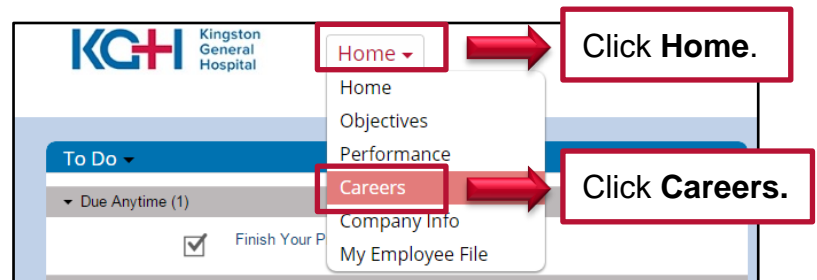


Introduction

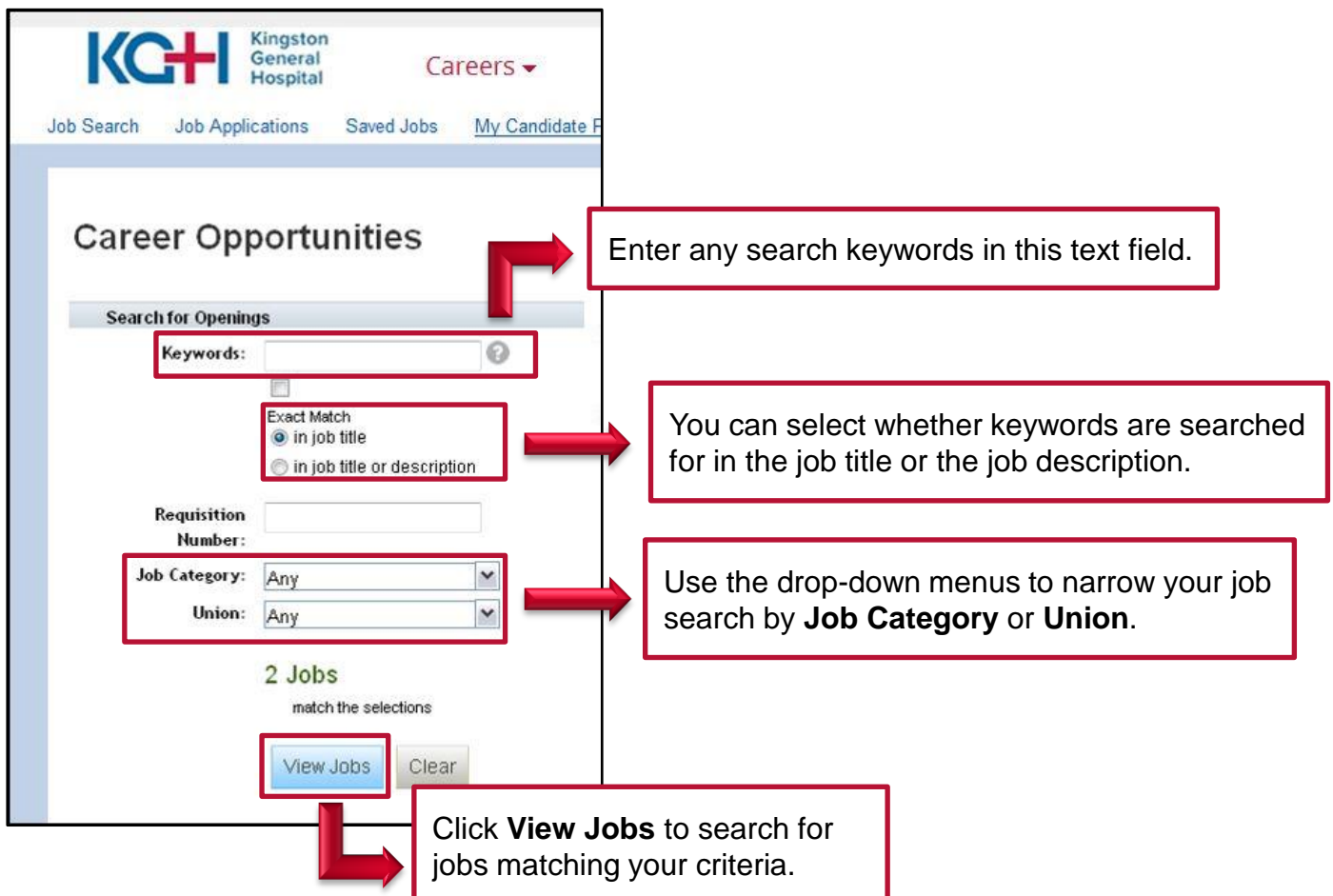
Once you have created your candidate profile, you can search for and apply to internal job postings at KGH through the **Careers** page of **Career Hub**. Note that all jobs need to be applied to through Career Hub; **there will be no more paper applications accepted**. To apply to jobs, follow the steps 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 boxes and arrows point to these elements with callout boxes: '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 form for a candidate profile. The form includes 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 instructions:

- PERSONAL INFORMATION:** A question 'Is your manager aware of your application?' has a dropdown menu with 'No Selection' selected. A red box highlights the dropdown, with a red arrow pointing to a text box: 'Use the drop-down menu to indicate whether or not your manager is aware of your application.'
- EMPLOYMENT INFORMATION:** There are two rows for document uploads. The first row is for the 'Cover Letter', showing 'Recruiting Admin's Cover Letter' and an 'Update' button. A red box highlights the 'Update' button, with a red arrow pointing to a text box: 'Upload or update your cover letter and resume.' The second row is for the 'Resume / CV', showing 'Recruiting Admin's Resume' and an 'Update' button. A red box highlights the 'Update' button, with a red arrow pointing to the same text box.
- Supporting Documents:** There is an 'Attach a document' button. A red box highlights this button, with a red arrow pointing to a text box: 'Attach any other relevant documents. E.g. Certificates, reference letters.'
- Additional Candidate Comments:** A text area for comments. A red box highlights this area, with a red arrow pointing to a text box: '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 red box highlights the text 'Check the box to indicate that you accept the terms of your application.' with a red arrow pointing to a checkbox labeled '* I agree to the statement above'. Below this, there is a paragraph of terms and conditions. A red box highlights the 'Apply' button at the bottom right, with a red arrow pointing to a text box that says 'Click Apply.'. The 'Apply' button is highlighted with a red box, and a red arrow points to it from the text box.