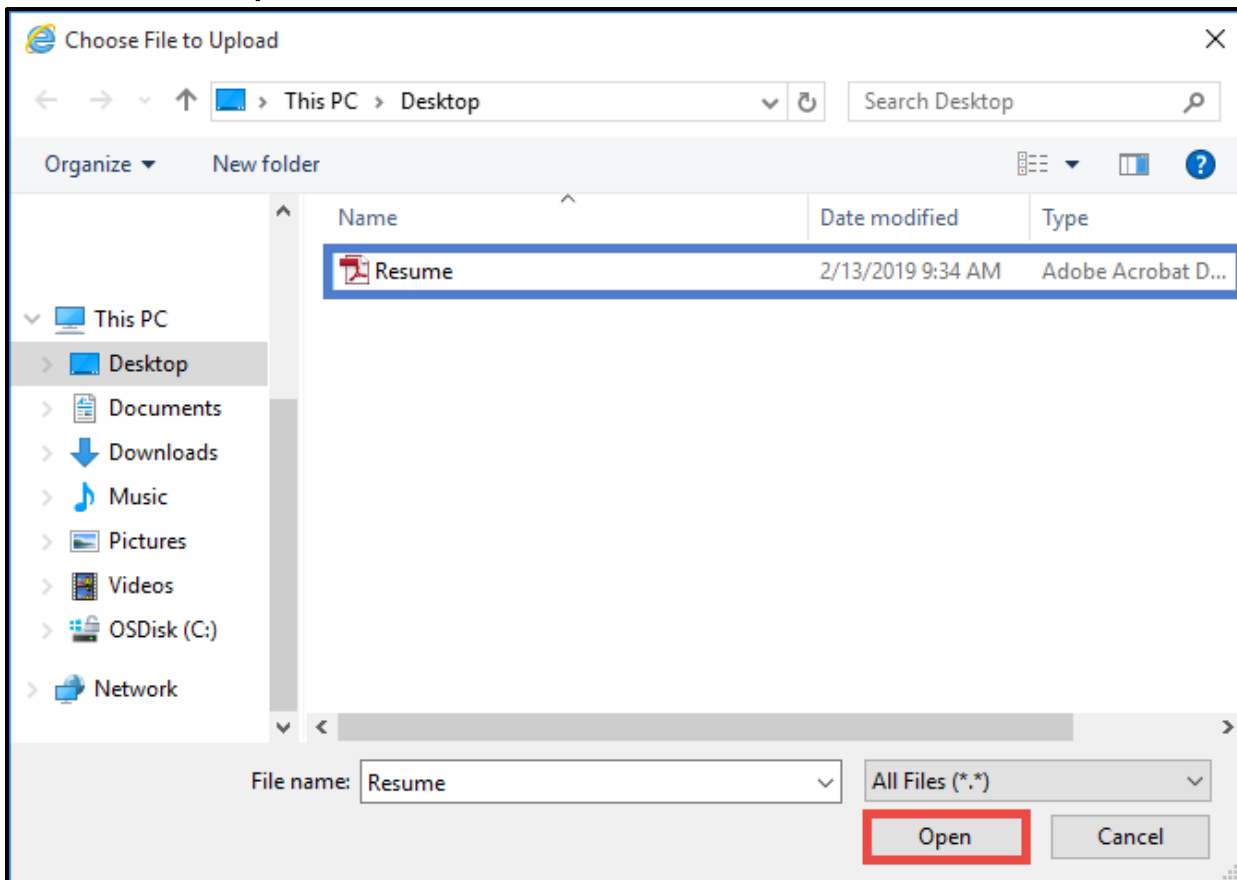
Select the resume file to upload

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.

Save and Continue
Save as Draft
Quit

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



The screenshot shows a Windows File Explorer window titled "Choose File to Upload" with the address bar set to "This PC > Desktop". A table of files is displayed with the following columns: Name, Date modified, and Type. The file "Resume" is selected and highlighted in blue. The "Open" button at the bottom right of the dialog is highlighted with a red box.

