# JOSEPH BRANT HOSPITAL

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 to 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.

Total open vacancies available: 8
Login | Contact Us | Register
A A A
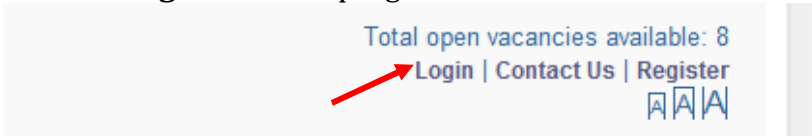
3. To login, enter the email address and password you used during registration.

Log In	
Email Address:	
Password:	
	Remember me next time.
	Forgot Password
	Login 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. If you do not receive an email to reset your password please contact HR.

UPLOADING/ATTACHING A RESUME OR DOCUMENT

4. A resume is required of every applicant in order for us to properly assess your suitability for a position. For ease of use, please upload your resume to your profile so you only need to do it once and then it's saved in your profile for future use. This can be done by clicking the "My Documents" tab and following the below steps.
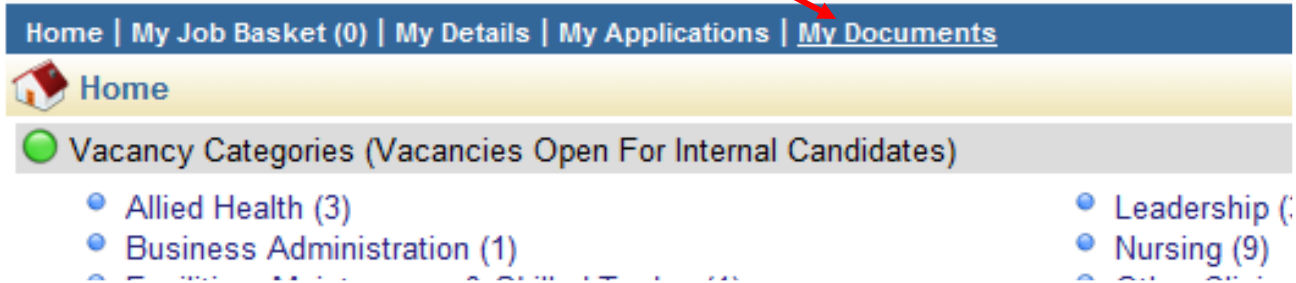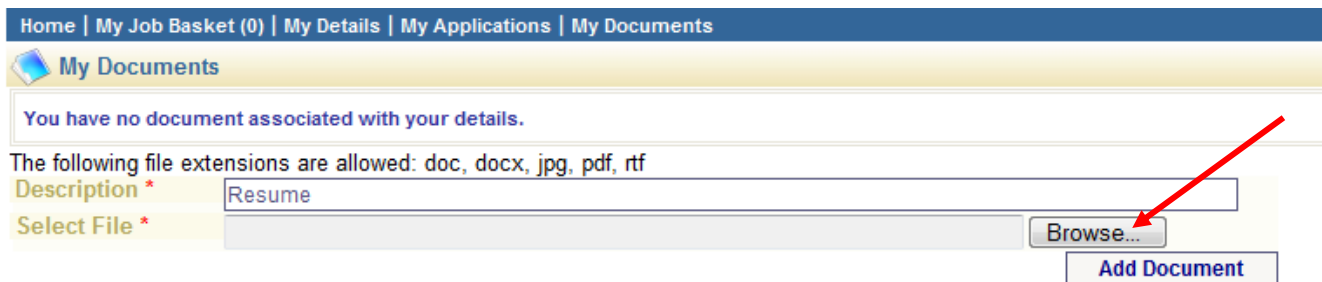

