

Career Hub - Creating a Candidate Profile

Introduction

To apply for an internal job posting at KGH, you must set up a candidate profile through the **Careers** page in **Career Hub**. Your profile can include information about your education and work history, and important documents, like your resume and cover letter.

Once you create a candidate profile in Career Hub, it will be visible to recruiters and hiring managers. Your profile will be viewed by hiring teams to match your experience against the positions you have applied to, and it will be available for recruiters to search against other opportunities that your experience may relate to. Take the opportunity to share as much information as possible and show why you are a great candidate.

Accessing Your Candidate Profile

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



- 2 Click the **My Candidate Profile** button.



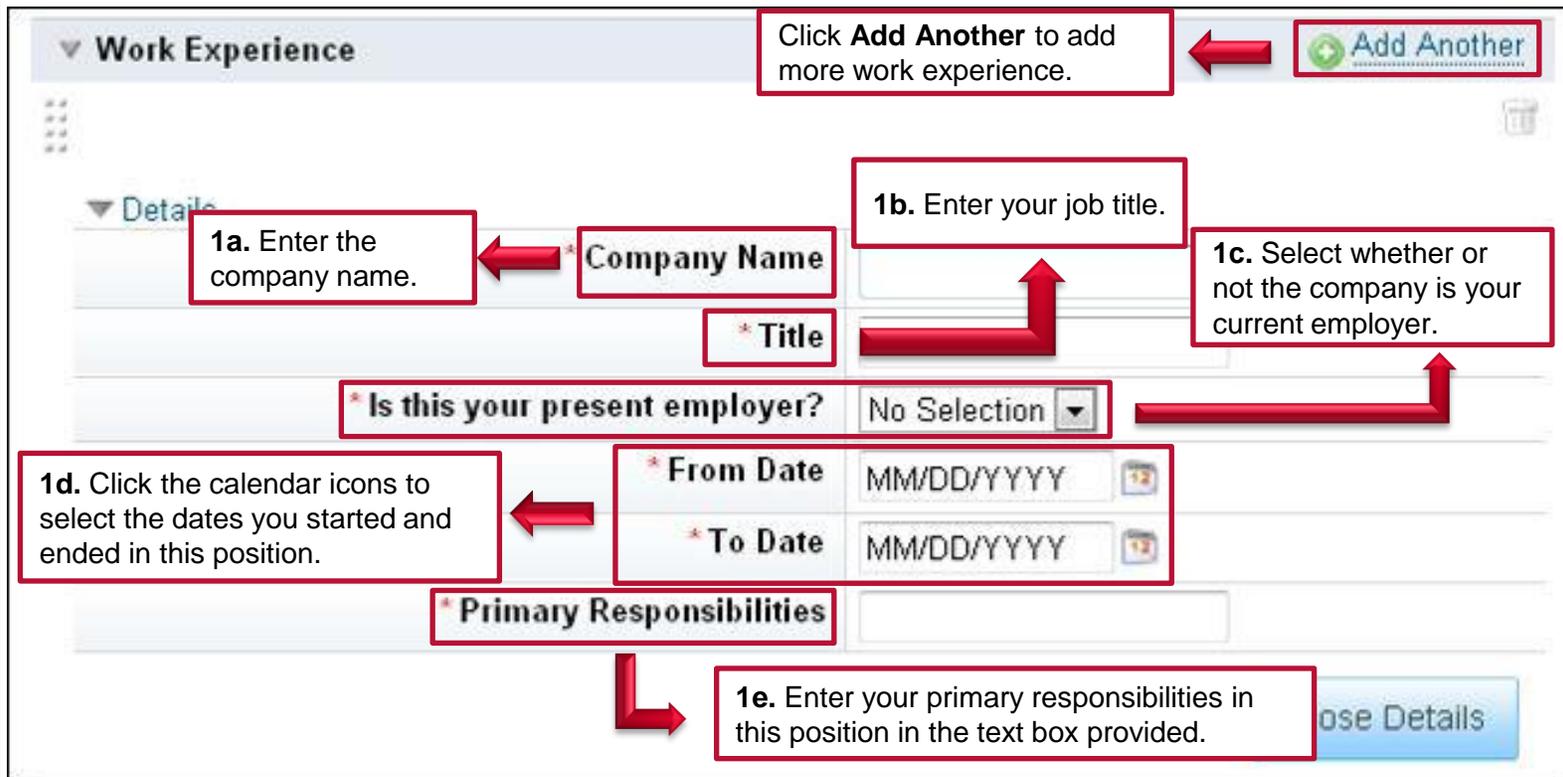
- 3 You will be prompted to upload your resume. To upload your resume to your profile, click **Browse**, select the file you want to upload, and then click **Upload**. To skip this step, click **Cancel**.

