



Step by-Step Guide on how to apply on postings using eRecruit Uploading Documents Process

Note: You need to register for eRecruit prior to applying for internal postings. Please refer to the Step-by-Step Guide for registering. Screens within this guide may vary based on the competition in which you apply.

Step 1: First click on “Login” to enter your login and password information.

Careers at Central Health
Healthy People, Healthy Communities

Home | My Job Basket (0)

Search Criteria
Advanced Search

Search

Help

This page displays all vacancies published in the selected period (the default is 14 days) grouped by category. Select a category to see a list of the vacancies for that category.

If you change the number of days to display vacancies for, or the number of rows per page, click Refresh to update the display.

Home

Recent Vacancies

Vacancies published in the last 14 days.

Show 5 rows per page. Refresh

Recently published vacancies - 2 found

2014000039 - Project Leader Posted Date: 7/9/2014	Regional Office Closing Date: 7/16/2014
2014000041 - Clerk IV Posted Date: 7/2/2014	North Haven Manor Closing Date: 7/16/2014

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

Vacancy Categories (Open Vacancies)

- Management (2)
- Support Services (1)

Select a vacancy category to find vacancies in the selected category

Employees can [login now](#) to see internal vacancies. Ensure your employee number is entered under My Details.

Step 2: Type your email address and password in the fields below and then click on “Login”.

The screenshot shows the 'Careers at Central Health' website. The header includes the Central Health logo and the tagline 'Healthy People, Healthy Communities'. On the right, it states 'Total open vacancies available: 3' with links for 'Login | Contact Us | Register'. A purple navigation bar contains 'Home | My Job Basket (0)'. Below this is a yellow bar with a 'Login' button. The main content area is divided into a search criteria section on the left and a login/register section on the right. The search criteria section includes a search box, a 'Search' button, and a 'Help' section. The 'Help' section is highlighted with a red border and contains the following text: 'If you are a registered user, enter your email address and password and click Login.', 'If you have forgotten your password, click Forgot Password to have a new one emailed to you.', and 'If you not a registered user, click Register to create an account.'. The login/register section features a 'Log In' form with fields for 'Email Address:' and 'Password:', a 'Remember me next time' checkbox, a 'Forgot Password' link, and 'Login' and 'Register' buttons. A red arrow points from the 'Login' button in the form to the 'Login' text in the step instruction.

Central Health
Careers at Central Health
Healthy People, Healthy Communities

Total open vacancies available: 3
Login | Contact Us | Register

Home | My Job Basket (0)

Search Criteria Login

Search

Advanced Search

Help

If you are a registered user, enter your email address and password and click Login.

If you have forgotten your password, click Forgot Password to have a new one emailed to you.

If you not a registered user, click Register to create an account.

Returning users enter your account details and login, new users to create an account please Register first.

Log In

Email Address:

Password:

Remember me next time.

[Forgot Password](#)

Step 3: Next, click on the job below for which you are interested in applying.

Central Health
Careers at Central Health
Healthy People, Healthy Communities

Welcome back John
Total open vacancies available: 3
Logout | Contact Us | Change Password

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

Search Criteria
Advanced Search
Help

Search Results
Your search result returned 2 vacancies

201400008 - Labor Relations Officer Posted Date: 2/1/2014	Functional Discipline: Human Resources	Regional Office Closing Date: None specified
201400039 - Project Leader Posted Date: 7/9/2014		Regional Office Closing Date: 7/16/2014

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

This page displays the results of your search.
You can use the Advanced Search to refine your search further.
To select more than one option in any of the lists, hold down CTRL and SHIFT and use the left mouse button to select the required options.

Step 4: You can now view the job posting. Next, click “Apply for job”

The screenshot shows the 'Careers at Central Health' website. The header includes the Central Health logo and the tagline 'Healthy People, Healthy Communities'. On the right, it says 'Welcome back John' and 'Total open vacancies available: 3', with links for 'Logout | Contact Us | Change Password' and accessibility icons.

