

## Search and Apply for Jobs

The Careers website for **internal candidates** is accessed at the following link: <https://careers.wrha.mb.ca/>.

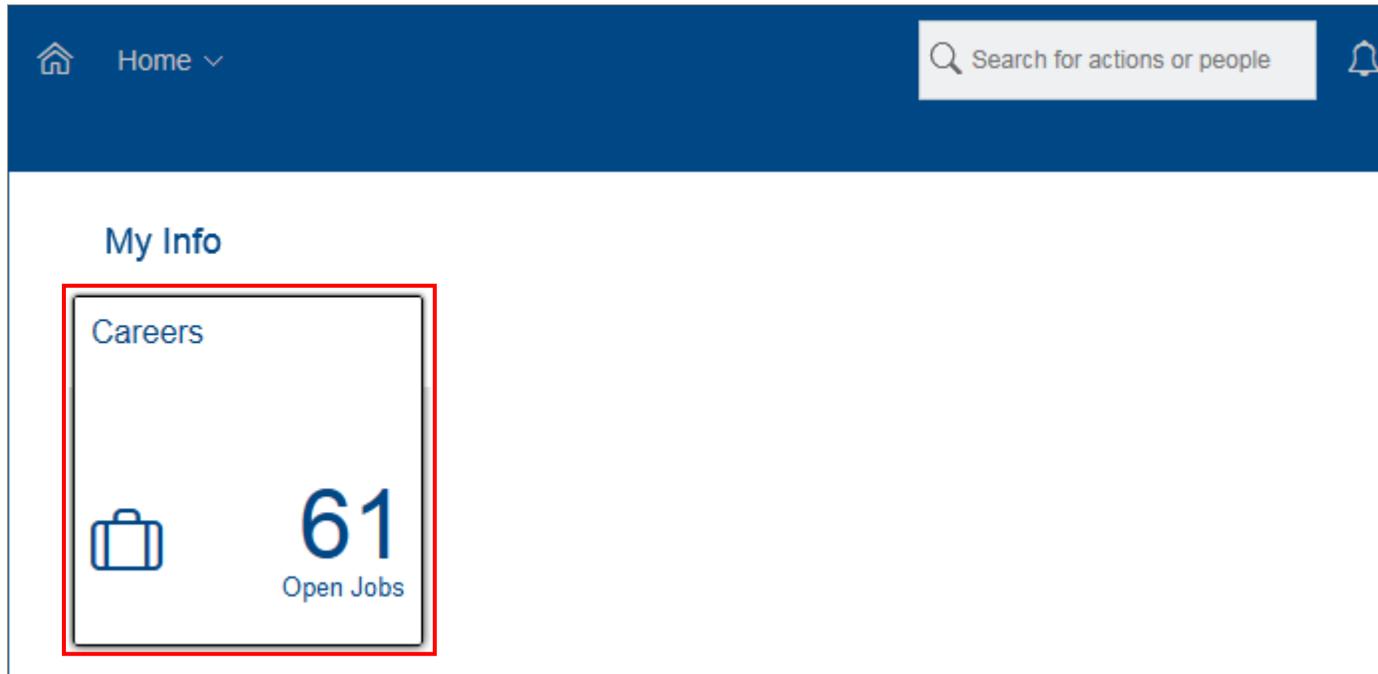
### Contents

- [Search for a Job](#)
- [Apply for a Job](#)
- [Save Searches, Jobs, and Applications/Set Up Alerts](#)

### Search for a Job

1. Click the **Careers** tile on your **SuccessFactors Home** page.

**Note:** The Careers tile displays the current number of open jobs. You can also access open jobs by clicking the Home menu and selecting Careers from the drop-down.



In the Career Opportunities page,

2. Search for job postings by typing keywords in the **Keywords** field. Filter results further by selecting additional search criteria below.

3. Click **Search Jobs**.

**Note:** As you enter search criteria, the number of available jobs that match your search is displayed below the search fields.

Your search results appear on the right.

4. Click:

- A **job title** to see details about the posting; or
-  next to **Select Action** to choose an option.

