

KEY INFORMATION

This reference guide provides step by step instructions for external candidates (non-Covenant Health employees) on finding the Covenant Health Job Board, creating a general profile, searching jobs and how to apply.

- Part A Navigate to the Covenant Health Job Board
- Part B Create Your General Profile
- Part C Complete all Sections of the Profile
- Part D Search and View Jobs
- Part E <u>Apply on a Job Opportunity</u>
- Part F Share this Job
- Part G Sign up for Job Alerts
- Part H Additional Information

Note: Internal candidates (Covenant Health employees) must apply through e-People in order to be properly considered for the position they are applying for. Log into e-People, click on Employee Home > Job Opportunities to access the Covenant Health job board and apply.

Resources for internal candidates are posted on the e-People Employee Resources page of CompassionNet, under Job Opportunities Home: <u>http://www.compassionnet.ca/Page2831.aspx</u>.

Part A – Navigate to the Covenant Health Job Board

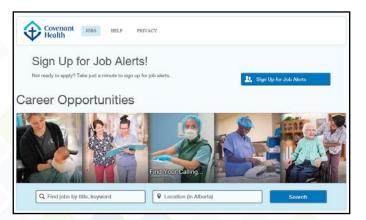
External candidates can view Covenant Health job opportunities through our external website: <u>https://careers.covenanthealth.ca/</u>. The Covenant Health Job Board is mobile friendly and allows you to easily search and apply for positions, set up job alerts, share jobs through our referral process and join our talent community by creating a profile.

Navigate to the Covenant Health Job Board

Step Action

1.

In your web browser, go to the **Covenant Health Careers** page by entering the URL: <u>https://careers.covenanthealth.ca/</u>.



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Part B – Create Your General Profile

If you are a new user to the Covenant Health Job Board, you will need to create a profile to get started. Once you've created your profile, you can start applying for job opportunities. If you are not yet ready to apply, your profile will become part of our Talent Community.

Create Your General Profile				
Step	Action			
1.	Click the Go to Profile button on the right hand side of the page.	My Profile Create and manage profiles for future opportunities. Go to Profile		

2. Read the Privacy Agreement, and click I Accept to continue.

-	Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenantl
P Job Search	
	Printable Form
Privacy Agreement	
	PRIVACY STATEMENT APPLICABLE TO UALS SUBMITTING PERSONAL INFORMATION IGH THE COVENANT HEALTH CAREERS WEBSITE
THROU Covenant Health's online recruitment service, the Careers W Website is used and disclosed ONLY by Covenant Health in personal information through this Careers Website, you ackn Taleo, and that it may thereafter be used and disclosed by C reviewing your application, assessing your suitability for emp	UALS SUBMITTING PERSONAL INFORMATION
THROU Covenant Health's online recruitment service, the Careers W Website is used and disclosed ONLY by Covenant Health in personal information through this Careers Website, you ackn Taleo, and that it may thereafter be used and disclosed by C reviewing your application, assessing your suitability for emp matters, reference verification and, if you become an employ	UALS SUBMITTING PERSONAL INFORMATION IGH THE COVENANT HEALTH CAREERS WEBSITE //ebsite, is provided by its agent, Taleo. All personal information collected about you through this Careers accordance with applicable privacy legislation. By entering your email address and/or submitting any nowledge and agree your personal information may be collected by Covenant Health, through its agent, iovenant Health for the purposes of: contacting you about employment opportunities (if applicable), aloyment, administering your candidate profile, collecting your employment relationship. ant Health your personal information will also be governed by the "Collection and Use of Personal or Health

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Create Your General Profile

Step Action

- 3.
- The Login screen displays. Click the New User button to create a new profile.

Covenant Health	
Welcome. You are not signed in.	Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca
₽ Job Search	
Login	
To access your account, please identify yourself by providing the "New user" and follow the instructions to create an account.	information requested in the fields below, then click "Login". If you are not registered yet, click
Mandatory fields are marked with an asterisk. Your password must be a password must not contain more than 2 identical consecutive character.	at least 6 characters long, contain at least 1 letter, 1 numeric character and contain at least 1 symbol. Your s or contain your username.
*Email Address	
*Password	
Forgot your user name? Forgot your password?	
Login New User	

4. Enter an email address and a password. Your email address must be external to the Alberta Health Services (AHS) and Covenant Health information systems network (i.e. Gmail, Yahoo, etc.) in order to create a profile as an external candidate. Your password must be at least 6 characters long, contain at least 1 letter, 1 numeric character, and 1 symbol. Your password must not contain more than two identical consecutive characters or contain your email address.

