# **Online Internal Job** Application System

# Build Your Profile & Apply Online

**Instruction Manual** 



For Technical Support please contact: 1-877-223-1833 or email <a href="mailto:support@talentflow.com">support@talentflow.com</a>

Questions? Need help?
PHSA employees can contact the
Internal Jobs Help Desk via email at
internaljobshelpu@phsa.ca.



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## **Build Your Profile**

#### Register Now! \*Temporary Password Required

A temporary password has been emailed to your PHSA email address. You will need this password to complete the registration process. If you did not receive an email containing your temporary password or require assistance registering/updating your online profile, please contact the **Internal Jobs Help Desk**:

Email internaljobshelpu@phsa.ca

Hours of Operation
 Business Days
 8:30 am - 4:30 pm
 Monday - Friday

Let's get started! Enter your first name, last name (exactly as it appears on your PHSA paystub), your employee ID# and temporary password. Click **Login** 



#### Set Your New Password

Set your new password, it must be 5 to 25 characters and is not case sensitive. It must have one character (A-Z) and one number, special characters are optional. Confirm your new password, enter your primary email address (if it does not appear), confirm your primary email address, select your security question and security answer. Click **Continue** 

#### Set your password



Once you set your new password, you will receive a separate email (to your primary email address) confirming that you have set your password.



#### **Create Your Professional Profile**

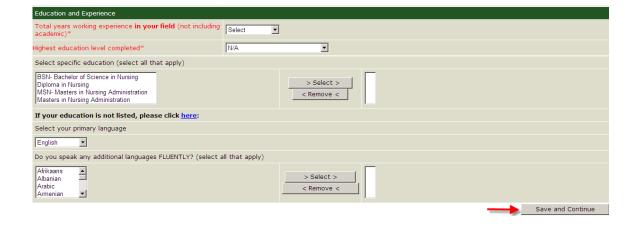
#### Personal Profile Step 1 of 2

Your mini profile has been created for you; it includes your personal contact information. You can edit your title and primary email address. You can also add a secondary email address, work phone number and other phone number.

If you need to change your address, please contact Records & Benefits at <a href="mailto:EmployeeRBsupport@hssbc.ca">EmployeeRBsupport@hssbc.ca</a> or 604-297-8683 or refer to the POD.



Complete the education and experience section and click **Save & Continue** 





#### **Create Your Professional Profile**

**Professional Profile Step 2 of 2** 

#### **Upload Your Resume**

You can store as many as **3** resumes in your Job Seeker Desktop. When applying to a job, you can attach one of these resumes to your application.

You have 3 options to upload your resume to your profile:

- 1. Upload your resume using File Manager
- 2. Type or Paste your resume in the resume box.
- 3. Build a resume using the Resume Builder.

#### Option #1 - Upload your resume using File Manager.

Enter a descriptive title for your resume and select a job stream from the drop down list that best represents the type of job you want.

Click File Manager to attach your resume.



#### Click Add New



Click **Browse** to find your resume and then click **Upload** to attach it.

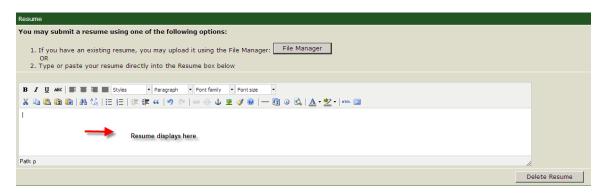
#### job seeker desktop > Upload





# Click Return & Attach Title File Name Resume Resume.docx Update Delete Return & Attach

Resume will appear in text box.

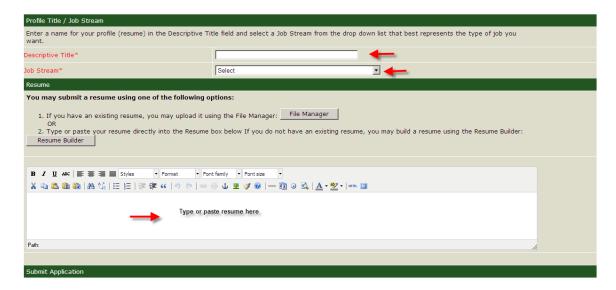


#### Click Save and Submit



#### Option #2 - Type or Paste your resume in the text box.

Enter a descriptive title for your resume and select a job stream from the drop down list that best represents the type of job you want. Type or paste your resume in the text box provided below.