2 Jobs matched your search

Items per page  Page  of 1 >>> Sort by:  ↑

---

**General Duty Nurse - Registered Nurse (RNII)** Select Action ▾  
Req ID 1528 - Posted 08/01/2017 - Winnipeg - St. Boniface Hospital - Permanent Non-Clinical

---

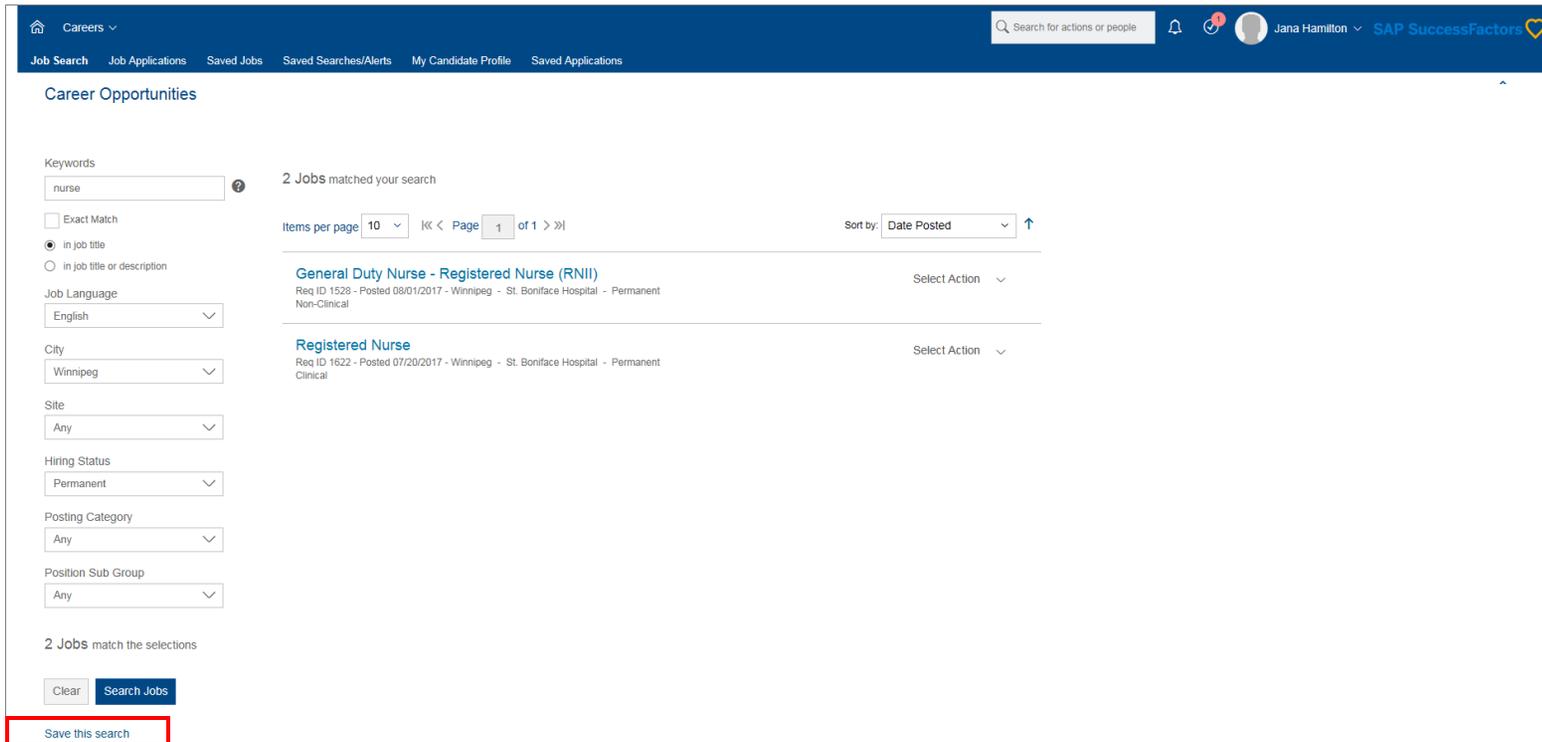
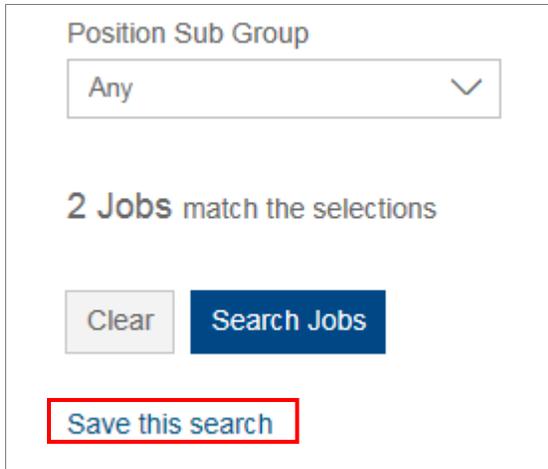
**Registered Nurse** Select Action ▾  
Req ID 1622 - Posted 07/20/2017 - Winnipeg - St. Boniface Hospital - Permanent Clinical