*Note: External candidates to Covenant Health and AHS will only be able to set up a general candidate profile for one organization or the other. This will not prevent you from applying to both organizations, or setting up job alerts for both organizations.

Click Register to continue.

New User Registration Please take a few moments to register. You will need this information to access your account in the future.				
landatory fields are marked with an asterisk. Your password must be at least 6 characters long, contain at least 1 letter, 1 numeric character and contain at least 1 symbol. You assword must not contain more than 2 identical consecutive characters or contain your email address.				
Email Address 1 Password				
Register Cancel				

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Create Your General Profile

Step Action

5. The General Profile Questionnaire page will display.

Part C – Complete all Sections of the Profile

There are several steps required to create your general profile. A progress bar is visible along the top of the General Profile page indicating where you are in the process.



The following buttons are available as you progress through the steps:

- o Save and Continue: allows you to move on to the next step in the process.
- **Save as Draft:** allows you to save your profile as a draft, until you are ready to submit.
- Quit: allows you to exit the process if you no longer wish to create a profile at this time. Note: if you choose to create a general profile at a later time, sign in using the email address and password you created in Part B Create Your General Profile.

Save and Continue Save as Draft Quit

Complete all Sections of Your General Profile

Step Action

1. Questionnaire

Answer each question by clicking the circle to the left of the applicable response, and then clicking the Save and Continue button.

Questionnaire				
Please answer the following question as accurately as possible.				
I.Indicate your eligibility status to be employed in Canada f Canada Citizen or Permanent Resident of Canada Authorized to work in Canada for any employer Authorized to work in Canada for a specific industry or employer Require sponsorship to work in Canada	rom the following options:			
Save and Continue Save as Draft Quit	Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca			

2. Resume Upload

There are three choices in this step:

- (A) Upload data from a LinkedIn profile
- (B) Upload your resume as a document
- (C) Click "No thanks" to fill out the online submission manually

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Complete all Sections of Your General Profile

Step Action

Options A or B will pre-populate information for your online submission. You will be able to edit or remove information as required.

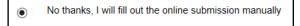
A. To upload data from your LinkedIn profile, click the circle to the left of the LinkedIn symbol. A new window will open where you can log into your LinkedIn account and allow access to extract information. Click Save and Continue.



B. To upload a resume, click the circle to the left of "Select the resume file to upload". Click the Browse button to search for your resume document and select it to upload. Click Save and Continue.

Ďr upload a resume				
Select the resume file to upload				
Note: Once the process is completed, p may have to manually correct or fill out	Browse lease verify the fields containing values automatically extracted from the resume. You some of them.			

C. If you prefer to not upload a resume, click the circle beside the "No Thanks, I will fill out the online submission manually" option. Click Save and Continue.



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Complete all Sections of Your General Profile Step Action

3. **Personal Information**

The Personal Information page opens. Verify the information that automatically populated from your LinkedIn profile or resume. Complete any additional mandatory fields marked with a red asterisk (*). Click Save and Continue.

Personal Information		
N Please enter all relevant personal inform	ation in the fields below.	
*First Name	Middle Name	
*Last Name	Suffix	
*Street Address (line 1)		
Address (line 2)		
*City	*Zip/Postal Code	
*Place of Residence		
Country		
Canada		
State/Province		
Alberta 🗸		
Nearest Town or City	Although th	ere is no red asterisk (*), this field must be
Not Specified	completed .	
*Primary Telephone Number	Secondary Telephone Number	
*Email Address		
College/Associations		
Not Specified	\checkmark	
When could you start?		
What would be the earliest date you could	d commence employment?	
Dela of Asia list little		
Date of Availability Month Day Year Y		
*Submit Resume		
Not Specified		vhich organization you are interested in.
Select which organization you would like to	submit your resume	
Source Tracking		
-		
Please indicate how you heard about the	job opportunities available within	i our organization.
*Source Type		
Select One 🗸		
Save and Continue Save as Draft	Quit Having issues w	th your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca

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Complete all Sections of Your General Profile Step Action

4. Work Experience

The Work Experience page loads. If you uploaded your LinkedIn profile or resume, the three most recent work experiences are already pre-populated for you. Review and update the information as required. To add more work experience, click the Add Work Experience link near the bottom of the screen. Click Save and Continue when you are finished with your work experience.