A screenshot of the 'Upload Resume' dialog box. The 'Choose File:' field is empty, and the 'Browse...' button is highlighted with a red box. A red arrow points from a callout box that says 'Click **Browse**, and then select the file you want to upload.' to the 'Browse...' button. Below the dialog box, a red box highlights the 'Upload' button, with a callout box that says 'Click **Upload** once you have selected the file you want to upload.' To the right, a red box highlights the 'Cancel' button, with a callout box that says 'Click **Cancel** to skip this step. **NOTE: You are highly encouraged to upload a current resume to demonstrate your experience. The information from your resume will be used to populate required fields.**

Completing Mandatory Fields

There are two mandatory sections that need to be completed in order to build your profile: Work Experience and Formal Education. All mandatory fields within these sections are marked with a red asterix.

- 1 Complete the **Work Experience** section of your candidate profile as shown below.



The screenshot shows the 'Work Experience' section of a candidate profile form. The form is titled 'Work Experience' and has a 'Details' sub-section. The form contains several fields, each with a red asterisk indicating it is mandatory. Red boxes with arrows point to these fields, providing instructions on how to complete them. The fields and their corresponding instructions are:

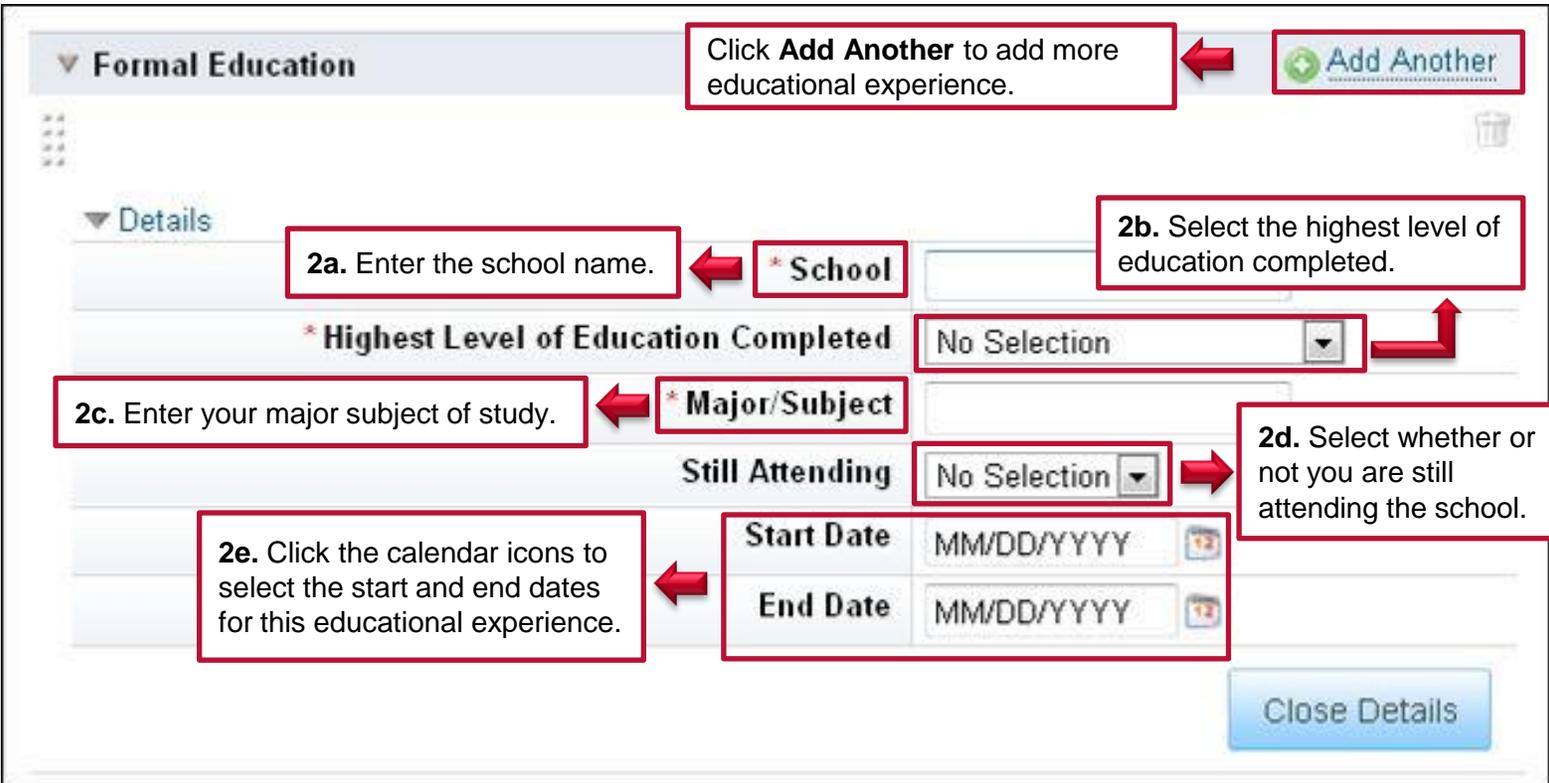
- * Company Name**: 1a. Enter the company name.
- * Title**: 1b. Enter your job title.
- * Is this your present employer?**: 1c. Select whether or not the company is your current employer.
- * From Date** and *** To Date**: 1d. Click the calendar icons to select the dates you started and ended in this position.
- * Primary Responsibilities**: 1e. Enter your primary responsibilities in this position in the text box provided.