**5.** Please give a "Description" name to the document you are uploading, for example: Joe Smith – Nursing Resume.
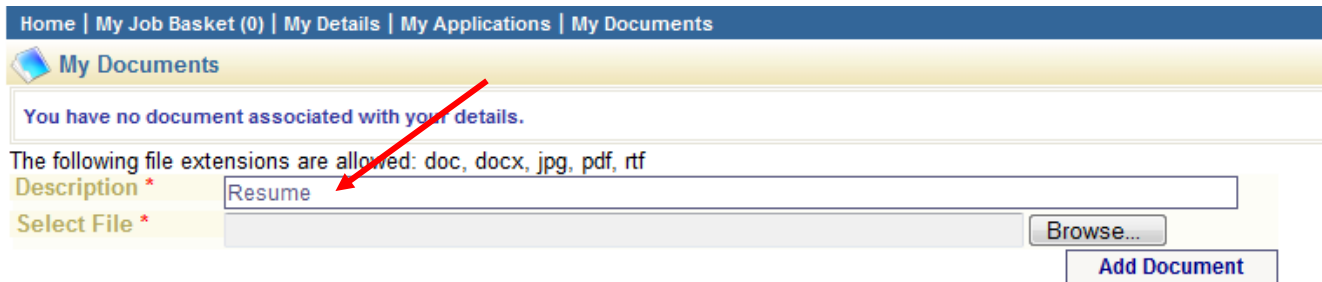
NOTE: Document formats accepted are .doc, .docx, .jpg, .pdf and each document cannot exceed 2000kb in size.

6. Search the document you are attempting to upload by clicking the "Browse" button and locate the file on your computer you wish to use.


NOTE: If you don't see your resume in the window that pops up, you may need to change the location on your computer that you're looking within, depending on where you had previously saved your resume on your computer. See next screen shot.
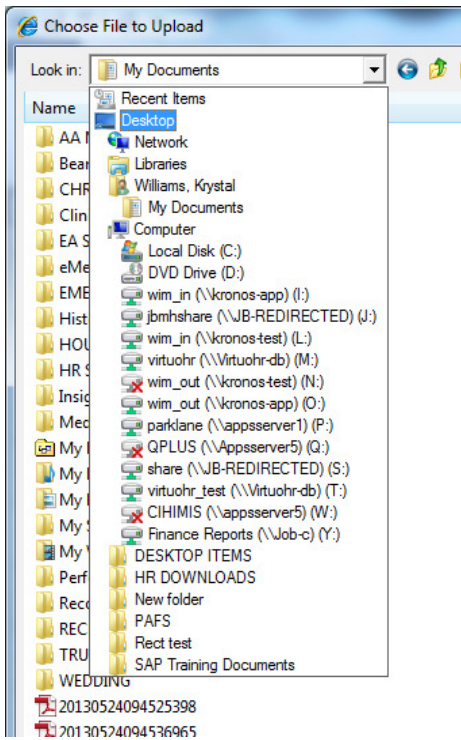
7. Once you've located the document you wish to attach, please double click it to attach.