Apply

Apply Using LinkedIn™

Save Job

**Note:** You can save these search results by clicking Save this search at the bottom-left of the screen.



## Apply for a Job

1. Click  then **Apply** next to Select Action from your job search results or click **Apply** from the Job Listing page.

2 Jobs matched your search

Items per page  « < Page  of 1 > » Sort by:  ↑

---

**General Duty Nurse - Registered Nurse (RNII)** Select Action ▾  
Req ID 1528 - Posted 08/01/2017 - Winnipeg - St. Boniface Hospital - Permanent Non-Clinical

---

**Registered Nurse** Select Action   
Req ID 1622 - Posted 07/20/2017 - Winnipeg - St. Boniface Hospital - Permanent Clinical

-  Apply
-  Apply Using LinkedIn™
-  Save Job



Home Careers ▾ Search for actions or people Jana Hamilton ▾ SAP SuccessFactors

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

### Job Listing:Registered Nurse (1622)

Req ID 1622 - Posted 07/20/2017 - Winnipeg - St. Boniface Hospital - Permanent - Clinical

Job Description Print Preview

Return to List Email Job to Friend Save Job Apply Using LinkedIn™ **Apply**

#### Job Listing Detail

**Date:**  
City: Winnipeg  
Site: St. Boniface Hospital  
Work Location: SBGH  
Department / Unit: New organizational unit  
Job Stream: Clinical  
Union: MNU-005  
Start and End Dates: 09/01/2017  
Reason for Term: No Selection  
FTE: 0.50  
Anticipated Shift: Evenings  
Daily Hours Worked: 8  
Annual Base Hours: 2015  
Hourly: \$35.67 - \$42.90  
Salary: 35,669, 36,914, 38,163, 39,464, 40,736, 42,056, 0.00, 0.00, 0.00, 0.00, 42,897

Grow your career in the Winnipeg Health Region! Our team provides a spectrum of health care services through an integrated network of sites, services and organizations. We're united by a shared commitment to excellent and equitable health care. Nurse!

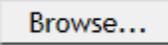
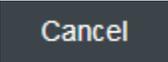
This position is subject to a Criminal Record Check, including Vulnerable Sector Search, an Adult Abuse Registry Check and a Child Abuse Registry Check. The successful candidate will be responsible for any service charges incurred. Interviewed candidates may be called upon to participate in a skills assessment. Any application received after the closing time will not be included in the competition. Please note that an employee is not permitted to hold two or more positions across the WRHA legal entity\* that combine to equal more than 1.0 EFT. \*WRHA legal entity includes Deer Lodge Centre, Grace Hospital, Health Sciences Centre, Middlechurch Home of Winnipeg, River Park Gardens, Victoria General Hospital, WRHA corporate programs, and WRHA community health services.