Name	Date modified	Type
 Resume	2/13/2019 9:34 AM	Adobe Acrobat D...

After you have uploaded your **Resume** click **Save and Continue**.

Select the resume file to upload

C:\Users\ \Desktop\Resi 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.

Save and Continue Save as Draft Quit

### 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 & C McMaster, St. Peter's, WLMH) in the past?

Yes

No

Select one option

Save and Continue Save as Draft Quit

Candidate F/

**D. Personal Information**

Complete all fields within the **Personal Information** and **Source Tracking** sections.

**Personal Information**

**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	
Place of Residence Country Canada		
State/Province Ontario		
Region / Nearest Metropolitan Area Hamilton		
Home Phone Number 905-521-2100	Secondary Number 	
<i>Please enter Phone Numbers in format 999-999-9999</i>		
Email Address fake@hotmail.com		
<i>Please use home or personal email address. Do not use current work email.</i>		
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

Candidate F

## E. Work Experience

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

### Work Experience

[Work Experience](#)

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

#### Work Experience 1

Current Job

Employer  
 [Select](#)

Job Function  
 [Select](#)

Start Date

Name During Employment

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

Name During Employment

[Remove Work Experience](#)

---

[Add Work Experience](#)

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

Name During Employment

[Remove Work Experience](#)

[Add Work Experience](#)

When complete click **Save and Continue**.

Name During Employment

[Remove Work Experience](#)

---

[Add Work Experience](#)

**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

Institution  
 [Select](#)

Program  
 [Select](#)

Education Level  
 ▼

Graduation Date  
 ▼  ▼

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**.

Anticipated Graduation Date

[Remove Education](#)

---

[Add Education](#)

Save and Continue | Save as Draft | Quit

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

Anticipated Graduation Date

[Remove Education](#)

---

[Add Education](#)

Save and Continue   Save as Draft   Quit

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  
 [Select](#)

Number/ID

Issuing Organization  
 x

Issue Date

*If this certification will be received in the future, enter the expected issuing date.*

Click here to search the name of your Certificate

To delete a **Certificate** section click on **Remove Certificate**.



The screenshot shows a web interface with two links: [Remove Certification](#) and [Add Certification](#). The [Remove Certification](#) link is highlighted with a red rectangular box. Below the links is a dark blue bar containing three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'.

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



The screenshot shows a web interface with two links: [Remove Certification](#) and [Add Certification](#). The [Add Certification](#) link is highlighted with a red rectangular box. Below the links is a dark blue bar containing three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'.

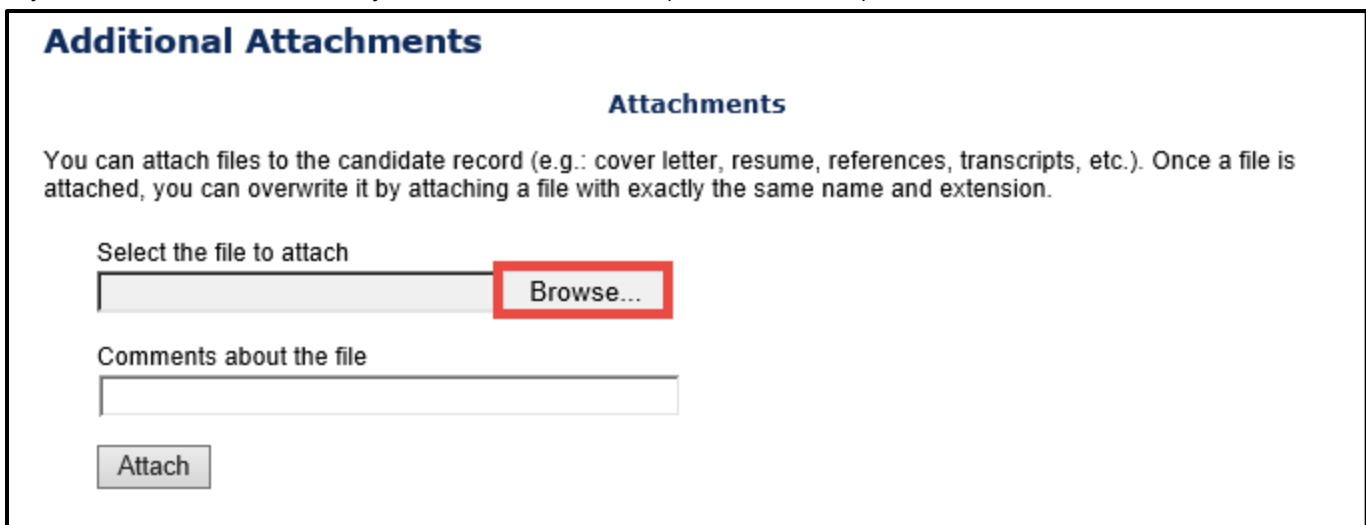
When complete click **Save and Continue**.