Work Experience		Adding work experience entries To create one work experience,
List the work experiences below, starting	click "Add Work Experience". A new section including blank fields appears. Enter any relevant information.	
Work Experience 1		Removing work experience entries
Current Job		To remove a work experience from the list, identify it, then click "Remove Work Experience".
Employer	Job Function	"Remove Work Experience". Reordering work experience
Covenant Health Select	Select	entries To reorder work experience entries,
Start Date May 2015	End Date	click "Move Up" or "Move Down" next to each entry until the relevant work experience reaches the desired position.
Achievements		
	Ĵ	
Remove Work Experience Move Do	wn	
Work Experience 2		
Current Job		
Employer	Job Function	
Information Initiatives and Select	Select	
Start Date Jan V2010	End Date	
Achievements		
	^ •	
Remove Work Experience Move Up	Move Down	
Work Experience 3		
Current Job		
Employer Alberta Health Services Select	Job Function	
Start Date Jan v 2007 v	End Date Jan v 2009 v	
Achievements		
12000	Ŷ	
, <u>Remove Work Experience Move Up</u>		
Add Work Experience		
Save and Continue Save as Draft	Having issues with your application? Contact HR Shared Services Recru	itment at recruitmentadmin@covenanthealth.ca
Save and Continue Save as Draft		9

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Complete all Sections of Your General Profile

Step Action

5. Education and Certifications

The Education and Certifications page loads. Information pre-populates if you uploaded a resume or LinkedIn profile. Review and update as required. Click the Add Education or Add Certification links to enter additional education. Click Save and Continue when you are finished with your education and certifications.

Education	To create one education, click "Add Education". A new section including blank fields appears. Enter any
List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.	relevant information. Removing education entries To remove an education from the list, identify it, then click "Remove Education".
Education 1	Reordering education entries To reorder education entries, click
*Education Level	"Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.
*Institution *Program Select Select (?) (?)	Adding certifications To add a certification, click "Add Certification". A new section including blank fields appears.
Graduation Date Anticipated Graduation Date	Enter any relevant information. Removing certifications To remove a certification from the list, identify it, then click "Remove
Remove Education Move Down Education 2	Certification". Reordering certifications To reorder certification entries, click "Move Up" or "Move Down" next to each entry until the relevant certification reaches the desired
*Education Level	position.
*Institution *Program	
Select Select	
0	
Graduation Date Anticipated Graduation Date	
Remove Education Move Up	
Add Education	
Certifications	
Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.	
Certification 1	
Certification	
Select	
Issuing Organization	
Issue Date Expiration Date Month Vear V If this certification will be received in the future, enter the expected issuing date.	
Remove Certification	
Add Certification	
Save and Continue Save as Draft Heving issues with your application? Contact HR Shared Services Recru	itment at recruitmentadmin@covenanthealth.

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Complete all Sections of Your General Profile

Step Action

6. Add Additional Attachments

If you have additional files you would like to include in your profile (e.g. cover letter, transcripts, degrees, and references), click the Browse button to search and select your file. If you had previously uploaded a resume, the file will be listed as one of your attachments. Click Save and Continue when you have finished with the attachments.

Additional Attachments				Tips You cannot attach a file that exceeds
You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.				the allocated limit of 2048 kilobytes. You can attach a maximum of 5 files, one at a time.
Select the file to attach	Browse			The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zlp).
Comments about the file				Attaching files To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".
Attach This section displays basic information regard the files. Also, please indicate which of the at			some or all	Deleting files To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.
Resume File Name Resume May2017.doc		nts includes a resume from which basic te information has been extracted.	Actions Delete	
Save and Continue Save as Draft		Having issues with your application? Contact HR SI	hared Services Recrui	itment at recruitmentadmin@covenanthealth.co

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Complete all Sections of Your General Profile Action

Step

7. **Review and Submit**

Review the information that you have entered and edit as required by clicking the Edit link for the specific section that requires edits. Click Submit to submit your profile, or Save as Draft to save the profile without submitting.

Questionnaire Edit		
Indicate your eligibility status to be em the following options:	ployed in Cana	da from Canadian Citizen or Permanent Resident of Canada
Personal Information Edit		
Full Name		
Street Address (line 1) Address (line 2)		
City Zip/Postal Code		
Place of Residence		
Primary Telephone Number		
Secondary Telephone Number Email Address		
College/Associations		
When could you start?		
Date of Availability		
Submit Resume		Covenant Health
Source Tracking		
Source Type		Other
Source		Give 'Other' Explanation
Source Detail		Covenant Health website
Nork Experience Edit		
Current Job		
Employer		
Job Function Start Date		
End Date		
Achievements		
Education & Certifications Edit		
Education		
Education Level		
Institution		
Program		
Graduation Date Anticipated Graduation Date		
Additional Attachments Edit		
Resume File Name	Date	Comments
Yes	10/3/17	This file includes a resume from which basic candidate information has been
		extracted.