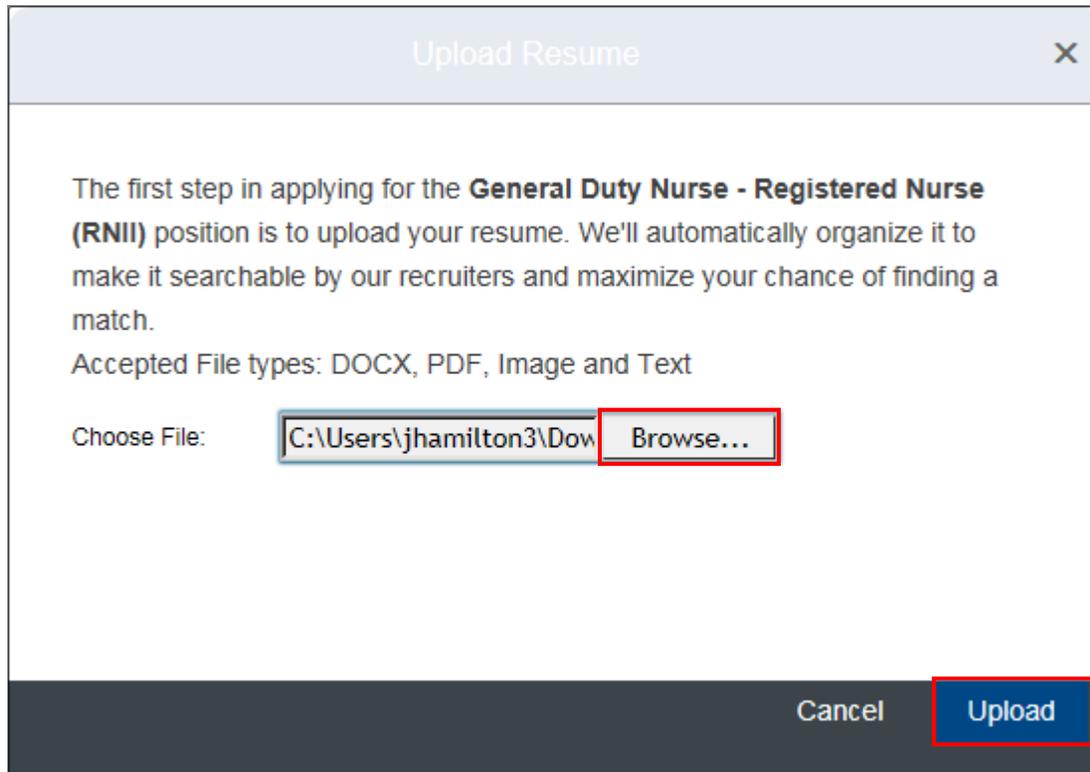
Return to List Email Job to Friend Save Job Apply Using LinkedIn™ **Apply**

Copyright © 2017 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. [Show version information.](#)

You are prompted to upload your resume.

## 2. Click:

-  to locate your resume, then click .
-  to close the window and begin your applicant profile. You can still upload your resume at any time.



Your My Candidate Profile page opens, with some of your information populated from SAP.

**My Candidate Profile**

Jana Hamilton

Phone:\* 12049305531  
 Email: JHAMILTON3@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.

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

**Current Employment** + Add  
 There are no items in this section.

**Previous Employment** + Add  
 There are no items in this section.

**Education** + Add  
 There are no items in this section.

**Certifications** + Add  
 There are no items in this section.

**Language** + Add  
 There are no items in this section.

**Documents**  
 Supporting Documents Attach a document

**More Information**

Preferred Name  
 Preferred Contact Method\* Email  
 Country\* Canada  
 Province/State\* Manitoba  
 City\* Winnipeg  
 Mailing Address\* sbister St  
 Postal Code/ZIP (ex. A1B 2G3)\* 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  
 Health Professional License/Registration Expiration Date MM/DD/YYYY  
 Preferred Shift No Selection

Next

Copyright © 2018 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. [Show version information](#)

See the [Maintain Your Candidate Profile](#) How-To for more information about completing and maintaining your Candidate Profile.

3. Review all auto-populated fields to make sure the information is correct.
4. Enter the remaining required information:

- **Preferred Contact Method:** Click  to select an option.

- Are you currently or have previously been a volunteer within the WRHA, Shared Health, or a funded site?: Click  to select Yes or No.

More Information

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	
Health Professional License/Registration Expiration Date	MM/DD/YYYY 
Preferred Shift	Days  



5. Click  at the bottom-right of the screen.

The *Apply* page for the selected position appears.

6. Complete all **mandatory fields** (fields marked with a red asterisk <sup>\*</sup>):

- **How did you hear about this job?:** Click  to select an option.
- **Acknowledgement:** Click .

**Note:** The questions asked under the **Invitation to Voluntarily Self-Identify** heading are related to diversity and completion is voluntary.



7. Click  at the bottom-right of the screen **to save your profile** information.



8. Click  at the bottom-right of the screen **to submit your application**.



Home Careers

🔔
👤 Jana Hamilton
SAP SuccessFactors

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

### Apply Registered Nurse (1622)

✔ The draft application was saved successfully.

**RESUME AND SUPPORTING DOCUMENTATION**

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

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

Supporting Documents 📎 Attach a document

**ADDITIONAL INFORMATION**

\* How did you hear about this job? Online - WRHA career site

Redeployment #  ?

**INVITATION TO VOLUNTARILY SELF-IDENTIFY**

The following questionnaire asks questions related to diversity. Completing this is voluntary.  
We request this information for statistical purposes only. Your information - or your decision not to provide information - is confidential and will not be used in making hiring decisions. We provide equal opportunity to all qualified candidates.

