



## HOW TO APPLY ONLINE

Please note that if your computer is idle for 30 minutes or more your application will not be saved and you will be required to log in again and start over.

1. Visit the JBH careers page and click the “**Apply Online**” eRecruit button. This will redirect you to the eRecruit site to login and start applying for jobs. If you have not yet registered with the eRecruit site please do so first.

**NOTE:** If you are currently a JBH employee you will need register using your paystub which includes your Employee ID# and spelling of your full name as Human Resources has on file. **Please do not include the first digit of your employee number when registering.** Also, please be mindful of the internal closing date for internal employees listed on the job posting.

2. Click “**Login**” in the top right corner of the screen.



3. To login, enter the email address and password you used during registration.

A screenshot of the eRecruit login form. The form has a purple header with the text "Log In". Below the header are two input fields: "Email Address:" and "Password:". Below the "Password:" field is a checkbox labeled "Remember me next time." and a link labeled "Forgot Password". At the bottom of the form are two buttons: "Login" and "Register".

**REMINDER:** Passwords must have a minimum of 6 alphanumeric characters – Example: JosephBrant01

If you have forgotten your password please click “Forgot Password” to retrieve your information. You will be required to answer a security question.

4. Once logged in you will see the Home page with current vacancies listed

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

Recent Vacancies

Vacancies published in the last 14 days.

Recently published vacancies - 7 found

| Reference Number | Job Title                            | Functional Discipline    | Closing Date   |
|------------------|--------------------------------------|--------------------------|----------------|
| 000000034        | Manager, Emergency                   | None specified           | None specified |
| 000000033        | Registered Practice Nurse, Full-Time | None specified           | 24/03/2015     |
| 000000030        | Charge Nurse                         | Nursing - RN             | None specified |
| 000000031        | CLINICAL INFO RESOURCE NURSE -RN     | Nursing - RN             | None specified |
| 000000032        | Executive Assistant - HR             | Administrative/ Clerical | None specified |

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

Vacancy Categories (Vacancies Open For Internal Candidates)

- Business Administration (2)
- Leadership (1)
- Nursing (5)

Select a vacancy category to find vacancies in the selected category

5. Only 5 recent vacancies appear on the first page. To see all vacancies change the “Show # rows per page” options to 50 and click refresh.

Show 50 rows per page. Refresh

You may wish to change the “Vacancies published in the last x days” field.

Recent Vacancies

Vacancies published in the last 14 days.

6. You may also prefer to view job postings by category (ie. Nursing, Clerical, Leadership). Click on the various vacancy categories at the bottom of the page that may be of interest to you.

Vacancy Categories (Vacancies Open For Internal Candidates)

- Business Administration (2)
- Leadership (1)
- Nursing (5)

Select a vacancy category to find vacancies in the selected category

7. You will then see relevant job postings within that category. Click on the job(s) you are interested in applying for.

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

Search Results

Advanced Search

Your search result returned 1 vacancy

| Reference Number | Job Title          | Functional Discipline | Closing Date   |
|------------------|--------------------|-----------------------|----------------|
| 000000034        | Manager, Emergency | None specified        | None specified |

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

8. Once the job posting is opened, click the “Apply for job” button in order to apply for that specific job posting.

9. If you have not yet logged in, you will be prompted to do so at this time. If you have not registered an account yet please do so first.

10. Once logged in you will be prompted to answer questions and provide information related to your education, training, employment references and upload documents such as a resume and cover letter. Please follow the application through to the end.

11. Ensure that you complete all mandatory fields marked with a red asterisk (\*). If you encounter errors while applying to a position, please view the message on the right side of the screen that will provide further information about the error or missed field.

Search Criteria

Key Words:

Advanced Search

Data Entry Errors Found:

- Evening telephone must be entered
- Education level must be selected
- Recruitment sources must be selected

12. To insert a record for Education, Training & Qualification, Professional Membership and References please click the **“Add a new record”** button on each screen to drop down the required fields.

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

Online Application Process

Key Information  
Personal Details  
Education  
Training and Qualification  
Professional Memberships  
References  
Add Documents  
Vacancy Questions  
Complete

You are currently applying for Registered Practical Nurse, Full-Time (000000010)  
Please list all of your Professional Memberships. These will be used on all of your applications.

There are no professional membership records associated with your personal profile.

13. If you wish to add more than one record please click “Save” after each entry and then “Add a new record” to insert the next record.

**NOTE:** 2 Employment References are required of each successful candidate. These references must be someone you have directly reported to or who has overseen your work and is in a position to provide feedback. Friends and family are not accepted. You will be notified if you are a preferred candidate before your references will be contacted.

14. A resume is required of every applicant in order for us to properly assess your suitability for a position. Please upload your resume in the “Add Documents” section of the application. If you upload documents to your profile you will be able to access them and use them in the future for ease of use.

15. Please give a “Description” name to the document you are uploading, for example: Joe Smith – Nursing Resume.

**NOTE:** Document formats accepted are .doc, .docx, .jpg, .pdf and each document cannot exceed 2000kb in size.

16. Search the file you are attempting to upload by clicking the “Browse” button and locate the file on your computer you wish to use. If you wish to save this document for future use in other applications please select the “Save for Future Use”

To attach new documents to this application, enter a Description, select a file with the Browse button, then click the Add Document button. If you want to save this document in your profile for use on future applications, check the Save For Future Use box before clicking Add Document.

There are no records found.

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

Description

Select File

Save For Future Use

The following documents exist under your profile. Please select the file(s) that you would like to include with this application.

You have no document associated with your details.

**17.** Click the “Add Document” button to move forward once you’ve uploaded your documents and click “Next” when complete. If you receive a warning that your document may have a virus, please scan your computer for a virus or upload a different document.

**18.** Once you have completed all of the required steps in the application and you have come to the “Complete” tab, you can review your application before submitting by clicking through the completed tabs on the left side. If you wish to submit your application please click “Complete”.

**19.** The next screen will confirm your application has been submitted and inform you that you should be receiving an acknowledgment email to the email address your account is registered with. Please check your junk mail folders if you do not see the email in your inbox.

**20.** If you receive errors or cannot proceed during the application process please contact Human Resources via email at [careers@josephbranthospital.ca](mailto:careers@josephbranthospital.ca) or call 905-632-3737 ext: 4129.

Please see the “How to Register” document for further instructions on how to register your account before applying to jobs if you have not already done so.