The screenshot shows a web interface with two links: [Remove Certification](#) and [Add Certification](#). Below the links is a dark blue bar containing three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Save and Continue' button is highlighted with a red rectangular box.

#### H. Additional Attachments

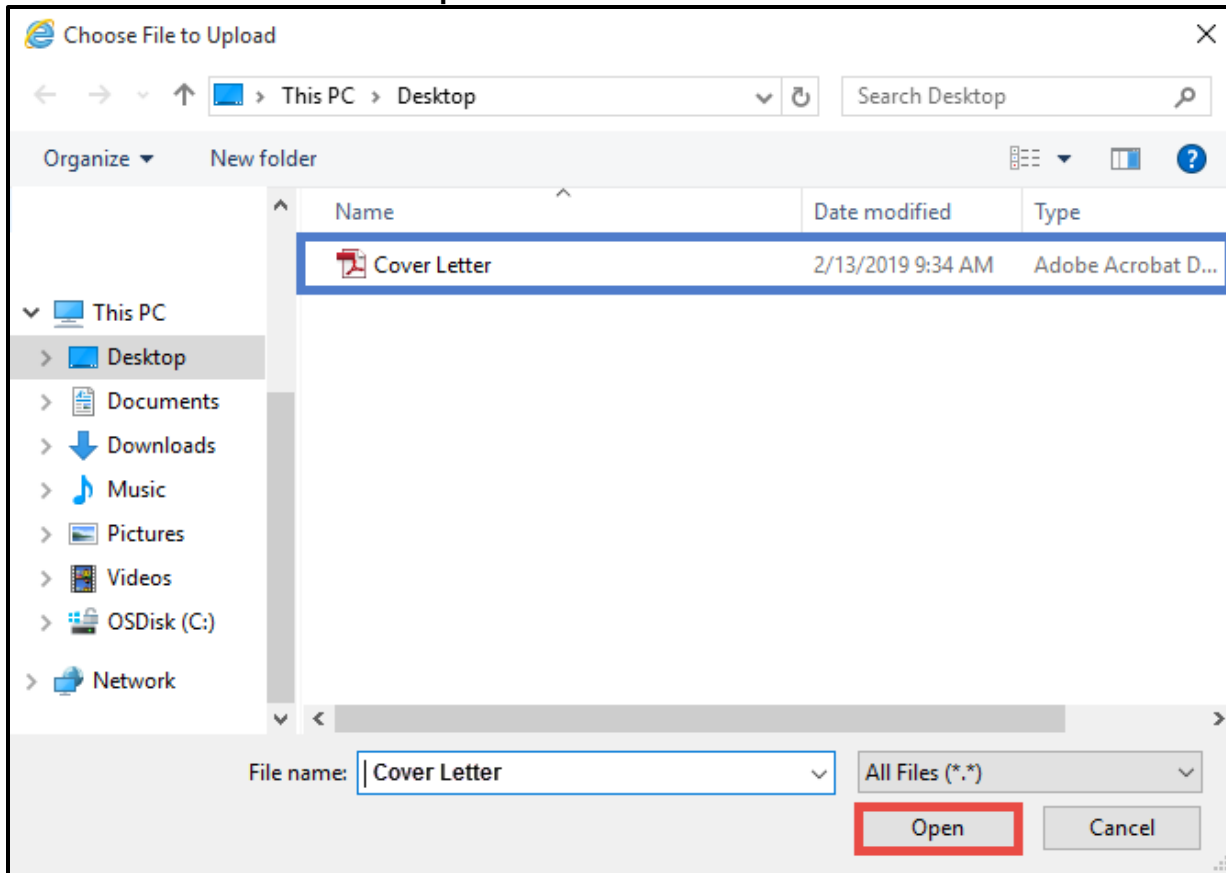
If you would like to attach any additional document (i.e. cover letter) click on **Browse**.



