Online Internal Job Application System

Build Your Profile & Apply Online

Instruction Manual

Provincial Health Services Authority
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For Technical Support please contact:
1-877-223-1833 or email
support@talentflow.com

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   8:30 am - 4:30 pm
> ➢ Business Days   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*

Returning User? **Click here to Login**

First Name: [   ]   Last Name: [   ]   Employee ID: [   ]   Password: [   ]   [Login]

Forgot your password?

If you are having difficulties logging in, please contact the Internal Jobs Help Desk at 604-875-7264 / Toll Free 1-855-875-7264 or email internaljobshelpu@phsa.ca

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

Please enter a password and choose a security question and answer.	
New Password*	[ ] ❓
Confirm New Password*	[ ]
Primary Email Address*	name@phsa.ca
Confirm Primary Email Address*	name@phsa.ca
Select the Security Question*	What was your childhood nickname? ▾ ❓
Security Answer*	[ ]

[Continue]

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

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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 EmployeeRBsupport@hssbc.ca or 604-297-8683 or refer to the POD.

Personal Profile -Step 1 of 2

For help with individual fields, place your mouse over (but don't click) on these graphics: ❓

(required fields are marked with *)

Contact Information	
Title*	⦿ Mr ○ Ms ○ Mrs ○ Miss ○ Dr ○ None
First Name*	First Name
Middle Name	
Last Name*	Last Name
Primary email*	name@phsa.ca
Secondary email	
Country*	Canada
State/Province*	British Columbia
Town/City*	Vancouver
Address Line 1*	12345 West 7ᵗʰ Ave
Address Line 2	
Zip/Postal Code*	V4N1T6
Home Phone*	999/999-9999
Work Phone	
Other Phone	Cell/Mobile	999/999-9999
Fax	

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

Education and Experience		
Total years working experience **in your field** (not including academic)*	Select	
Highest education level completed*	N/A	
Select specific education (select all that apply)	BSN- Bachelor of Science in Nursing Diploma in Nursing MSN- Masters in Nursing Administration Masters in Nursing Administration	> Select > < Remove <
If your education is not listed, please click here:		
Select your primary language	English	
Do you speak any additional languages FLUENTLY? (select all that apply)	Afrikaans Albanian Arabic Armenian	> Select > < Remove <
		Save and Continue

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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.

Profile Title / Job Stream	
Enter a name for your profile (resume) in the Descriptive Title field and select a Job Stream from the drop down list that best represents the type of job you want.	
Descriptive Title**	[ ] ←
Job Stream**	[Select ▼] ←
Resume	
You may submit a resume using one of the following options:	
1. If you have an existing resume, you may upload it using the File Manager: [File Manager] ←	
OR	
2. Type or paste your resume directly into the Resume box below If you do not have an existing resume, you may build a resume using the Resume Builder: [Resume Builder]	

Click *Add New*

Title	File Name	Type
	← [Add New] [Delete] [Return & Attach]

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

job seeker desktop > Upload

Type: [Resumes ▼]

Title: [Resume]

Upload File: [   ] [Browse...] [Upload]

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Click **Return & Attach**

	Title	File Name	Type
☐	Resume	Resume.docx	Resumes

Update   Delete   Return & Attach

Resume will appear in text box.

Resume

You may submit a resume using one of the following options:

1. If you have an existing resume, you may upload it using the File Manager: [File Manager]
   OR
2. Type or paste your resume directly into the Resume box below

Resume displays here

Path: p

Delete Resume

Click **Save and Submit**

Submit Application

Click the button below to submit your application

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.

Profile Title / Job Stream

Enter a name for your profile (resume) in the Descriptive Title field and select a Job Stream from the drop down list that best represents the type of job you want.

Descriptive Title*

Job Stream*   Select

Resume

You may submit a resume using one of the following options:

1. If you have an existing resume, you may upload it using the File Manager: [File Manager]
   OR
2. Type or paste your resume directly into the Resume box below If you do not have an existing resume, you may build a resume using the Resume Builder: [Resume Builder]

Type or paste resume here

Path:

Submit Application

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Click **Save and Submit**

Submit Application

Click the button below to submit your application

[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**

Profile Title / Job Stream

Enter a name for your profile (resume) in the Descriptive Title field and select a Job Stream from the drop down list that best represents the type of job you want.

Descriptive Title*   [   ] ←

Job Stream*   [Select   ▼] ←

Resume

You may submit a resume using one of the following options:

1. If you have an existing resume, you may upload it using the File Manager: [File Manager]
   OR
2. Type or paste your resume directly into the Resume box below If you do not have an existing resume, you may build a resume using the Resume Builder:

[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**.

Education

Enter the most recent or relevant education you have attained. It is mandatory that you complete at least one education level.

Education Level 1 *

| Level * | [Select ▼] | Course of Study * | [   ] | Institution Name * | [   ] |
| Graduation / Completion * | [Select ▼] | Years Attended (From — To) | [   ] | — | [   ] |

Education Level 2

| Level | [Select ▼] | Course of Study | [   ] | Institution Name | [   ] |
| Graduation / Completion | [Select ▼] | Years Attended (From — To) | [   ] | — | [   ] |

Education Level 3

| Level | [Select ▼] | Course of Study | [   ] | Institution Name | [   ] |
| Graduation / Completion | [Select ▼] | Years Attended (From — To) | [   ] | — | [   ] |

Add another education level

Employment/Volunteer History

Enter your most recent work and/or volunteer experience from the last 5 years. It is mandatory that you complete at least one position.