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Complete all Sections of Your General Profile

Step Action

8. You will get a message to indicate the process is complete and you have successfully submitted your candidate profile. *Note: Submitting a general candidate profile is **different** from submitting an application.

You are now able to search and apply on job opportunities (see Part D: Search and View Jobs), or if you are finished, click the Sign Out link near the top right of the page.

You have the ability to review and update your profile each time you log in.

, you are signed in. My Account Options	Sign Out Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca ?			
P Job Search My Jobpage				
P Job Search My Jobpage				
Thank You				
Process completed				
You have successfully submitted your general candidate profile. You can review and update the information you provided each time you log in.				
We invite you to further explore the job openings available in our Career section.				
View All Jobs				
	Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenanthealth.ca			
	? .			

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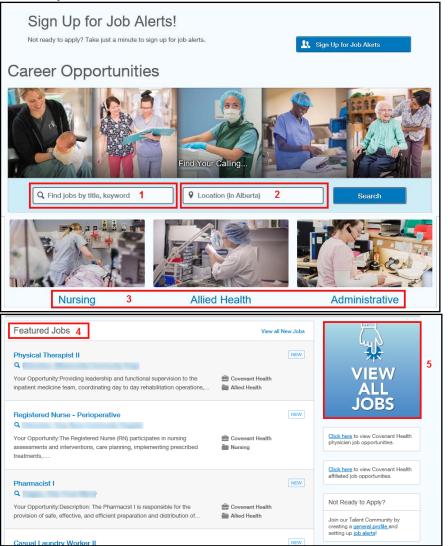


Part D – Search and View Jobs

Now that your general profile has been created, you can apply for job opportunities with Covenant Health. There are a number of methods to search and view job opportunities. Each method is broken down step by step below.

Search and View Jobs Step Action

- A. From the <u>careers.covenanthealth.ca</u> home page, there are many ways to search for jobs:
 - 1. By keyword
 - 2. By location
 - 3. By job family
 - 4. By Featured Jobs
 - 5. By View All Jobs



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Search and View Jobs

Step Action

#1 - Searching by Keywords:

Keyword searches can be done by position title, requisition number, hospital/facility name, etc. Any word you enter in this field will generate results if it appears **anywhere** within a requisition, so it's important to know how to filter your search results.

Tips for searching and filtering effectively include:

- 1) Be as specific as you can in your keywords, and avoid use of acronyms
 - use *Registered Nurse* instead of RN, or
 - Grey Nuns Community Hospital instead of GNCH
- 2) If searching by requisition number, enter the full requisition # if possible
 COV00000764
- If you only have partial information, use the asterisk (*) as a wildcard
 *764 will display the same requisition as entering COV00000764
- 4) To search by FTE, enter the specific FTE you are looking for, including 2 decimal points, i.e. 0.52.
- 5) If you are interested in a range of FTE's, i.e. any FTE between 0.50 and 0.60, enter 0.5^* in the search field. The asterisk will look for any number that has 0.5 as a prefix.
- 6) Open and closed quotation marks (") can be used to narrow a search to an exact phrase. This is particularly helpful when using words that may be used as descriptors in other requisitions.
 - For example, if I am looking for a Social Worker position and use *social worker* as my keywords, I see unrelated postings in my search results displayed below. This is because the search field is looking for postings containing: the word "social", the word "worker", and the phrase "social worker". If the search engine finds any/all of those 3 terms, it displays the requisitions containing those terms in your search results.

Q, social work	ker	Location (in Alberta)	Search
social worke	r		Search Tips
	1		The keyword search field can be
All locations			used to search by FTE.
Only show:	0	4 results	For example: Entering *0.5* in the keyword search field will display positions with an FTE of 0.50 - 0.5
HOT Hot Jobs		Social Worker II	
NEW New Jobs		Covenant Health	Not Ready to Apply?
NEW JODS	ш	Category: Allied Health	
		Your Opportunity: You will contribute to ongoing program planning, resource development, evaluation, workload statistical analysis, quality	Join our Talent Community by creating a general profile and
Business		development, evaluation, wonicidad statistical analysis, quality	setting up job alerts!
+ Add a business		Manager Communications, Storytelling & Social Media	
* Add a business		Covenant Health Location:	My Profile
All	1	Category: Leadership	Create and manage profiles for
Covenant Health (4)		Your Opportunity: Description: The Manager, CommunicationsStorytelling and Social Media provides leadership to the corporate integrated	future opportunities.
		storytelling	Go to Profile
Location		Food Services Worker	
+ Add a location		Covenant Health	
+ Hug a rocabon		Location: Category: General Support	My Submissions
All	1	Your Opportunity:Please note: Classifications Under ReviewDescription: The	Track your opportunities.
Castor, Our Lady of the Bosary Hosp (1)		Food Service Worker portions, packages and/or serves food items according	My Submissions

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- To correct this, change the keyword search to read *"social worker"* and click Search.