The screenshot shows the 'Additional Attachments' section. It has a title 'Attachments' and a paragraph: '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.' Below this is a form with a label 'Select the file to attach' and a text input field. To the right of the input field is a 'Browse...' button, which is highlighted with a red rectangular box. Below the input field is a label 'Comments about the file' and another text input field. At the bottom left is an 'Attach' button.



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**.

Select the file to attach  
 C:\Users\... \Desktop\Cov...

Comments about the file

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.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cover Letter.pdf	2/13/19		Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Resume.pdf	2/13/19	This file includes a resume from which basic candidate information has been extracted.	Delete

### 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

**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 only where a candidate is seriously being considered for a position. Should you be successful to 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 require 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:

Save and Continue Save as Draft Quit Candidate FAQ's

### J. Review and Submit

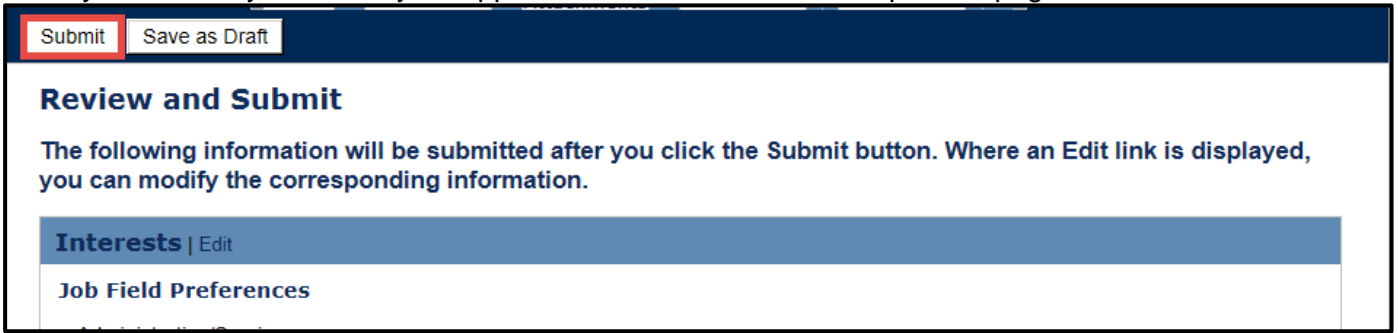
You will land on the **Review and Submit** page where you will have the opportunity to review the information you have entered for your application profile. If you would like to edit any of the sections, click **Edit** beside the section that you would like to change.

