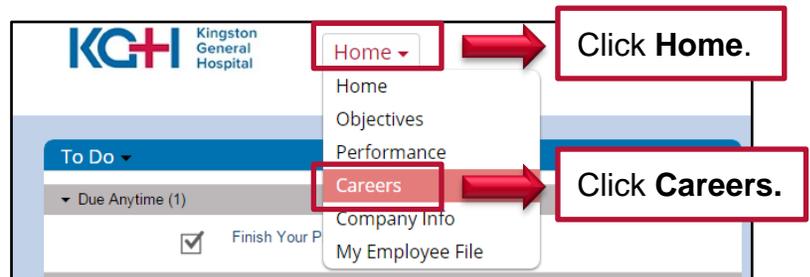


## Introduction

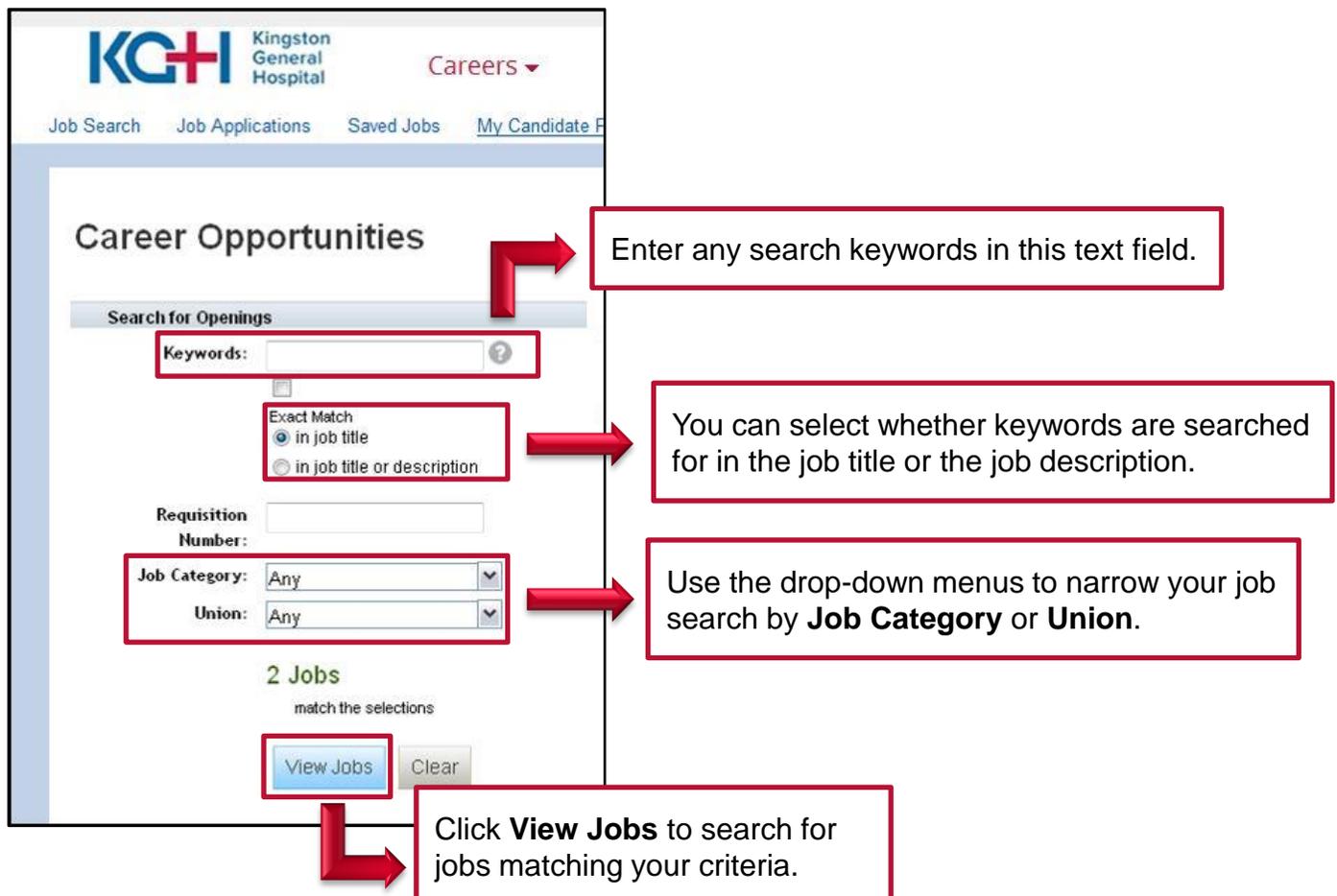
Once you have created your candidate profile, you can search for and apply to internal job postings at KGH through the **Careers** page of **Career Hub**. Note that all jobs need to be applied to through Career Hub; **there will be no more paper applications accepted**. To apply to jobs, follow the steps outlined below.

## Applying to Jobs

- 1 Log in to Career Hub. Navigate to the **Careers** section by clicking **Home**, and then clicking **Careers**.



- 2 You can search for job postings via the **Careers** page. Specify the details of your search as shown below, and then click **View Jobs**.



