

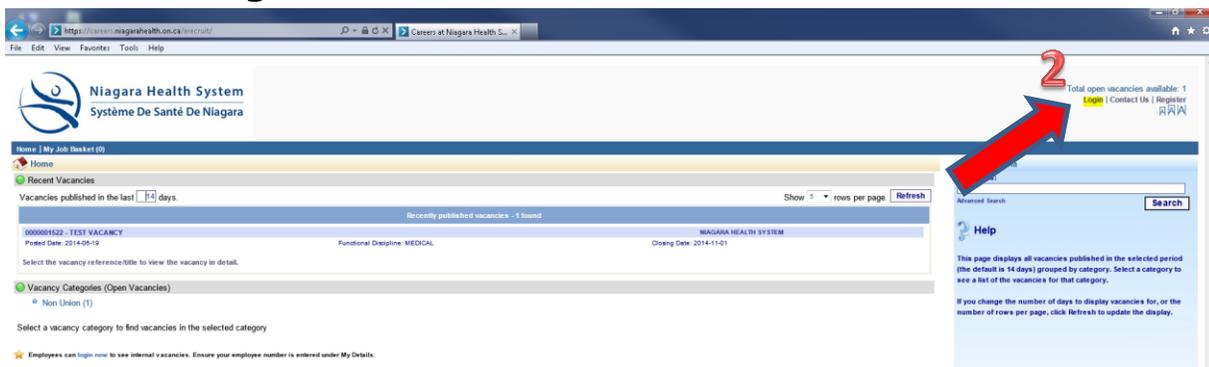


## HOW TO APPLY

1. Visit [www.niagarahealth.on.ca/en/careers](http://www.niagarahealth.on.ca/en/careers) and click the **eRecruit** link.



2. Click Login



3. Enter your Email Address and Password to access your profile you created when you registered and click 'Login'.

Returning users enter your account details and login, new users to create an account please Register first.

If you have not registered, click the register button and view the 'How to Register' guide



## SEARCHING FOR A VACNACY

4. Once you login to eRecruit, the homepage will show the last five vacancies posted.

### Other viewing options

-Click the 'show' (1) drop down box, and choose to display up to the last 50 postings.

-Navigate by page number (2)

-Search (3) for keywords (location, job title, duties, etc.)

-Search by Vacancy Category (4)

The screenshot shows the eRecruit homepage. At the top, there is a navigation bar with links: Home | My Job Basket (0) | My Details | My Applications | My Documents. Below this is a 'Home' section with a 'Recent Vacancies' tab. A dropdown menu (1) is set to '5' rows per page, with a 'Refresh' button. A table titled 'Recently published vacancies - 6 found' lists the following:

Job ID	Job Title	Location	Posted Date	Functional Discipline	Closing Date
0000001523	PERSONAL SUPPORT WORKER	ST. CATHARINES SITE	2014-06-19	None specified	2014-06-20
0000001517	TEMPALTE OR MATERIALS ASSISTANT		2014-06-19		2014-06-20
0000001518	TEMPLATE CLINICAL MANAGER		2014-06-19		2014-06-20
0000001519	TEMPLATE PAYROLL ANALYST		2014-06-19	FINANCE	2014-06-20
0000001516	TEMPLATE PERSONAL SUPPORT WORKER		2014-06-19	None specified	2014-06-20

Below the table, there is a 'Vacancy Categories (Open Vacancies)' section (4) with radio buttons for: Non Union (2), ONA (1), OPSEU (1), SEIU Clerical (1), and SEIU Service (1). A 'Search Criteria' section (3) has a 'Key Words' field containing 'Nurse' and a 'Search' button. A 'Help' section (2) provides instructions on how to use the search filters.

4

Select a vacancy category to find vacancies in the selected category

3

Key Words:

Nurse

Advanced Search

Search

Help

This page displays all vacancies published in the selected period (the default is 14 days) grouped by category. Select a category to see a list of the vacancies for that category.

If you change the number of days to display vacancies for, or the number of rows per page, click Refresh to update the display.



- To view the job posting details, click on the title of the posting to open the job posting.**



Select the vacancy reference/title to view the vacancy in detail.