### 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.

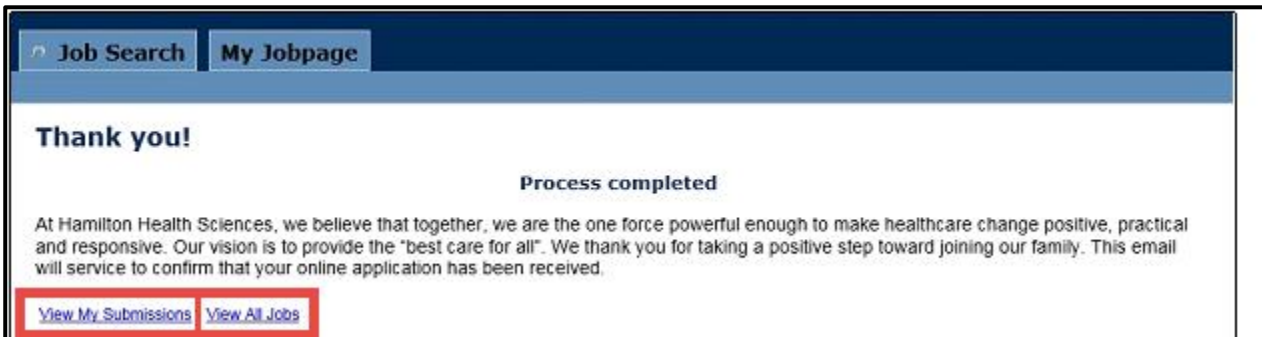
<b>Interests</b>	<a href="#">Edit</a>
<b>Job Field Preferences</b>	
Administrative/Service	
Human Resources	
Nursing	
<b>Location Preferences</b>	
Ontario — Hamilton	

Once you are ready to submit your application click **Submit** at the top of the page.



### K. Application Submission Complete

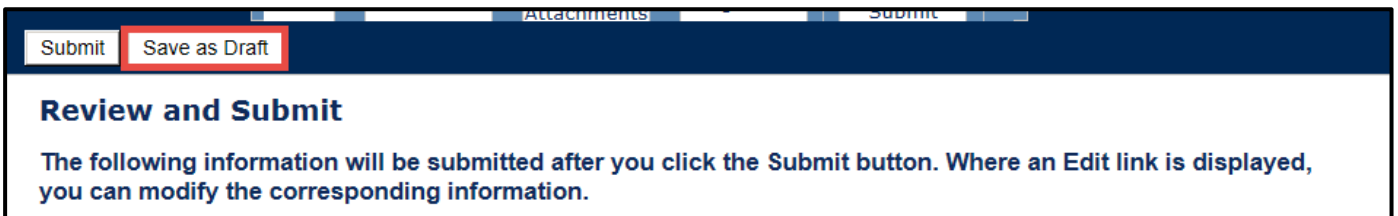
Once you have successfully applied to a position you will see the **Process Completed** page. You can return back to your submissions page by clicking **View My Submissions** or return to the job search page by clicking **View All Jobs**.



## 8. Saving your Application as a Draft

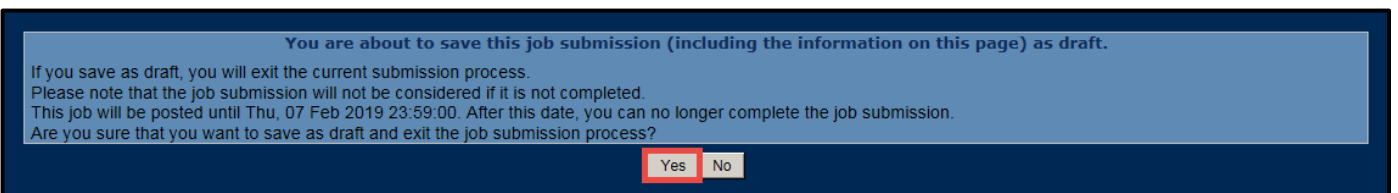
### Step 8.1

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**.



