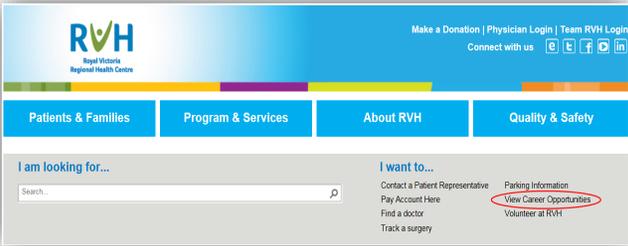


Navigation

To view our Career Opportunities on our website www.rvh.on.ca.



Need Help?

Contact us at 1-888-694-7784

Due to the high volume of applications we receive, we are only able to contact candidates that have been selected for interview. We recommend that you visit our webpage often and keep your profile up-to-date.

Once you have created a profile with us via our Career Opportunities it is added to our database which makes it easy for you we to reapply to future opportunities.



External Job Seekers Applying Online

Inspiring Care... Opportunities Begin Here.

Icon Definitions

	Edit		Print
	Cancel		Help Text
	Delete		Download
	Calendar/Date Picker		More Options
	Deactivated		Active
	Sort		

Click the Help icon to access assistance and instructions for any of the below pages.

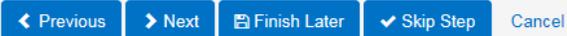
	Search Jobs		View All Jobs		Create Account
	Login		Logout		
	Notifications		Career Centre		

Your Career Opportunities profile also allow as you to share jobs via:



The RVH application process has gone paperless and we no longer accept paper résumés. All applicants must create a profile in the RVH Career Opportunities link via our website at www.rvh.on.ca.

Creating a Profile

- Once on the RVH Career Opportunities webpage, as an external candidate, under **Current Job Opportunities** select “NO”
- To Create a Profile Select **Create Account**
- Utilize **Upload Résumé** — OR — **Import from LinkedIn** to Create an Account to be able to apply for vacancies at RVH. *Input information in all of the red text*, black fields are optional*
- Several icons are presented allowing you to advance through the application process

- When prompted to provide a **Cover Letter** you may copy and paste or enter your cover letter in the **Contents** box, then select the **Next** icon
- If you do not wish to provide a cover letter, select the **Skip Step** icon
- If you wish to provide an attachment, select the **Browse** icon find the appropriate file, select open, select **Add Attachment** icon, then select the **Next** icon (you can provide up to three attachments)
- Preview** is the last step in the process
- Click the **Edit** icon to make necessary changes/additions
- Click the **Finish** icon to complete your profile

Searching & Applying to Job Openings

- When you login into your profile you will have the following options:

 Search Jobs  View All Jobs  Notifications  Career Center

- Select the **Search Jobs** or **View All Jobs** icon
- If you select the **Search Jobs** icon you will be able to do a **Quick Job Search** or **Advanced Job Search** entering your specific search criteria
- When you find a job you are interested in select the **Job Title** in the search results to view the job details
- To apply for the role select **Apply to this Job**
- Review the information in the **Job Application** form and complete any required fields
- Fields displayed in **red text*** are required, black fields are optional
- You may utilize the **Upload Résumé** icon to generate your information
- Where applicable, complete the **Screening Questionnaire**, and select the **Next** icon
- When prompted to provide a **Cover Letter**, you may copy and paste or enter your cover letter in the **Contents** box, then select the **Next** icon
- You can also select a previously used cover letter and edit if desired, select then select the **Next** icon
- Preview** is the last step in the apply process, click the **Edit** icon to make any necessary changes to your information
- Click the **Finish** icon and then a success message will display at the top of the screen

Creating Job Search Agents

Let the Job Search Agents do the searching for you. Job Agents will search posted jobs daily and email you those that match your criteria.

- Login and navigate to **Career Center**
- Then select Job Search Agents in the drop down menu
- Then select **Create New Search Agent**
- The **Quick Job Search** page will then display
- Enter the search criteria for the jobs you would like to receive alerts *the select the Search* icon
- Even if no jobs are currently posted you can still save your search agent by clicking the **Save Search as an Agent** icon
- Enter the **Search Agent Name**
- Check Mark next to the **Active** field the **Acknowledgment** field then **Save** icon

Reviewing your Résumés Submission History

- Log into your profile and navigate to the **Career Centre** drop down menu and select **Résumé Submission History**
- In the **My Résumés** section you can also view the version of the résumé and cover letter you submitted when you applied to those specific jobs
- This section will also allow you to remove yourself from consideration for the job if you wish — it will also allow you to reapply if you removed yourself in error or you reconsidered