## APPLY FOR A JOB

- Once you have identified a job posting you would like to apply to, under the vacancy details page, click the 'Apply for job' button.**

**Vacancy Detail**

Download Job Specification **Apply for job** Add to My Job Basket

**Job Details**  
Job Title: TEST VACANCY  
Posted Date: 2014-06-19  
Closing Date: 2014-11-01  
Functional Discipline: MEDICAL

**Job Description**  
VACANCY DETAILS  
VACANCY NUMBER: 0000001522  
JOB TITLE: TEST VACANCY  
STATUS: FULL TIME  
DEPARTMENT: MEDICAL  
LOCATION: NIAGARA HEALTH SYSTEM  
HOURS OF WORK: 75 HOURS PER PAY PERIOD  
POSTING DATE: 19 June 2014  
CLOSING DATE: 1 November 2014  
UNION: NON UNION  
WAGE RANGE: \$0 TO \$0  
POSITION OBJECTIVE:  
This is a test vacancy for training purposes  
QUALIFICATIONS:  
This is a test vacancy for training purposes  
Recruitment Specialist: Carrie Batts  
(905) 376-4647 EXT 44222, carrie.batts@niagarahealth.on.ca  
The Niagara Health System is committed to Employment Equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. Only applicants selected for an interview will be contacted.

**Apply for job** Add to My Job Basket

- You will be prompted to the application form where you will fill in the fields and continue through the stages of the application.**



The first page 'Note to Candidate' is a read-only page. You are not required to fill in any fields. This page is to confirm the position you are applying to. Click 'NEXT' to continue.

Home | My Job Basket (0) | My Details | My Applications | My Documents

Online Application Process

Notes to Candidate	<b>You are currently applying for TEST VACANCY (0000001522)</b>									
Personal Details										
Education										
Training and Qualification										
Professional Memberships										
Current / Most Recent Employment										
Employment										
Previous Employment										
Add Documents										
Vacancy Questions										
Complete										
		<table border="1"><tr><td>Closing Date (yyyy-MM-dd)</td><td>2014-11-01 12:00:00 AM</td></tr><tr><td>Department</td><td>MED</td></tr><tr><td>Job Location</td><td>NHS</td></tr><tr><td>Job Title</td><td>TEST VACANCY</td></tr></table>	Closing Date (yyyy-MM-dd)	2014-11-01 12:00:00 AM	Department	MED	Job Location	NHS	Job Title	TEST VACANCY
Closing Date (yyyy-MM-dd)		2014-11-01 12:00:00 AM								
Department	MED									
Job Location	NHS									
Job Title	TEST VACANCY									
	<p style="text-align: right;"><b>Next</b></p>									

**Note: Some fields will automatically populate (ie. Personal details) based on the information you provided during registration, and if you have previously applied to a job posting.**

**8. Ensure the Recruitment Source (where you learnt of this Job Posting) is identified, then click 'NEXT' to continue.**

Notes to Candidate	<b>You are currently applying for TEST VACANCY (0000001522)</b>	<p><b>These fields auto populate- You may edit if you please</b></p>																																								
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Education																																										
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Add Documents																																										
Vacancy Questions																																										
Complete																																										
			<table border="1"><tr><td>Surname</td><td colspan="2">Trbbiani</td></tr><tr><td>First Name</td><td colspan="2">Joey</td></tr><tr><td>Preferred Name</td><td colspan="2">Joey</td></tr><tr><td>Address Line 1</td><td colspan="2">1234 Niagara Falls Drive</td></tr><tr><td>Address Line 2</td><td colspan="2"></td></tr><tr><td>City</td><td colspan="2">Niagara Falls</td></tr><tr><td>Province</td><td colspan="2">Ontario</td></tr><tr><td>Postal Code</td><td>L2E 6X2</td><td>(AGA 9A9)</td></tr><tr><td>Country</td><td colspan="2">Canada</td></tr><tr><td>Primary Phone Number</td><td>905-378-4647</td><td>(9999999999) Ext. 9999</td></tr><tr><td>Secondary Phone Number</td><td>905-378-4647</td><td>(9999999999)</td></tr><tr><td>Are you currently employed by Niagara Health System? *</td><td colspan="2">No</td></tr><tr><td>Recruitment Source</td><td colspan="2">Undefined</td></tr></table>	Surname	Trbbiani		First Name	Joey		Preferred Name	Joey		Address Line 1	1234 Niagara Falls Drive		Address Line 2			City	Niagara Falls		Province	Ontario		Postal Code	L2E 6X2	(AGA 9A9)	Country	Canada		Primary Phone Number	905-378-4647	(9999999999) Ext. 9999	Secondary Phone Number	905-378-4647	(9999999999)	Are you currently employed by Niagara Health System? *	No		Recruitment Source	Undefined	
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9. The process for 'education', training and qualification, professional memberships, and previous employment are very similar.