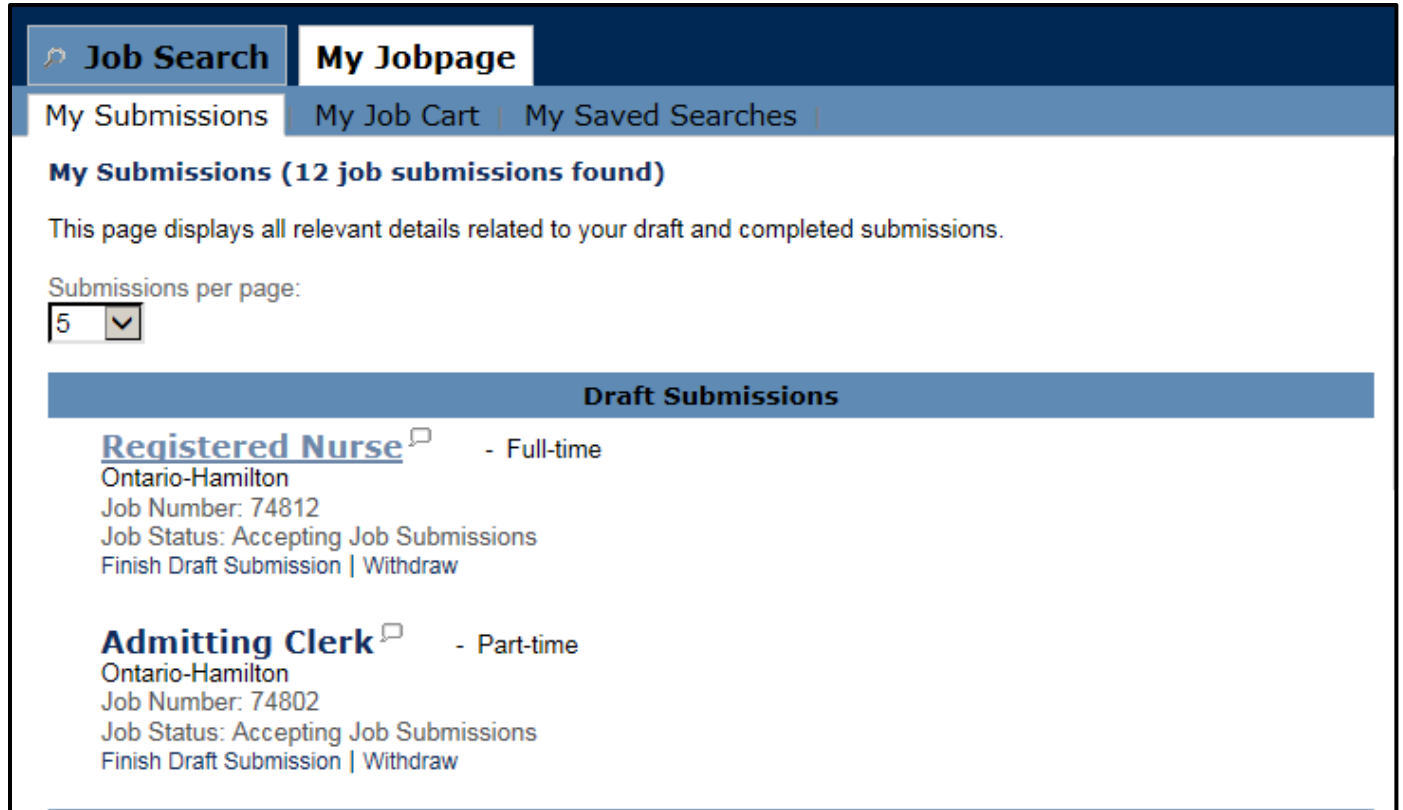
### Step 8.2

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**.



The screenshot shows the 'My Jobpage' navigation menu with 'My Submissions' selected. Below the navigation, it displays 'My Submissions (12 job submissions found)'. A dropdown menu for 'Submissions per page' is set to 5. Under the 'Draft Submissions' heading, two job listings are visible:

- Registered Nurse** - Full-time
  - Ontario-Hamilton
  - Job Number: 74812
  - Job Status: Accepting Job Submissions
  - Finish Draft Submission | Withdraw
- Admitting Clerk** - Part-time
  - Ontario-Hamilton
  - Job Number: 74802
  - Job Status: Accepting Job Submissions
  - Finish Draft Submission | Withdraw

**9. Cancelling an Application**

**Step 9.1**

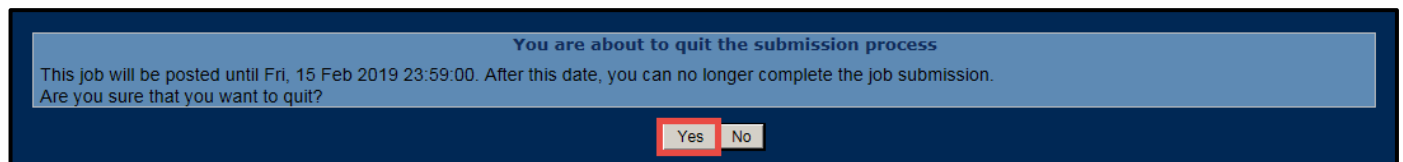
If at any time during the application process you would like to cancel your application, click **Quit**.



