**PHSA’s Online Internal Application Process for Employees**

**Register Your Profile & Apply Online**

You can apply online for jobs across PHSA, 24/7, from any desktop, whether you’re at home, at work, or even on vacation—from anywhere in the world.

* You will need a temporary password to begin the registration process. To obtain your temporary password, please contact the **Internal Jobs Help Desk** at [internaljobshelpu@phsa.ca](mailto:internaljobshelpu@phsa.ca) **604-875-7264**.
* You are now ready to get started: Visit [internaljobs.phsa.ca](http://internaljobs.phsa.ca) and click ***Register now***
* Enter your first name, last name (exactly how it appears on your online paystub), your employee id # and then your temporary password. You will be prompted to set a new confidential password, security question and answer.
* A mini profile containing your contact information has been created for you, all you need to do is complete the education & experience section and upload your resume.
* **Note:** When registering your internal profile, you will not be able to use the same e-mail address that was previously used to register your external account (when you initially applied to work at PHSA).
* You have now completed the registration process and are ready to apply online.
* Go to your Job Seeker Desktop, click the **Internal Job Postings** link and select the appropriate **Collective Agreement** or **Excluded Positions** linkto view and apply for jobs.
* All FBA, NBA and HSPBA vacancies are posted under **Agency: PHSA Corporate (010).**
* You must apply for each internal job posting individually to be considered for the position.
* You can store as many as three (3) resumes and five (5) cover letters in your Job Seeker Desktop. When applying to a job, you can attach one of these resumes and a cover letter to your application. Cover letters are optional.
* At any time, you can view a list of jobs you have applied for by clicking the **ApplicationHistory** feature in your profile.
* If you require personalized assistance or support, one-to-one training sessions are available upon request through the Internal Jobs Help Desk.
* The following resources, tips and templates are available at [internaljobs.phsa.ca](http://internaljobs.phsa.ca)  
  + Instruction Manual: Register Your Profile & Apply Online
  + Your Resume & Cover Letter Toolbox – Best Practice Tips & Templates
  + Webinar Series
  + Resume Builder

**Withdraw Your Application**

If you would like to withdraw your application from a competition, you are required to complete the following process:

* + Login to your profile @ [internaljobs.phsa.ca](http://internaljobs.phsa.ca)
  + On your Job Seeker Desktop, select ***Application History***.
  + Select the box beside the job title of the position you wish to withdraw from.
  + Select ***Delete Selected.***
* Talent Acquisition will receive a **Withdrawn Application Notification** and will retain it for one year.
* If the above process is not adhered to, you must provide a notification to the Hiring Leader and copy [internaljobshelpu@phsa.ca](mailto:internaljobshelpu@phsa.ca) of your intent to withdraw from the competition. This notification will be kept in the competition file.
* If you have withdrawn your application in error, you will not be able to reapply for the position. You may contact the Internal Jobs Help Desk to report the error and advise you would like to be considered for the position.

**Late Applications**

* FBA, Community & EXCL vacancies are posted for seven (7) calendar days. HSPBA vacancies are posted for ten (10) calendar days and NBA vacancies are posted for seventy-two (72) hours on PHSA’s internal careers site.
* The closing time of all internal job postings is **10 am**.
* Upon the posting closing date, after 10 am the posting is removed from the site, therefore you will not be able to view or access the job.
* If you wish to be considered for a position **after the posting closing date**, you must have an active registered **internal profile**. You are required to complete the following process:

Contact the **Internal Jobs Help Desk** and provide the following information:

* + Full Name & Employee Id Number
  + Internal Job Posting Number & Job Title
* Talent Acquisition will route your internal profile/application to the Hiring Leader and mark it as a **late application**.
* The Hiring Leader will consider late applications after all timely internal applications.

**Standing Applications**

If you are a regular/temporary FBA, HSPBA or Community employee and will be absent from your normal place of employment because of sick leave, annual vacation, unpaid leave, union leave, compassionate leave, education leave, or special leave, you may complete a Standing Application form before each absence, stating the jobs you would be interested in applying for should a vacancy or new job occur during your absence.

* + To obtain a Standing Application form, contact the Internal Jobs Help Desk.
  + Complete your Standing Application in full and submit via email to [internaljobshelpu@phsa.ca](mailto:internaljobshelp@phsa.ca). Your online internal profile must be registered.

**Internal Jobs Help Desk**

**Employee & Hiring Leader Inquiries**  **Phone:** 604-875-7264 **Toll-Free:** 1-855-875-7264

**Email:** [internaljobshelpu@phsa.ca](mailto:internaljobshelpu@phsa.ca)  **Hours:** 8:30am to 4:30pm **Days:** Mon-Fri (excl. stats)