Simply click 'Add a new record' within each application stage, fill out the required information, click 'save', and then 'NEXT' to finish completing your application

Notes to Candidate  
Personal Details  
Education  
Training and Qualification  
Professional Memberships  
Current / Most Recent Employment  
Previous Employment  
Add Documents  
Vacancy Questions  
Complete

You are currently applying for TEST VACANCY (0000001522)  
Please list all of your Education. These will be used on all of your applications.

There are no education records associated with your personal profile.

Add a new record

Previous Next

**Note:**

You may add as many records as you wish. Records cannot be edited; you must delete and add a new record again.

If you have accidentally clicked 'Add a new record' you must cancel the record before advancing in your application.

Home | My Job Basket (0) | My Details | My Applications | My Documents

Online Application Process

Notes to Candidate  
Personal Details  
Education  
Training and Qualification  
Professional Memberships  
Current / Most Recent Employment  
Previous Employment  
Add Documents  
Vacancy Questions  
Complete

You are currently applying for TEST VACANCY (0000001522)  
Please list all of your Education. These will be used on all of your applications.

There are no education records associated with your personal profile.

From Date  (yyyy-MM-dd)  
To Date  (yyyy-MM-dd)  
School Name   
Major   
Degree

Save Cancel

Previous Next



**INTERNAL CANDIDATES:** If you are current employee of the Niagara Health system and have reached the current employment stage, please enter the details of your primary position you currently hold.

10. When you reach the 'add documents' stage you may have documents already stored on your profile in which you may check off to use for this application.

You are currently applying for [TEST VACANCY \(0000001522\)](#)

The following documents are currently on file under your profile. Please select the file(s) that you would like to attach to this application.

Document description	Date uploaded	Attach
Resume.docx	2014-06-19	<input checked="" type="checkbox"/>

To attach documents specific to this application, use the Add Document button below:

There are no records found.

The following file extensions are allowed: doc, docx, jpg, pdf, rtf, txt

Description

Select File

Add to My Documents



OR

You may upload a new document to attach to your application. Create a description name (1), click browse (2), select the file (3) to be attached ( the following are accepted document formats: .doc, .docx, .jpeg, .jpg, .pdf, .rtf, .txt.) , click 'Open' (4).

**NOTE: you can also add this document to your profile by checking off 'Add to My documents' to use for future applications.**

**Then click 'Add Document'.**



11. Carefully read and answer the 'Vacancy Questions with a "Yes" or "No" response. Then Click 'Next'
12. If you have completed your application and are certain that it contains all pertinent information, click 'Complete'

Notes to Candidate  
Personal Details  
Education  
Training and Qualification  
Professional Memberships  
Current / Most Recent Employment  
Previous Employment  
Add Documents  
Vacancy Questions  
Complete

You are currently applying for TEST VACANCY (0000001522)

Previous Complete

13. You will receive confirmation that you have successfully applied for your selected job posting. Click 'Finish'.

You have successfully applied for the TEST VACANCY job, reference #0000001522.

Finish

You will also receive a confirmation email that your application was successfully received. You can also review your applications by clicking on the 'My Applications' tab to view all positions you have applied for.

Home | My Job Basket (0) | My Details | **My Applications** | My Documents

**My Applications**

The list below displays the vacancies that you have applied for.

You have applied for 1 vacancy

<b>0000001522 - TEST VACANCY</b>	NIAGARA HEALTH SYSTEM	
Posted Date: 2014-06-19	Functional Discipline: MEDICAL	Closing Date: 2014-11-01

Select the vacancy reference/title to view the vacancy in detail.



## EDITING YOUR APPLICATION

1. Visit the 'My Applications' tab and click on the application you would like to edit(1)

Home | My Job Basket (0) | My Details | **My Applications** | My Documents

**My Applications**

The list below displays the vacancies that you have applied for.

1 You have applied for 1 vacancy

**0000001522 - TEST VACANCY** NIAGARA HEALTH SYSTEM

Posted Date: 2014-06-19 Functional Discipline: MEDICAL Closing Date: 2014-11-01

Select the vacancy reference/title to view the vacancy in detail.

2. Select 'update application'. This will open your application. You may now review each stage of your application and make any adjustments required.

Download Job Specification **Update Application** Add to My Job Basket

You have already applied for this vacancy. If you would like to edit your application details please continue.

**Job Details**

Job Title: TEST VACANCY

Posted Date: 2014-06-19

Closing Date: 2014-11-01

Functional Discipline: MEDICAL

**Job Description**

VACANCY DETAILS

VACANCY NUMEBR: 0000001522

**Note: If you are inactive for 15 minutes at any time during your application, you will be automatically logged off. At this time you may log back in and resume where you left off.**