Gender Female

**Indigenous peoples**  
For the purposes of employment equity, "Indigenous peoples" means persons who are First Nations, Inuit or Métis

Based on this definition, are you an Indigenous person? No

**Visible Minorities**  
For the purpose of employment equity, a "Visible Minority" is a person (other than Indigenous peoples as defined above) who is non-Caucasian in race or non-white in colour, regardless of place of birth.

Based on this definition, are you a member of a visible minority group? No

Race White (Caucasian)

**Persons with Disabilities**  
For the purpose of employment equity, a person with a disability is a person who has a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment and who:  
a) Consider themselves to be disadvantaged in employment because of that impairment, or  
b) Believe that an employer or potential employer is likely to consider them to be disadvantaged in employment because of that impairment,  
and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Based on this definition, are you an individual with a disability? No

**ACKNOWLEDGEMENT**

**Applicant's Acknowledgement**  
I understand that I am applying for employment within a site or service represented on the Winnipeg Regional Health Authority (WRHA) careers website.  
All information I provide as part of the application process is true and correct, and not misleading in any way. I understand that elements of my application may be checked, including references from prior employers, job history, education, and other qualifications and information provided by me.  
If it is found that I have misrepresented myself, my application may be disqualified; if I have been awarded a position, my employment may be terminated, regardless of how much time has elapsed.  
If I am offered employment, I will be required to supply satisfactory background checks as described in the written employment contract.

\* Acknowledgement I accept

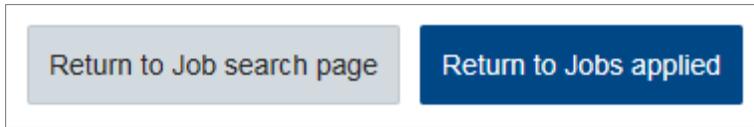
Back
Cancel
Save
Apply

Copyright © 2017 SuccessFactors, Inc. All rights reserved. These online services are SuccessFactors confidential and proprietary and for use by authorized SuccessFactors customers only. [Show version information.](#)

The *Thank You* page opens and your application is sent for review. An email is also sent to your work email address.

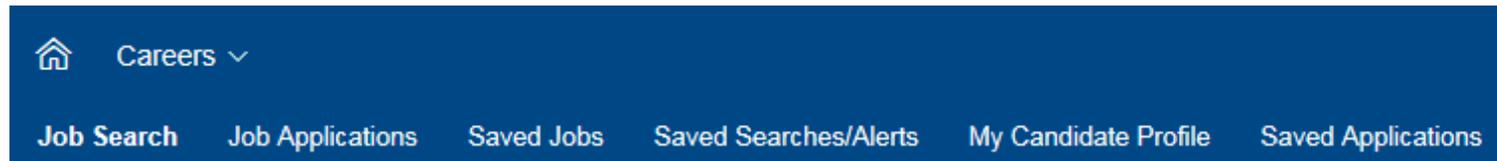
9. Click:

- the **Return to Job search page** button to return to your last job search; or
- the **Return to Jobs applied** button to see a list of all the jobs you've applied for.



## Save Searches, Jobs, and Applications/Set Up Alerts

The Career Opportunities page also allows you to maintain your Candidate Profile, save job and job searches, and save and open applications.



### Job Applications

The Job Application page lists all applications you've submitted to job postings.

1. Click **Job Applications** on the menu.

The *Job Applications > Jobs Applied* page appears and shows all your submitted applications.

Job Applications												
Jobs Applied												
Job Title ↓	Actions	Req ID	Date Applied	Status	Status Date	Next Step	City	Site	Hiring Status	Posting Category	Position Sub Group	
General Duty Nurse - Registered Nurse (RNII)	Select ▼	1528	11/01/2017	We are currently reviewing all applications.	11/01/2017		Winnipeg	St. Boniface Hospital	Permanent	Non-Clinical		
Registered Nurse	Select ▼	1622	11/01/2017	We are currently reviewing all applications.	11/01/2017		Winnipeg	St. Boniface Hospital	Permanent	Clinical		

Items per page: 10 ▼ Showing 1–2 of 2

[Find More Jobs](#)

2. Click a **job title** to view the job posting.
3. Click  next to Select, then **click an option** from the drop-down menu.
4. View the requisition ID in the **Req ID column** and the date you applied for a position in the **Date Applied column**.