Q *social wo	rker"	Cocation (in Alberta)	Search
"social work	er"		Search Tips The keyword search field can be used to search by FTE.
All locations Only show:	0	1 result	For example: Entering *0.5* in the keyword search field will display positions with an FTE of 0.50 - 0.59.
HOT Hot Jobs		Social Worker II INDEW Covenant Health Location:	Not Ready to Apply?
Business		Category: Allied Health Your Opportunity:You will contribute to ongoing program planning, resource development, evaluation, workload statistical analysis, quality	Join our Talent Community by creating a <u>general profile</u> and setting up job alerts!

- The only applicable requisition displays in the search results below.

#2 - Searching by Location:

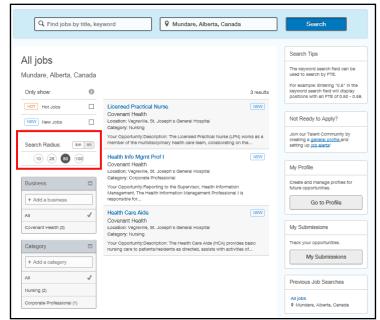
The Location search field is only searchable by community or city name—not by hospital or facility name. (Hospital or facility names can be searched through the Keyword search field.)

Type 'Banff' in the Location search box. As you start to type, a drop down appears. Select 'Banff, Alberta, Canada' from the list and click Search.



All job opportunities that are in Banff, or within a specified Radius of Banff will be available to view. You can modify the Search Radius by clicking on a different radius number (see red box in image to the right).

You can also filter results by using the boxes that appear in the bottom left hand corner of your search results page. In the example to the right, in the Category box, clicking on 'Nursing' would filter your results to only display the positions in the nursing category that are within a 50 km search radius of Banff.



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Search and View Jobs

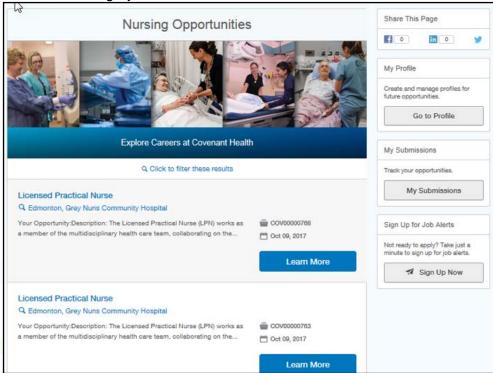
Step Action

#3 - Searching by Job Family:

From the home page, click on an image to narrow your Job Opportunity search by a specific job family.



To filter your results, click on the link Q Click to filter these results. You will be taken into the search results page where you can narrow your filters by keywords, search radius, location, or category.



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С



Search and View Jobs

Step Action

#4 - Searching by Featured Jobs: Featured Jobs displays 5 of the most recently posted requisitions, which will change on a daily basis.

- Click on View all New Jobs (top right) to see all recently posted requisitions.
- Click on the Job Opportunity Title to view details.

Note: If you click on the Job Opportunity location, the page will refresh to show all Job Opportunities at the selected location.

Featured Jobs View all New Jobs Registered Nurse NEW Q Edmonton, Grev Nuns Community Hospital Your Opportunity:Description: The Registered Nurse (RN) participates in Covenant Health nursing assessments and interventions, care planning, implementing Nursing prescribed.... Licensed Practical Nurse NEW Q. Edmonton, Grey Nuns Community Hospital Your Opportunity: Unit 41 is part of the Northern Alberta Vascular Centre. Covenant Health ed at the Grey Nuns Hospital. NAVC provides state of the art inpatient. in Nursing NEW Licensed Practical Nurse Q Edmonton, Misericordia Community Hosp Your Opportunity:Under the Program Manager, Reporting to the Unit Manager, the Licensed Practical Nurse uses the nursing process as a Covenant H 는 Nursing member of and... Clinical Nurse Educator NEW Q Edmonton, Grey Nuns Community Hospital Your Opportunity:Description: The Clinical Nurse Educator (CNE) is Covenant Health in Nursina responsible for providing and facilitating education based on adult NEW Licensed Practical Nurse Q Edmonton, Grey Nuns Community Hospital Your Opportunity: Description: The Licensed Practical Nurse (LPN) works as Cover a member of the multidisciplinary health care team, collaborating on the... Nursing

#5 - Searching by View All Jobs:

Click the View All Jobs image to view all Job Opportunities with Covenant Health.