The main content area is titled 'Vacancy Detail' and features a yellow background. On the left, there is a 'Search Criteria' section with a search box and a 'Search' button. Below it is a 'Help' section, which is highlighted with a red box. The help text reads: 'This page displays details of the selected vacancy. You can download the job specification, apply for the job or add it to your job basket while you consider it further (or remove it if it is already in your job basket).'.

The job details are as follows:

- Job Title: Labor Relations Officer
- Posted Date: 2/1/2014
- Closing Date: None specified
- Functional Discipline: Human Resources
- Job Description: test

At the top right of the job detail section, there are three buttons: 'Download Job Specification', 'Apply for job', and 'Add to My Job Basket'. At the bottom right, there are two buttons: 'Apply for job' and 'Add to My Job Basket'. A red arrow points from the instruction text to the 'Apply for job' button at the bottom right.

Step 5: You can now view your personal details. You will need to ensure that your employee number, birthdate and recruitment source are completed. Click “Next” to advance to the next screen.

The screenshot displays the 'Online Application Process' page for a user named John Stark. The page includes a search bar, a 'Search' button, and a 'Help' section (highlighted with a red box) that instructs the user to update their personal details. The main form, titled 'You are currently applying for Labor Relations Officer (2014000008)', contains the following fields:

Surname	Stark
First Name	John
Title	Mr
Address Line 1	35 Sentinel Road
Address Line 2	
City	Grand Falls-Windsor
Province	Newfoundland and Labrador
Postal Code	A2A 1W9 (ABA 9A9)
Daytime Phone	7092926287 (9999999999)
Evening Phone	7092936287 (9999999999)
Are you currently employed by Central Health?*	Yes
Employee Number*	12345
Birth Date	5/5/1967 (M/d/yyyy)
Recruitment Source	Career Beacon

A red arrow points from the 'Next' button at the bottom right of the form back to the 'Help' section.

Step 6: Add a description name for your resume in the “Description” field. Select “Choose File” to locate your resume on your computer. Then click “Add Document” to add your resume to eRecruit.

Central Health
Careers at Central Health
Healthy People, Healthy Communities

Welcome back John
Total open vacancies available: 3
Logout | Contact Us | Change Password

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

Search Criteria
[Search Box] **Search**

Help
You can add any documents (e.g. CV, scanned copies of certificates or licences) here to support your application.
This page displays any documents you have attached to your account. You can attach any of these to this application.
To add a document, enter a description and select the file, then click Add Document.

Online Application Process
Personal Details
Add Documents
Vacancy Questions
Complete

You are currently applying for Labor Relations Officer (2014000008)

The following documents are currently on file under your profile. Please select the file(s) that you would like to attach to this application.

You have no document associated with your details.

To attach documents specific to this application, use the Add Document button below:

There are no records found.

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

Description: Resume, Nov 2014
Select File: Choose File John Starks Resume.doc
Add to My Documents: [checkbox]

Add Document **Clear**

Previous **Next**

Step 7: Your resume has now been added. Click "Next" to continue.



Careers at Central Health

Healthy People, Healthy Communities

Welcome back John
Total open vacancies available: 3
[Logout](#) | [Contact Us](#) | [Change Password](#)

[Home](#) | [My Job Basket \(0\)](#) | [My Details](#) | [My Applications](#) | [My Documents](#)

Search Criteria

Search

Advanced Search

Help

You can add any documents (e.g. CV, scanned copies of certificates or licences) here to support your application.

This page displays any documents you have attached to your account. You can attach any of these to this application.

To add a document, enter a description and select the file, then click Add Document.

Online Application Process

[Personal Details](#)
[Add Documents](#)
[Agency Questions](#)
[complete](#)

You are currently applying for **Labor Relations Officer (2014000008)**

The following documents are currently on file under your profile. Please select the file(s) that you would like to attach to this application.

You have no document associated with your details.

To attach documents specific to this application, use the Add Document button below:

Document Description	Add to My Documents
Resume July 15 2014	<input type="checkbox"/> Delete

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

Description:

Select File: No file chosen

Add to My Documents:

[Add Document](#) [Clear](#)

[Previous](#) [Next](#)

Step 8: Please answer the following three questions with a “Yes” or “No” response. Then click “Next” to continue.