The screenshot shows a navigation bar with buttons for 'Application', 'Certifications', 'Additional Attachments', 'eSignature', and 'Review and Submit'. Below this bar are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'. The 'Quit' button is highlighted with a red box.

**Step 9.2**

Select **Yes** when the prompt below appears.



The screenshot shows a confirmation dialog box with the following text: "You are about to quit the submission process. This job will be posted until Fri, 15 Feb 2019 23:59:00. After this date, you can no longer complete the job submission. Are you sure that you want to quit?". At the bottom of the dialog, there are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red box.

## 10. Re-Applying to a Position or Finishing a Draft

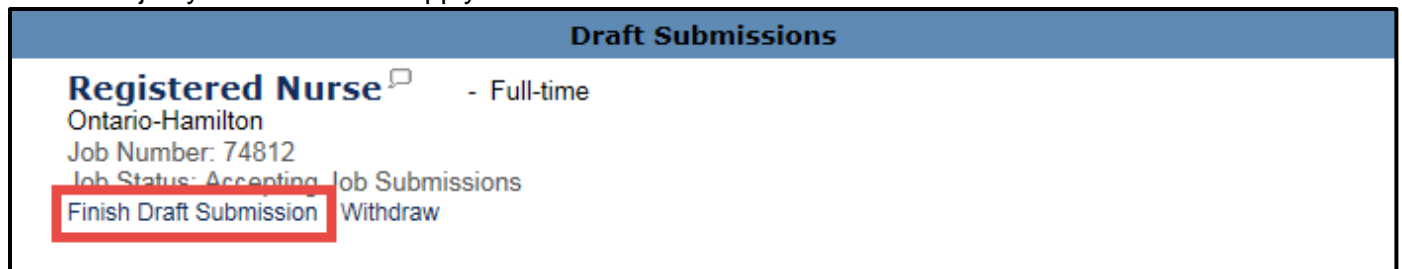
### Step 10.1

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**.



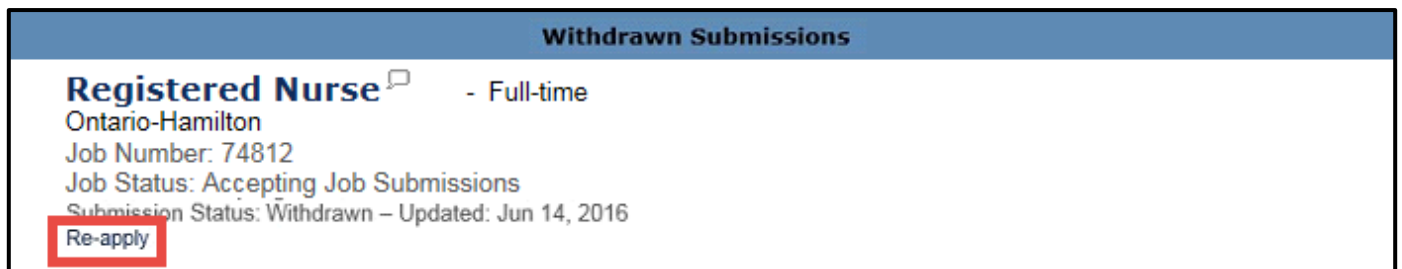
### Step 10.2

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.