A screenshot of the 'Career Opportunities' search page. The page has a search bar labeled 'Search for Openings' with a 'Keywords:' text field. Below it are radio buttons for 'Exact Match' with options 'in job title' (selected) and 'in job title or description'. There are also dropdown menus for 'Job Category' and 'Union', both currently set to 'Any'. A 'View Jobs' button is at the bottom. Red callout boxes provide instructions: 'Enter any search keywords in this text field.' points to the 'Keywords:' field; 'You can select whether keywords are searched for in the job title or the job description.' points to the 'Exact Match' radio buttons; 'Use the drop-down menus to narrow your job search by **Job Category** or **Union**.' points to the 'Job Category' and 'Union' dropdowns; and 'Click **View Jobs** to search for jobs matching your criteria.' points to the 'View Jobs' button.

# Applying to Jobs through Career Hub

**3** The **Career Opportunities** page will open. A list of available job postings based on your search criteria will be listed. You can choose one of several actions using the **Select Action** drop-down menu, as described below.

**Career Opportunities**

Keywords:

Exact Match  
 in job title  
 in job title or description

Requisition ID:

Job Category:

Union:

2 Jobs matched your search  
Items per page: 10 | Page 1 of 1

**Carla Test: Offer Approvals**   
Req ID 21 - Posted 05/28/2015 - Support to Patient Care - Union (2) Select Action

**Test**   
Req ID 1 - Posted 05/25/2015 - Support to Patient Care - Union (2) Select Action

Page 1 of 1

Available postings will be listed here.

You can create an alert to receive future notifications of postings matching this search criteria by clicking the **Save this search** button.

Options in the **Select Action** drop-down menu include:

- Applying directly to the job posting
- Saving the posting
- Emailing the posting to a friend
- Referring a friend

**4** Click a job title to view the posting details. You will be taken to the published posting page, and from here you can review the details and/or perform several actions as described below.

2 Jobs matched your search  
Items per page: 10 | Page 1 of 1

**Carla Test: Offer Approvals**   
Req ID 21 - Posted 05/28/2015 - Support to Patient Care - Union (2)

Click a job title to view posting details.

There are several actions that can be performed here:

- Apply to the posting
- Save the posting
- Email the posting to a friend
- Refer a friend to the job
- Return to the job list

**Job Listing: Carla Test: Offer Approvals (21)**  
Req ID 21 - Posted 05/28/2015 - Support to Patient Care - Union (2)

[Job Description](#) [Print](#) [Preview](#)

**Job Listing Detail**

**JOB VACANCY**  
NON-UNION

REFERENCE: 14-NON-UNION-407 REPOST  
POSITION #: 50056754  
DEPARTMENT: Project Management Office  
TITLE: Project Manager  
(Full-Time Position)

SALARY:  
HOURS OF WORK: Days

**POSITION SUMMARY:**  
Provide the necessary leadership in order to deliver projects on time and within budget. Responsible for managing project schedules, budgets, risks, communications and resources. Within this role the employee is accountable for contributing to the delivery of the Kingston General Hospital strategy. As an employee, one must demonstrate an awareness of and be responsible for actively promoting and supporting patient and family centered engagement and care in all we do.

# Applying to Jobs through Career Hub

**4** Click **Apply** to apply to the position. You will be redirected to your candidate profile Page. If your profile is already complete, click **Next** to continue.

The screenshot shows a job application interface. On the left, there are three buttons: 'Apply', 'Save Job', and 'Email Job to Friend'. A red box highlights the 'Apply' button, with a red arrow pointing to a text box that says 'Click Apply.'. On the right, there is a candidate profile form with fields for 'Employee ID' (00308295), 'Union' (OPSEU 444 (1030)), 'Alternate Phone', and 'Alternate E-mail Address'. A red box highlights the 'Next' button at the bottom right of the form, with a red arrow pointing to a text box that says 'If your profile is complete, click Next to proceed to your application for the position.'

**Note:** Your candidate profile must be completed before you can apply to a position. For information on how to set up your candidate profile, see the **Creating a Candidate Profile** job aid.

**5** You will be redirected to a new page where you will be able to complete your application details.

The screenshot shows the 'Application Form' with several sections and callouts:

- PERSONAL INFORMATION:** A callout points to a dropdown menu for 'Is your manager aware of your application?' with the text 'Use the drop-down menu to indicate whether or not your manager is aware of your application.'
- EMPLOYMENT INFORMATION:** There are two callouts for 'Cover Letter' and 'Resume / CV'. Both point to 'Update' buttons and have the text 'Upload or update your cover letter and resume.'
- Supporting Documents:** A callout points to the 'Attach a document' button with the text 'Attach any other relevant documents. E.g. Certificates, reference letters.'
- Additional Candidate Comments:** A callout points to the 'Additional Candidate Comments' text area with the text 'Add any additional comments for the hiring team to read.'

**6** Accept the terms of your application and click **Apply**.

The screenshot shows the application terms and conditions section. A callout points to a checkbox labeled 'I agree to the statement above' with the text 'Check the box to indicate that you accept the terms of your application.' Below the checkbox, it says 'Your selection of "I Agree" confirms your acceptance of the above statement.' At the bottom right, there is a 'Click Apply.' callout pointing to the 'Apply' button in a row of buttons that also includes 'Back', 'Save', and 'Cancel'. A red arrow points from the 'Click Apply.' callout to the 'Apply' button.