Central Health
Healthy People, Healthy Communities

Careers at Central Health

Welcome back John
Total open vacancies available: 3
Logout | Contact Us | Change Password

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

Search Criteria

Advanced Search **Search**

Help

Provide answers in the empty boxes below the questions. Your responses will be stored by pressing the 'next', 'previous' or by clicking to another step in the application process

Online Application Process

Personal Details
Add Documents
Vacancy Questions
Complete

You are currently applying for Labor Relations Officer (2014000008)

Identify that all statements on my resume/cover letter are true and complete to the best of my knowledge. Yes or No

Understand that any statements made on my resume/cover letter found, at any time, to be false and/or incomplete shall be sufficient cause for disqualification or dismissal. Yes or No

Have you ever interviewed for, or worked in a Health Care facility in Newfoundland? Please answer Yes or No. (If Yes, please explain when and where you have worked).

Previous Next

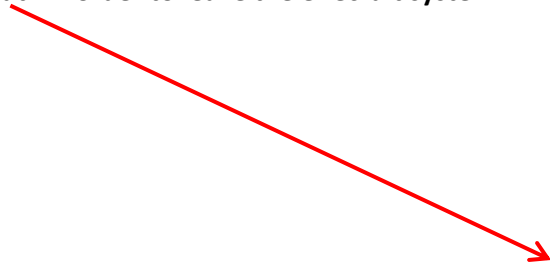
Step 9: Next, click on “Complete”.

The screenshot displays the 'Careers at Central Health' website. At the top left is the Central Health logo with the tagline 'Healthy People, Healthy Communities'. At the top right, it says 'Welcome back John', 'Total open vacancies available: 3', and provides links for 'Logout | Contact Us | Change Password'. A navigation bar contains links for 'Home | My Job Basket (0) | My Details | My Applications | My Documents'. The main content area is titled 'Online Application Process' and shows 'You are currently applying for Labor Relations Officer (2014000008)'. A vertical sidebar on the left lists 'Personal Details', 'Add Documents', 'Vacancy Questions', and 'Complete'. At the bottom right of the application progress bar are 'Previous' and 'Complete' buttons. A red arrow points from the 'Step 9' text to the 'Complete' button. A red-bordered box highlights a 'Help' section with the text: 'You have reached the end of the application, please select the Complete button to submit your application.'

Step 10: Click on “Finish” to complete the application process. You will receive an email confirmation upon completion of the application process.

The screenshot shows the 'Careers at Central Health' website. The header includes the logo and tagline 'Healthy People, Healthy Communities'. On the right, it states 'Total open vacancies available: 5' with links for 'Logout', 'Contact Us', and 'Change Password'. A purple navigation bar contains links for 'Home', 'My Job Basket (0)', 'My Details', 'My Applications', and 'My Documents'. A yellow banner reads 'Application Complete' with a gear icon. The main content area displays the message: 'You have successfully applied for the Labour Relations Officer job, reference #2014000008.' Below this message is a blue 'Finish' button. On the left, there is a 'Search Criteria' section with a search box, a 'Search' button, and a 'Help' link. A note at the bottom of the search section says: 'You have reached the end of the application, please select the Complete button to submit your application.'

Step 11: You have now successfully applied for the job posting. Select “logout” in order to leave the eRecruit system.



Careers at Central Health

Healthy People, Healthy Communities

Total open vacancies available: 5
[Logout](#) | [Contact Us](#) | [Change Password](#)



[Home](#) | [My Job Basket \(0\)](#) | [My Details](#) | [My Applications](#) | [My Documents](#)

Search Criteria

Advanced Search

Search

Help

This page displays any vacancies you have applied for.

Click [View progress](#) to see how the vacancy is progressing and any documents associated with it.

My Applications

The list below displays the vacancies that you have applied for.

You have applied for 1 vacancy

2014000031 - Director Of Site Operations

Posted Date: 6/2/2014

Closing Date: 6/11/2014

James Paton Memorial Regional Health Cen

[View progress](#)

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

The lists below display the current progression of the selected application and its associated documents.

Selected vacancy: Director Of Site Operations

There are no actions associated with this vacancy.

Document Description

Resume June 3 2014