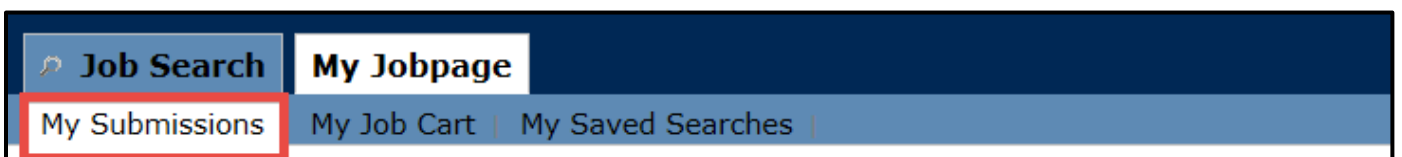
## 11. Withdrawing your Application from a Position

**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.

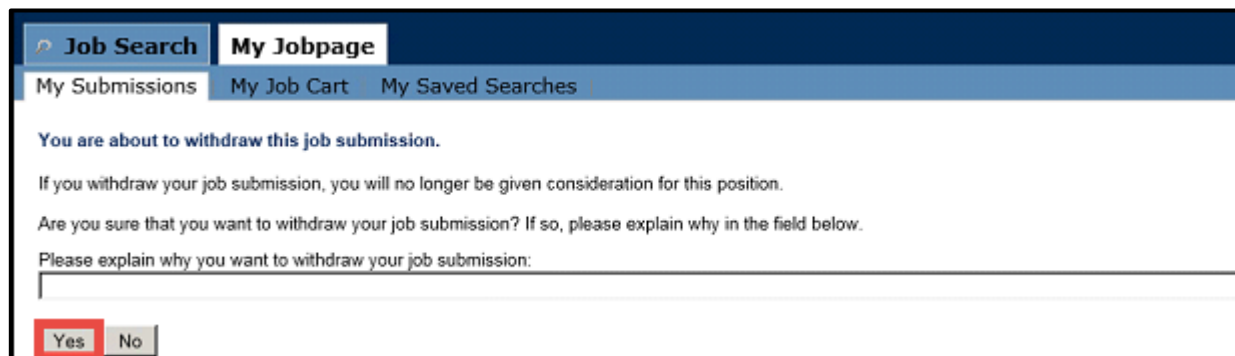


**Completed Submissions**

**HCA - Clinical** - Part-time  
 Ontario-Hamilton  
 Job Number: 60703  
 Job Status: Accepting Job Submissions  
 Submission Status: **Completed** Updated: Jun 15, 2016  
 View/Edit Submission **Withdraw**

**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**.



**Job Search** **My Jobpage**

My Submissions | My Job Cart | My Saved Searches

You are about to withdraw this job submission.

If you withdraw your job submission, you will no longer be given consideration for this position.

Are you sure that you want to withdraw your job submission? If so, please explain why in the field below.

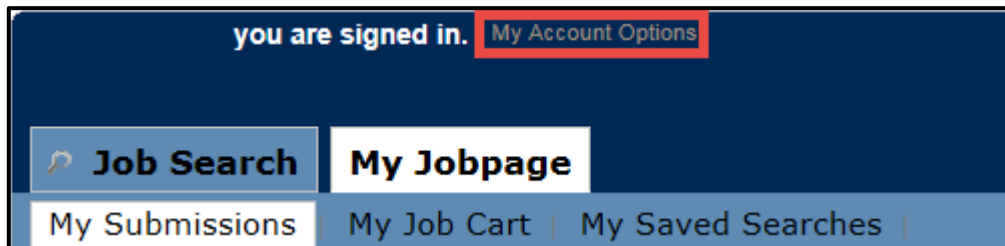
Please explain why you want to withdraw your job submission:

**Yes** No

**12. Changing your Password**

**Step 12.1**

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



you are signed in. **My Account Options**

**Job Search** **My Jobpage**

My Submissions | My Job Cart | My Saved Searches

**Step 12.2**

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



**Password** **Edit**

Current Password \*\*\*\*\*

**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.

### My Account Editor - Password

You must sign in again after changing your password.

\*Current Password

\*New Password

\*Confirm New Password

**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

Welcome to the Hamilton Health Sciences Careers website!

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

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