You can filter your results by using any combination of the search field and/or the boxes that appear in the bottom left hand corner of your search results page, i.e. Category, Location, New Jobs, or by search radius.



e-People

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Search and View Jobs Action Q Find jobs by title, keyword Location (in Alberta) Search 22 Search Tips All jobs The keyword search field can be All locations used to search by FTE. For example: Entering '0.5' in the keyword search field will display Only show: 6 73 results positions with an FTE of 0.50 - 0.59. NEW HOT Hot Jobs **Registered Nurse** Covenant Health Not Ready to Apply? Location: Cemrose, St. Mary's Hospital NEW New Jobs Category: Nursing Join our Telent Community by Your Opportunity: Description: The Replatered Nurse (RN) participates in creating a general profile and nursing essessments and interventions, care planning, implementing setting up job elertel Business prescribed... Supervisor, Transition Services/Social Work Integrated + Add a business My Profile Access Covenant Health Alt J Create and manage profiles for Location: Edmonton, Grey Nune Community Hospital future opportunities. Category: Corporate Professional Covenant Health (73) Your Opportunity: The Integrated Access Supervisor is part of the Integrated Go to Profile Access team who's responsibilities span Site and Staff Utilization;. Location 1 **Registered Nurse** NEW + Add a location My Submissions Covenant Health Location: Edmonton, Grey Nuns Community Hospital Category: Nursing All 1 Track your opportunities. Your Opportunity:Description: The Registered Nurse (RN) participates in Edmonton, Grey Nuna nursing assessments and interventions, care planning, implementing My Submissions Community Hospital (32) prescribed.... Edmonton, Misericordie Registered Nurse - Post Anesthetic Recovery Room NEW Community Hosp (13) Covenant Health Previous Job Searches Location: Edmonton, Grey Nuna Community Hospital Camrose, St. Mary's Hospital (7) Category: Nursing All lobs Q All locations Your Opportunity: As a member of the perioperative care team, the Replatered Bentt, Bentt Mineral Springs Nurse (RN) participates in the post-operative monitoring and care for... Hospital (4) All Jobs **Registered Nurse** NEW 9 All locations Lethbridge, St. Therese Covenant Health VIIIa (4) Nursing Location: Edmonton, Misericordia Community Hosp 9 Edmonton, AB, CA View More Category: Nursing 4 Your Opportunity: Description: The Registered Nurse (RN) participates in General Support nursing assessments and interventions, care planning, implementing 9 Edmonton, AB, CA Category prescribed All lobs Physical Therapist II PM 71517 + Add a category 9 Mundare, Alberta, Canada Courses and Unishi

> To view job opportunities for physicians, click the link. This will re-direct you to the Medical Staff Portal on the Covenant Health website.



To view affiliated job opportunities, i.e. for Associates of Caritas, or Covenant Foundation, click the link indicated.



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Part E – Apply on a Job Opportunity

Once you have found a job opportunity that you are interested in, you are ready to submit your online job application.

Apply or	n a Job Opportunity
Step	Action

1. View the job opportunity you wish to apply for. Click on the Apply for Job button.



2. A pop-up window will appear. Enter the email address you used to create your profile, and click Go.

> Note: You must enable pop-ups for the career site to proceed. If you do not see a pop-up within your browser but are unable to proceed, try using a different browser such as Google Chrome or Mozilla Firefox.

Apply for this Job		×]
Please enter your informatio	n to begin your applicatio	n to the Registered Nurse position.	
Email*		Go	
Name*			
First Name	Last Name		
Remember me			
		latform where you will complete the lease login and search for the job you are	
If you have not yet registered and complete the application	1.1	proceed to find the job you are interested in	
Covenant Health collects the interest in employment by C		for the sole purpose of considering your	
		Cancel	

e-People

3.

Read the Privacy Agreement and click I Accept to continue.

PRIVACY STATEMENT APPLICABLE TO	
INDIVIDUALS SUBMITTING PERSONAL INFORMATION THROUGH THE COVENANT HEALTH CAREERS WEBSITE	
Covenant Health's online recruitment service, the Careers Website, is provided by its agent, Taleo. All personal information collected about you through th Website is used and disclosed ONLY by Covenant Health in accordance with applicable privacy legislation. By entering your email address and/or submitt personal information through this Careers Website, you acknowledge and agree your personal information may be collected by Covenant Health. through th faleo, and that it may thereafter be used and disclosed by Covenant Health for the purposes of contacting you about employment opportunities (if applica reviewing your application, assessing your suitability for employment, administering your candidate profile, collecting your edeback on Covenant Health, for the purpose of administering your employment relationship.	ing any its agent, ible),
Please note that should you become an employee of Covenant Health your personal information will also be governed by the "Collection and Use of Person Information" policy and any other applicable internal policies.	onal or Health
What is "personal information"?	
Subject to certain legal exceptions, "personal information" is information that identifies an individual, for the purposes of this Covenant Health Careers We	hsite