Additional annotations include:

- A red box at the top right says 'Click **Add Another** to add more work experience.' with an arrow pointing to the 'Add Another' button.
- A red box at the bottom right says 'Use Details' with an arrow pointing to the 'Use Details' button.

Completing Mandatory Fields Continued...

- 2 Complete the **Formal Education** section of your candidate profile as shown below.



The screenshot shows the 'Formal Education' section of a candidate profile form. The section is titled 'Formal Education' and has a 'Details' dropdown menu. The form contains several fields and buttons, each with a red box and an arrow pointing to it, indicating where to click or enter information:

- 2a.** Enter the school name. (Points to the * School field)
- 2b.** Select the highest level of education completed. (Points to the * Highest Level of Education Completed dropdown menu)
- 2c.** Enter your major subject of study. (Points to the * Major/Subject field)
- 2d.** Select whether or not you are still attending the school. (Points to the Still Attending dropdown menu)
- 2e.** Click the calendar icons to select the start and end dates for this educational experience. (Points to the Start Date and End Date fields)

Other elements include an 'Add Another' button at the top right, a 'Close Details' button at the bottom right, and a warning message at the top: 'Changes pending. You must click "Save" in order to keep your changes.'

- 3 Click **Save**.



The screenshot shows a 'Save' button in a candidate profile form. A red box highlights the button, and an arrow points to it from a text box that says: 'You must click **Save** or any changes will be lost.'

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Additional Information

While only the Work Experience and Formal Education sections are **mandatory**, you can also upload your resume, cover letter, or other relevant documents to your profile, as shown below.

MARK ROGERS

Thank you for your interest in Kingston General Hospital.

Kingston General Hospital is a community of people dedicated to transforming the patient experience through collaborative approaches to care, knowledge and leadership. Our aim is to provide the highest quality of care to our patients.

This is your candidate profile. You can add your resume and cover letter to your profile. Your resume and cover letter will also be available to the hiring manager.

This is your stage in the recruitment process. You can see the status of your application and the documents you have uploaded.

We look forward to hearing from you.

Click here to add your resume to your profile or update your resume file.

Your Resume is not on file. Click here to attach your Resume

Your Cover Letter is not on file. Click here to attach your Cover Letter

Click here to add your cover letter to your profile or update your cover letter file.

Mark Rogers ▾ Search for actions or people

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Save Cancel Print Preview

e. er Letter

Click here to attach any other supporting documents.

▼ Documents

Supporting Documents Attach a document