

## Maintain Your Candidate Profile

The Careers website can be accessed at the following link: <https://careers.wrha.mb.ca/>.

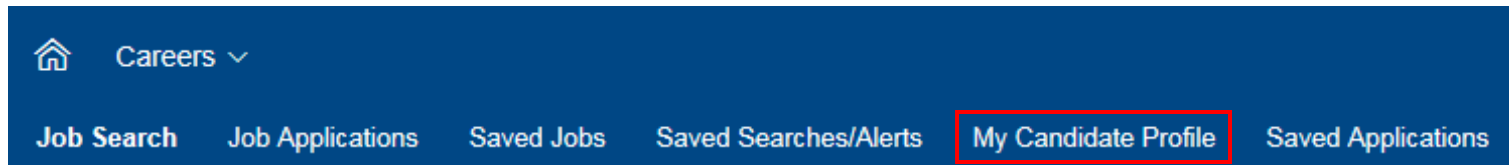
### Overview

My Candidate Profile is where you maintain all the information required for applying to job postings. This includes:

- Uploading a resume, cover letter, and other documents
- Adding employment history, education, and other pertinent work experience
- Maintaining correct personal information, such as address, contact information, and preferences

### *My Candidate Profile*

1. Click **My Candidate Profile** on the menu.



The *My Candidate Profile* page opens (see screenshot on next page).

Home Careers

🔔
👤 Jana Hamilton
SAP SuccessFactors

Job Search Job Applications Saved Jobs Saved Searches/Alerts My Candidate Profile Saved Applications

**My Candidate Profile** ⚠️ Changes pending. You must save your changes in order to keep them.

🔒 Save 🔄 Undo 🗑️ Cancel 🖨️ Print Preview

**Jana Hamilton**

**Your resume has been uploaded and organized for better searching.**  
Take a look at the information below in case we made a mistake or missing something. To delete all the info, just Click "Undo" above.

Phone: 204-123-4567  
 Email: [redacted]@wrha.mb.ca

We encourage you to create a profile for yourself. Registering your profile allows you to:

- apply for jobs.
- check the status of your applications.
- request alerts that will notify you of job postings that may interest you, and
- update your information so it stays current.

Let's get started

📄 Jana Hamilton's Resume  
Last Updated: 11/01/2017  
Your Cover Letter is not on file.  
Click here to attach your Cover Letter

✏️ 🗑️ ?

Current Employment + Add

There are no items in this section.

Previous Employment + Add Another

**Learning & Development Specialist** Remove

Transport Winnipeg, MB

**Details**

Job Title*	Learning & Development
Employer Name*	Transport Winnipeg
Start Date*	07/01/2013
End Date*	12/09/2016
Type of Business	Trucking
City	Winnipeg, MB
Country	Canada

Close Details

Manager Remove

**Details**

Job Title*	Manager
Employer Name*	[redacted] Gro
Start Date*	06/01/2003
End Date*	06/30/2013
Type of Business	Design and Maintenance
City	Baton Rouge, LA
Country	US

Close Details

St. Tammany Remove

**Details**

Job Title*	
Employer Name*	St. Tammany
Start Date*	07/01/2002
End Date*	03/31/2003
Type of Business	
City	Covington, LA
Country	US

Close Details

Education + Add Another

**Bachelor of Science, Software Engineering** Remove

University of [redacted]

**Details**

Field of Study*	Bachelor of Science, Sof
School Name*	University of [redacted] B
Highest Level Achieved*	Bachelors Degree

Close Details

Fine Art and Design Remove

Mandeville, LA

**Details**

Field of Study*	Fine Art and Design
School Name*	[redacted] High School
Highest Level Achieved*	High School Diploma

Close Details

Certifications + Add

There are no items in this section.

Language + Add

There are no items in this section.

Documents Attach a document

Supporting Documents

**More Information**

Preferred Name	
Employee ID	000
Preferred Contact Method*	Email
Country*	Canada
Province/State*	
City*	Winnipeg
Mailing Address	230 [redacted] Hamilton Ave
Postal Code/ZIP*	R2Y1W8
Preferred Shift	Evenings
Are you currently or have previously been a volunteer within the WRHA or any of its funded sites?	No
Health Professional Licensing/Registring Body	College of Li
Health Professional License/Registration Number	3214567
Health Professional License/Registration Expiration Date	10/31/2018

2. Edit your candidate profile, including uploading additional documents or a resume/cover letter, at any time:

- **Phone number:**

Type in the Phone field, then click Save.

- **Upload/Replace/Delete resume and cover letter:**

- Click [Click here to attach your Resume](#) or [Click here to attach your Cover Letter](#) to upload your resume, then click Save.
- Click to upload a new version to replace the old.
- Click to delete it.

For the sections on the left side of the screen,

- Click on the header bar, then complete the fields that appear.
- Click to add an additional record.
- Click in the upper-right corner of a record to remove it.

**Current Employment:**

Required field:

- Position Title

Current Employment + Add Another

Remove

Details

Position Title*	<input type="text"/>
Current Site Name	No Selection
Employer Name	<input type="text"/>
Type of Business	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Start Date*	MM/DD/YYYY

[Close Details](#)

**Previous Employment:**

Required fields:

- Position Title
- Employer Name
- Start Date
- End Date

Previous Employment + Add Another

Remove

Details

Position Title*	<input type="text"/>
Employer Name*	<input type="text"/>
Start Date*	MM/DD/YYYY
End Date*	MM/DD/YYYY
Type of Business	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>

[Close Details](#)

**Education:**

All fields are required.

Education + Add Another

Remove

Details

Field of Study*	<input type="text"/>
School Name*	<input type="text"/>
Highest Level Achieved*	No Selection

Close Details

**Certifications:**

There are no required fields.

Certifications + Add Another

Remove

Details

Certifications	<input type="text"/>
Registration Number	<input type="text"/>
Additional Information	<input type="text"/>
Institution	<input type="text"/>
Expiration Date	MM/DD/YYYY

Close Details

**Language:**

All fields are required.

Language + Add Another


Remove

Details


Language*	No Selection
Speaking Proficiency*	No Selection
Reading Proficiency*	No Selection
Writing Proficiency*	No Selection

Close Details

- **Documents:**


Click  [Attach a document](#) to select and attach additional documents. (Ex: diplomas, certificates, letters of reference)

- **More Information:**

Click  to select an option in the **Preferred Contact Method** and **Have you ever been a volunteer at one of our sites?** fields.

**Note:** The address fields and the Employee ID field are auto-filled from SAP. All other fields are optional.

Preferred Name	
Preferred Contact Method*	Email
Country*	Canada
Province/State*	Manitoba
City*	Winnipeg
Mailing Address*	Isbister St
Postal Code/ZIP (ex. A1B 2C3)*	R2Y 1R8
Have you ever been a volunteer at one of our sites?*	No
Employee ID	000
Health Professional Licensing/Registering Body	No Selection
Health Professional License/Registration Number	<input type="text"/>
Health Professional License/Registration Expiration Date	MM/DD/YYYY
Preferred Shift	Days

3. Click  Save in the upper-right of the screen after every change or entry you make.

**Note:** You can also undo actions, cancel, and print your profile information.