Jobs Applied

Job Title ↓	Actions	Req ID	Date Applied
General Duty Nurse - Registered Nurse (RNII)	Select	1528	11/01/2017
Registered Nurse	<ul style="list-style-type: none"> <li>View Resume</li> <li>Withdraw Application</li> <li>View/Edit Application</li> </ul>		

Items per page: 10 Showing 1–2 of 2

[Find More Jobs](#)

You can also view the status of your application(s) in the **Status column**, the date of the status in the **Status Date column**, and other details about the job(s).

Status	Status Date	Next Step	City	Site	Hiring Status	Posting Category	Position Sub Group
We are currently reviewing all applications.	11/01/2017		Winnipeg	St. Boniface Hospital	Permanent	Non-Clinical	
We are currently reviewing all applications.	11/01/2017		Winnipeg	St. Boniface Hospital	Permanent	Clinical	

### Saved Jobs

The Saved Jobs page lists all jobs you’ve saved.

1. Click **Saved Jobs** on the menu.

The *My Saved Jobs > Saved Jobs* page appears, and displays a list of jobs you’ve saved.

My Saved Jobs

Saved Jobs

Job Title ↓	Actions	Req ID	City	Site	Hiring Status	Posting Category	Position Sub Group
RD1 General Duty Nurse (N2)	Select ▾	2621	Winnipeg	Health Sciences Centre	Casual	Clinical	

Items per page: 10 ▾ Showing 1–1 of 1

[Find More Jobs](#)

2. Click a **job title** to view the job posting.

3. Click  next to Select, then **click an option** from the drop-down menu.

Saved Jobs

Job Title ↓	Actions	Req ID
RD1 General Duty Nurse (N2)	Select ▾	2621

Items per page: 10 ▾ Showing 1–1 of 1

[Find More Jobs](#)

Apply

Apply Using LinkedIn™

Delete Job

### Saved Searches/Alerts

The Job Alerts page lists all job alerts you've set up and all saved searches.

1. Click **Saved Searches/Alerts** on the menu.

The *Job Alerts* page appears.

2. Click a saved search in the **Name column** to view the job posting.

**Job Alerts**

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
nurse1	11/01/2017	04/30/2018	Weekly	Select ▾
nurse	11/01/2017	04/30/2018	Weekly	Select ▾

[Create New Job Alert](#)

- Click  next to Select, then **click an option** from the drop-down menu.

Alert Schedule	Actions
Weekly	Select 
Weekly	<ul style="list-style-type: none"> <li>▶ Run</li> <li>✎ Edit</li> <li>🗑 Delete</li> </ul>

**Create a New Job Alert**

- Click [Create New Job Alert](#).

### Job Alerts

Set up Job Alerts to receive automated emails listing current job openings. Job Alerts expire six months after they are created or updated. You can create up to fifteen Job Alerts.

Name	Date Modified	Date Expires	Alert Schedule	Actions
nurse1	11/01/2017	04/30/2018	Weekly	Select ▾
nurse	11/01/2017	04/30/2018	Weekly	Select ▾

[Create New Job Alert](#)

The *Create New Job Alert* window appears.

2. Enter the name of the search you want to receive alerts for in the **Name of Saved Search/Alert** field.

3. Click  to select how often you'd like to receive email alerts in the **Email me** field.

4. Enter **additional criteria** in the fields below, if you'd like.

5. Click .

Create New Job Alert ✕

\* Name of Saved Search/Alert

\* Email me

Send email only when new jobs are available

Keywords     
  in job title  in job title or description

Job Language

City

Site

Hiring Status

Posting Category

Your saved job alert appears in the Job Alerts list, and you'll begin receiving alerts as you indicated.

## Saved Applications

The Saved Applications page lists all applications you've been working on and have saved, but haven't submitted yet.

1. Click **Saved Applications** on the menu.

The *Saved Applications* page appears.

Saved Applications			
Job Title	Actions	Status	Requisition ID
Administrative Officer PanAm Clinic_JU11	Select ▾	Saved - Not Submitted	1546

2. Click a saved application in the **Job Title** column to view the job posting.
3. Click  next to Select, then click an option from the drop-down menu.

Job Title	Actions
Administrative Officer PanAm Clinic_JU11	Select ▾ Apply Delete Application

**Note:** All applications listed here are **incomplete**. You must complete them and click Apply to submit them to job postings.