8. You now should see the previous page where you named and uploaded the document. Click the "Add Document" button to move forward once you've uploaded your documents. If you receive a warning that your document may have a virus, please scan your computer for a virus or upload a different document. **NOTE: PLEASE GIVE THE SYSTEM A FEW MINUTES TO THINK, THE DOCUMENT MAY NOT LOAD RIGHT AWAY. You may see a colored bar on the bottom of the screen indicating it's loading.**
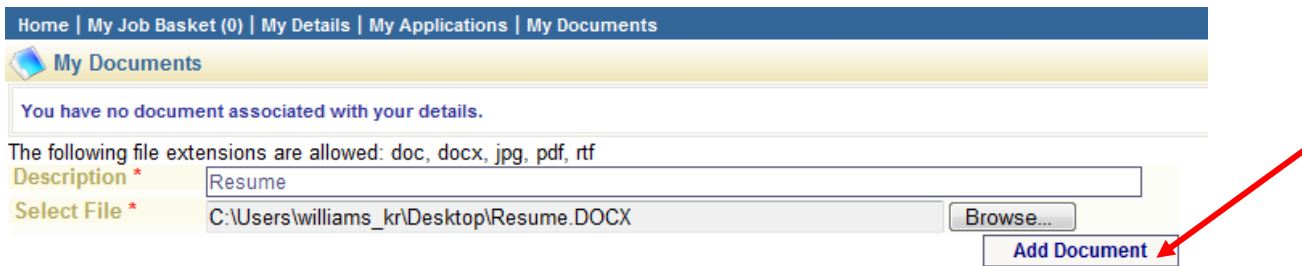
9. You will know your upload has been successful when a document appears as seen below.
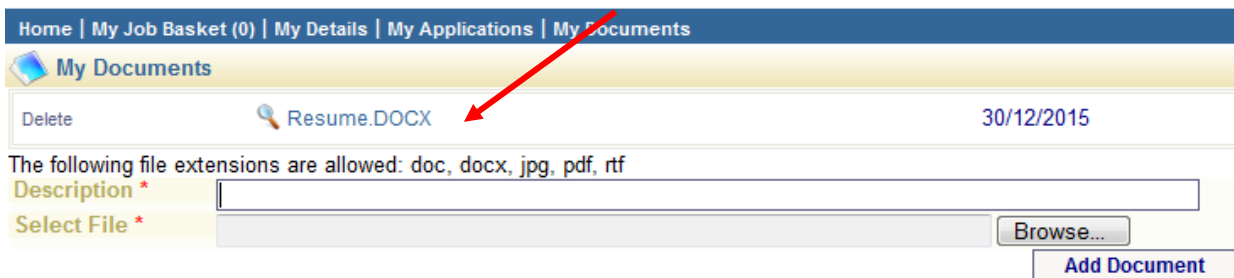
10. Now that your resume is saved to your profile, please click the "Home" tab on the top left of the page to return to the main screen where the vacancies are listed.

11. 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.

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

12. 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.

13. You will then see relevent job postings within that category. Click the title on the job(s) you are interseted in applying for, this will open up the specific job you've selected.

14. Once the job posting is opened, click the "Apply for job" button in order to apply for that specific job posting.
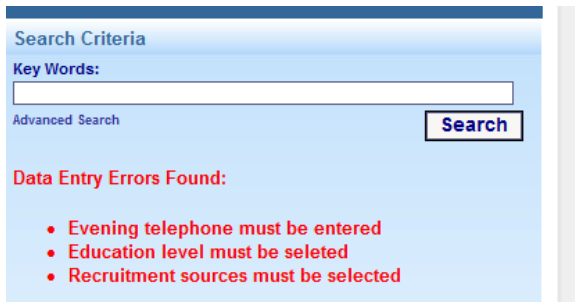
15. If you have not yet logged in, you will be prompted to do so at this time. If you have not registered an account yet please do so first.
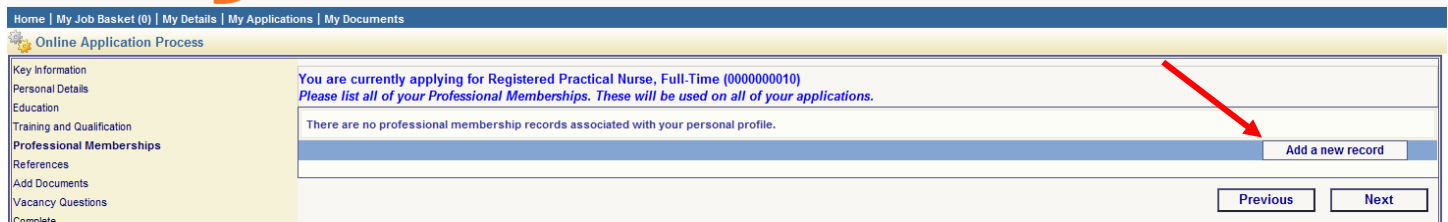
16. Once logged in you will be prompted to answer questions and provide information related to your education, training, employment references and upload documents such as a resume and cover letter. Not all screens are required, but the resume screen is and you will not be able to continue without attaching a document.

17. 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.

18. 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.

19. 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: (External candidates only) 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.

20. When you reach the "Add Documents" section, you will notice your resume is available for you to select if you properly followed the above instructions to upload a resume to your profile. Click "include" to include the resume you've uploaded, and then click "Next" to proceed with the application. See next screen shot.

21. 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".

22. 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.

If you receive errors or cannot proceed during the application process please contact Human Resources via email at hr@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.