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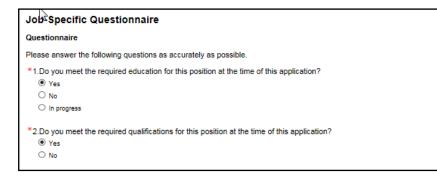
Apply on a Job Opportunity

Step Action

- 4. If you are not logged into your profile, you will be prompted for your email address and password. Click Log In to continue.
- 5. A questionnaire will appear with a few pre-screening questions. Answer the required questions (*) and click Save and Continue.

Guestionnaire
To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.
*1.Are you currently employed by Covenant Health?
Yes
O No
*2.Have you previously worked for Covenant Health?
○ Yes
● No
*3.Indicate your eligibility status to be employed in Canada from the following options:
Canadian Citizen or Permanent Resident of Canada
O Authorized to work in Canada for any employer
O Authorized to work in Canada for a specific industry or employer
○ Require sponsorship to work in Canada

- 6. Your profile will load. Edit each section as required. Continue to click Save and Continue to progress through all the pages of your profile.
- 7. A second questionnaire will appear with job specific questions. Answer the required questions (*) and click Save and Continue.



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8. The Attachments page will show. Any attachments already part of your profile will show. You can delete attachments that are not applicable and/or add new attachments. To add new attachments, click the Browse button. Search for and select the file you want to upload and click Open. You can add comments about the file if you want and then click the Attach button. Your new file will appear at the bottom of the page. Once you are finished with the attachments, click Save and Continue.

the file	owse	the candidate record. You can delete	some or all	The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, modely image files and categories. The search is a search of the categories of the search of the categories of the categories and select the file you want to attach. The click "Attach". Desting files attach attach, search of the attach attached, select the file you corresponding "Desteir" button.
asic information regarding	the files attached to	the candidate record. You can delete	some or all	To attach a file, click "Browse" and select the file you want to attach. Ther click "Attach". Deleting files To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the
	the files attached to	the candidate record. You can delete	some or all	To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the
locuments is your Resume		evant to this job submission. Also, ple		conceptioning benefic benotic
File Name	Date	Comments	Actions	
	10/4/17	This file includes a resume from which basic candidate information has been extracted.	Delete	
	File Name	Pile Name Date 10/4/17	File Name Date Comments 10/4/17 This file includes a resume from which basic candidate information has been extracted.	File Name Date Comments Actions 10/4/17 This file includes a resume from which basic candidate information has been extracted.

9. The eSignature page will show. Read and acknowledge that all the information stated in the application is true and complete. Completing this step is the electronic equivalent of a hand-written signature.

Click Save and Continue.

e Signature
Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.
By entering my full name. I certify that the information stated in this application is true and complete and I understand that any false statements may be grounds for termination of employment.
Do Not E-Sign Until You Have Read The Above Statement. By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below. +Please enter your full name:
sLast 4 digits of your telephone number Save and Continue Save as Draft Quit Having issues with your application* Contact HR Dated Services Recolument at recolumentating Economic Services Recolument at recolumentation Services Recolument at Recolument at recolumentation Services Recolument at Recolumen

10.

The final step in the application process is the Review and Submit page. This page displays all of the information that will be submitted with your application. Review the information to ensure it is correct. If changes are required, click the Edit link in the applicable section. Once you have completed your review and confirmed the information is accurate, click the Submit button to complete your application.

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11. You will receive a Thank You message. From this page, you can use the quick links to view your submissions, go back to viewing all jobs, or sign out.

Covenant Health
, you are signed in. My Account Options Heving issues with your application? Contact MI Shared Services Recruitment at recultmentaching covers and the services Recruitmentaching covers and the services Recruitm
ob search my Jobpage
Thank you!
Process completed
Thank you for your online job submission and interest in joining the Covenant Health team. Please note that only applicants selected for an interview will be contacted. We encourage you to check our Career site regularly to discover new opportunities with Covenant Health.
We invite you to view the job openings available in our Career section and to further explore the functionalities of your account. View.My.Submissions. View.All.Jobs
Having issues with your application? Contact HR Shared Services Recruitment at recruitmentadmin@covenantheath.ca

12. An email notification will be sent indicating your online submission has been received.

Covenant Health
Hello .
We have received your application for the position of with Covenant Health.
Your application will be processed as follows:
 All applications are reviewed by the hiring manager Once posting is closed and applications are reviewed, only those applicants selected for an interview will be contacted.
To: view the status of all your applications, update your contact information or resume; Go To " <u>My Submissions</u> " in your Covenant Health profile.
To: Set up Job Alerts or search and apply for more positions; Go to " <u>Job Search</u> " / Covenant Health Careers Page
Have Questions? We're here to help.
Please visit our <u>Careers</u> section.
We appreciate your interest in Covenant Health and wish you the best of luck in your job search.