#### Click Save and Submit

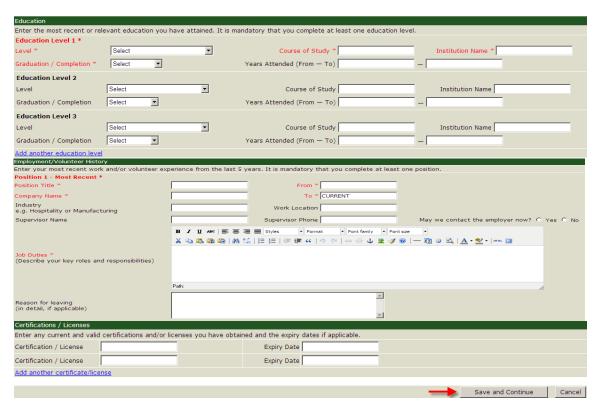


#### Option #3 - Build a resume using the Resume Builder.

Enter a descriptive title for your resume and select a job stream from the drop down list that best represents the type of job you want. Click **Resume Builder** 

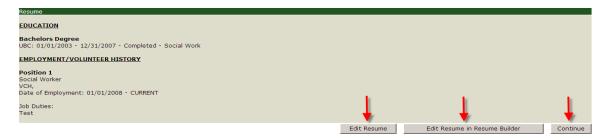


Complete all fields as applicable. The mandatory fields are marked with an (\*). We encourage employees to provide as much detailed information as possible. Click **Save and Continue**.





Your resume is displayed. If you need to make changes click **Edit Resume**, **Edit Resume in Resume Builder** or click **Continue** 



After uploading your resume using one of the three options, you will receive the following message: **Congratulations! You have successfully completed the registration process.** Now you can view internal postings by clicking on Internal **Job List** 



If you would like to add an additional resume, click **Job Seeker Desktop** and click **Add Additional Resume** 



To add another resume, click Add Additional Resume.

Resume 1





#### **Upload Your Cover Letter**

You have two options to upload your cover letter:

- 1. Upload your cover letter using File Manager.
- 2. Type or paste your cover letter in the text box.

You can store up to **5** cover letters in Job Seeker Desktop. When applying to a job, you can attach one of these cover letters to your application.

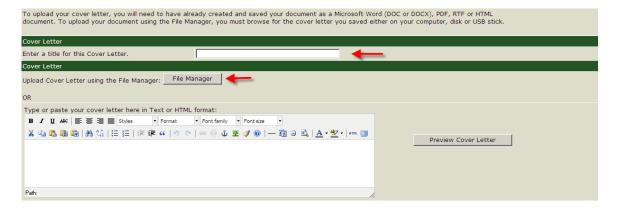
Go to Job Seeker Desktop and click Create Cover Letter





#### Option #1 - Upload your cover letter using File Manager.

Enter a title for your cover letter. Click **File Manager** 



Click Add New





#### **BUILD YOUR PROFILE & APPLY ONLINE**

Click **Browse** to find your cover letter and then click **Upload** to attach it.

job seeker desktop > Upload



#### Click Return & Attach

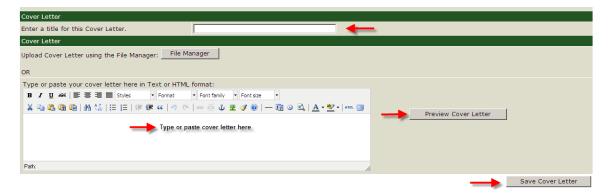


#### Click Save and Submit



#### Option #2 - Type or Paste Your Cover Letter

Enter a title for your cover letter. You can type or paste your cover letter title in the text box and then review it by clicking **Preview Cover Letter** Save your cover letter by clicking **Save Cover Letter** 



#### **Manage Your Profile**

Once you have created your profile, we encourage you to update it on a regular basis. Go to Job Seeker Desktop to edit your contact information, change your password and security question/answer. You can also edit your education & experience and add/edit or delete resumes/cover letters.



#### Career Site Help

If you are experiencing technical difficulties please contact Talentflow at:

- Email support@talentflow.com
- Telephone 1-877-223-1833 to speak with a Customer Service Representative.
   Support service is handled by Brainhunter Systems Ltd. between 8:30 am and 8:00 PM EST, Monday to Friday.

## Forgot Your Password?

If you forget your password, click **Forgot your password**? You will be prompted to enter your email address and the answer to your security question. An email will be sent to you with a link to reset your password.





# **Apply Online**

#### **Apply To Internal Jobs**

You are able to view internal jobs by logging into your job seeker desktop and then clicking **Internal Job Postings**.