13.

Up until the Job Opportunity is closed, you can view/edit your application on the My Jobpage tab.

P Job Search My Jobpage My Submissions	
My Submissions (1 job submissions found) This page displays all relevant details related to your draft and completed submissions. Submissions per page: S	Candidate Profile Take a few minutes to create or modify your employment profile and to specify your preferred working oriteria for huture openings matching your interests. Access my profile
Completed Submissions Housekeeping Worker Job Number: COV00000 Job Status: Active (Accepting Job Submissions) Submission Status: Completed – Updated: Oct 4, 2017 ViewEdrt Submission Withdraw	Icon legend More information Draft submission Completed submission
My Submissions - Page 1 of 1 Previous 1 Next	

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14. If you wish to withdraw from the posting while it is still active (open), click the Withdraw link. You will be prompted for a comment. Once you are finished, click Yes to confirm you want to withdraw your application.

ly Submissions	
Wy Submissions (1 job submissions found) This page displays all relevant details related to your draft and completed submissions. Bubmissions per page: 5 v	Candidade Profile Take a few minutes to create or modify your encloyument profile and to specify your preferred working ortheria for future openings matching your interests. Access my profile
Completed Submissions Housekeeping Worker Job Number: COV00000 Job Status: Active (Accepting Job Submissions) Submission Status: Conclusion Understand Understand	Icon legend
My Submissions - Page 1 of 1 Previo	sus 1 Next
u are about to withdraw this job submission.	
	n.
ou withdraw your job submission, you will no longer be given consideration for this positio	
ou withdraw your job submission, you will no longer be given consideration for this positio 2 you sure that you want to withdraw your job submission? If so, please explain why in the	field below.

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Part F – Share this Job

If you see a job that you would like to share with a friend or family member, you can use our referral process.

Share this Job					
Step	Action				
1.	While viewing a job opportunity, click the Share this job button near the top.	Food Service Worker I Q Example 1 General Support Covenant Health			
		Apply for Job Share this Job Sign Up for Job Alerts			
2.	From the pop-up window, click the Copy Link button.	Share this job × Copy this link and send it to your friends.			
		Shortened job link: http://r.rfer.us/ALHVhj1Bv Copy link			
3.	The link to the job opportunity has now been copied. Click OK to continue.	The shortened link has been successfully copied to your clipboard.			

4. You can 'paste' the link into another program to share with a friend (e.g. paste link into an email message).

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Part G – Sign up for Job Alerts

To ensure you don't miss any job opportunities, set up job alerts for the latest job openings with Covenant Health.

Sign up for Job Alerts						
Step	Action					
1.	From the Career Opportunities main page, click the Sign Up for Job Alerts button.	Sign Up for Job Alerts! More ready to apply? Take just a minute to sign up for job alerts. CareerIOpportunities More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply? Take just a minute to sign up for job alerts. More ready to apply and the prove of the prove				

2. Complete the required fields in the pop-up window.

Note: Some fields allow for multiple selections.

Select the frequency you wish to receive your alerts (daily, weekly, monthly).

Click the box to the left of I agree to the Terms and Conditions and click the Sign Up button.

Sign up for Job Alerts		×
Name*		
First Name Last Name		
Email*		
Interests*		
Choose an Interest		
Locations*		
Choose a Location		
Company*		
Choose a Business		
Send alerts every Week *		
I agree to the Terms & Conditions.	Cancel	Sign up

You will see a confirmation message. Click OK.

3.



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Part H – Additional Information

Edit your Job Alert Email Settings

You can change the frequency you receive job alerts by clicking the link at the bottom of a job alert email. Select an alternate frequency and click Sign up for Job Alerts.

Unsubscribe from Job Alert Emails

You can unsubscribe from job alert emails at any time by clicking the Unsubscribe from emails link at the bottom of a job alert email.

ADDITIONAL SUPPORT & RESOURCES

HR Contact Centre: Phone: 1-877-511-4455 Email: <u>HRContactCentre@covenanthealth.ca</u>

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