View / Apply to Job
Postings
Internal Job Postings

A list of internal job postings will be displayed for you to view and apply. To apply for a position, click on the **Job Title** 





#### Click Apply Online Now

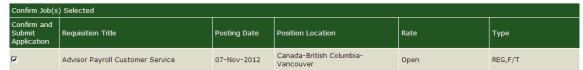


# PHSA Agencies, Programs and Services: BC Cancer Agency BC Centre for Disease Control BC Children's Hospital and Sunny Hill Health Centre for Children Sunny Hill Health Centre for Children Clinic Aide Agency Labor Agreement Posting # Grade Department C21648-1789278 22 22 20 OP-WHC Ambulatory Clinics



Confirm that this is the job that you wish to apply for. If it is not, de-select the box.

Please confirm that these are the jobs you wish to apply for, select the appropriate information to send, and then click the Confirm and Submit Application



Select your resume from the pull down menu.



Select your cover letter from the pull-down menu. Or type or paste your cover letter into the text box.



Once you have completed these steps click Confirm and Submit Application.



You will then receive the following message confirming you have successfully completed the application process. The message will display the internal job posting number and the job title that you have applied for. If you would like to apply for another posting, click on Internal **Job List** 

job seeker desktop > Thank You!!





#### **Apply To External Jobs**

You are able to view external jobs by logging into your job seeker desktop and then clicking **External Job Postings** 

# View / Apply to Job Postings



A list of external job postings will be displayed for you to view and apply. To apply for a position, Click the **Job Title** 



#### Click Apply Online Now.



Confirm that this is the job that you wish to apply for. If it is not, de-select the box. Select your resume from the pull down menu.



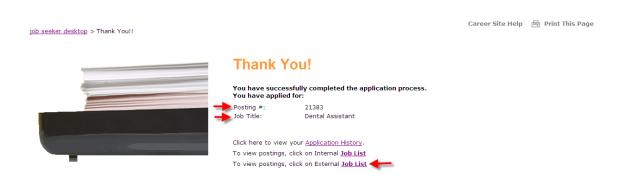
Select your cover letter from the pull-down menu. Or type or paste your cover letter into the text box.



Once you have completed these steps click **Confirm and Submit Application**.



You will then receive the following message confirming you have successfully completed the application process. The message will display the external job posting number and the job title that you have applied for. If you would like to apply for another posting, click on External **Job List** 





#### **Application History**

Go to Job Seeker Desktop to view a list of jobs you have applied for.

Click Application History

job seeker desktop

Welcome SYLVIA PASKIE Log out

#### **Jobs Management**

#### Application History

A list of jobs that you have applied for will appear. Click on the **Job Title** to view a copy the job posting.

job seeker desktop> application history

Career Site Help 🖳 Print This Page

Here are the jobs you have applied for. If you are no longer interested in a particular job, you can delete specific applications by selecting the application and clicking "delete" below. Please note that currently, you will NOT be able to re-apply to a position after you have deleted it.

Select	<u>Job Title</u>	Questionnaire	Resume	Cover Letter	Posting Date	<u>Date Applied</u>	Attached Documents
	Area Supply Attendant	<u>view</u>	<u>Lab Resume</u>		08-Apr-2013	11-Apr-2013	
	Warehousing and Logistics Clerk	N/A	My Resume		08-Apr-2013	09-Apr-2013	
	Senior Financial Analyst, Agency	N/A	My Resume		08-Apr-2013	09-Apr-2013	
	Receptionist/Booking Clerk, Ambulatory Care	N/A	My Resume		08-Apr-2013	09-Apr-2013	
	<u>Laboratory Assistant</u>	N/A	My Resume		09-Apr-2013	09-Apr-2013	
	Telecommunications Operator	N/A	My Resume		03-Apr-2013	09-Apr-2013	
	General Duty Staff Nurse, Cancer Care	N/A	Resumes for Dentistry		09-Apr-2013	09-Apr-2013	
							Delete Selected

### Withdraw Your Application (Under Application History)

If you would like to withdraw your application, you can delete the application by selecting the checkbox beside the job title and click **Delete Selected** below. Please note that currently, you will **NOT** be able to re-apply to a job after you have deleted it.

job seeker desktop> application history



Here are the jobs you have applied for. If you are no longer interested in a particular job, you can delete specific applications by selecting the application and clicking "delete" below. Please note that currently, you will NOT be able to re-apply to a position after you have deleted it.