Position 1 - Most Recent *

Position Title *   [   ]   From * [   ]

Company Name *   [   ]   To *   [CURRENT   ]

Industry   [   ]   Work Location [   ]
e.g. Hospitality or Manufacturing

Supervisor Name   [   ]   Supervisor Phone [   ]   May we contact the employer now? ○ Yes ○ No

Job Duties *
(Describe your key roles and responsibilities)

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Path:

Reason for leaving
(in detail, if applicable)

Certifications / Licenses

Enter any current and valid certifications and/or licenses you have obtained and the expiry dates if applicable.

| Certification / License | [   ] | Expiry Date | [   ] |
| Certification / License | [   ] | Expiry Date | [   ] |

Add another certificate/license

→ [Save and Continue] [Cancel]

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

Resume

EDUCATION

Bachelors Degree
UBC: 01/01/2003 - 12/31/2007 - Completed - Social Work

EMPLOYMENT/VOLUNTEER HISTORY

Position 1
Social Worker
VCH,
Date of Employment: 01/01/2008 - CURRENT

Job Duties:
Test

[Edit Resume]   [Edit Resume in Resume Builder]   [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**

Career Site Help   Print This Page

job seeker desktop > Thank You!!

Thank You!

Congratulations! You have successfully completed the registration process.

Please note that while you have registered your profile in our general database, you have not applied to any actual postings.

To view postings, click on Internal **Job List**

To view postings, click on External **Job List**

You can review and edit your profile by clicking Job Seeker Desktop.

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

Profile ?

To add another resume, click **Add Additional Resume.**

Resume 1   Edit   Delete
                                            Add Additional Resume

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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**

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

job seeker desktop > Upload

Type: Cover Letters ▼

Title: Cover Letter

Upload File: [   ] Browse...   Upload

Click Return & Attach

	Title	File Name	Type
☐	Cover Letter	Cover Letter.docx	Cover Letters

Update   Delete   Return & Attach

Click *Save and Submit*

Submit Application

Click the button below to submit your application

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*

Cover Letter

Enter a title for this Cover Letter.   [   ]

Cover Letter

Upload Cover Letter using the File Manager: File Manager

OR

Type or paste your cover letter here in Text or HTML format:

B *I* U ABC | ≡ ≡ ≡ ≡ | Styles ▼ | Format ▼ | Font family ▼ | Font size ▼

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→ Type or paste cover letter here   → Preview Cover Letter

Path:

→ Save Cover Letter

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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   🖨 Print This Page

job seeker desktop
Welcome SYLVIA PASKIE Log out

Jobs Management

Application History   6

View / Apply to Job Postings

Internal Job Postings
External Job Postings

Personal Data

Contact Information	Edit	Edit Password	Edit
Education and Experience	Edit	Edit Security Question	Edit

Profile ❓

To add another resume, click **Add Additional Resume.**

Lab Resume	Edit	Delete
Resume #3	Edit	Delete
	Add Additional Resume	

Cover Letter ❓

Create Cover Letter

All employees are subject to PHSA's reference checking guidelines.

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.

Returning User? **Click here to Login**

First Name:	Last Name:	Employee ID:	Password:	Login

Forgot your password?

If you are having difficulties logging in, please contact the Internal Jobs Help Desk at 604-875-7264 / Toll Free 1-855-875-7264 or email internaljobshelpu@phsa.ca

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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**==

Search Open Positions

Position Location	ALL
Agency	ALL
Labor Agreement	ALL
Keyword Search	
	☐ By Job Title Only Search

Search Results

Applications Accepted Until 10AM	Job ID	Job Title	Job Location
29-Apr-2013	021648-1789278	Clinic Aide	Canada-British Columbia-Vancouver
29-Apr-2013	021656-1789279	Clinic Aide	Canada-British Columbia-Vancouver
02-May-2013	021639-1789283	Clinical Pharmacist	Canada-British Columbia-Abbotsford
02-May-2013	021651-1789284	Clinical Pharmacist	Canada-British Columbia-Surrey
29-Apr-2013	021667-1789280	Medical Laboratory Assistant	Canada-British Columbia-North Vancouver

Click ==**Apply Online Now**==

→ Apply Online Now

Potential. Passion. Possibilities.

PHSA Agencies, Programs and Services:

BC Cancer Agency

BC Centre for Disease Control

BC Children's Hospital and
Sunny Hill Health Centre for Children

Clinic Aide

Agency	Children's & Women's Hlth Cntr
Labor Agreement	Facilities Subsector
Posting #	021648-1789278
Grade	22
Department	OP-WHC Ambulatory Clinics

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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** button.

Confirm Job(s) Selected					
Confirm and Submit Application	Requisition Title	Posting Date	Position Location	Rate	Type
☑	Advisor Payroll Customer Service	07-Nov-2012	Canada-British Columbia-Vancouver	Open	REG,F/T

Select your resume from the pull down menu.

Select a Resume to Send
Click here to return to your Desktop where you can edit/review your Profile BEFORE applying

[RESUME ▾]

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

Cover Letter
Select a Cover Letter from the pull-down menu or type/paste your cover letter in the box below.
   ○   [test ▾]

OR

   ○   Enter a title for your Cover Letter [   ]

Type or paste your cover letter here in Text or HTML format:

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

Submit Application!
Click the button below to send your application now.
[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!!

Thank You!

You have successfully completed the application process. You have applied for:

Posting #:   021632
Job Title: Clerk Asthma Education & Respirology Clinics

Click here to view your Application History.
To view postings, click on Internal **Job List**
To view postings, click on External **Job List**

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Apply To External Jobs

You are able to view external jobs by logging into your job seeker desktop and then clicking ==*External 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 a Resume to Send
Click here to return to your Desktop where you can edit/review your Profile BEFORE applying

RESUME ▾ ⬅

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

Cover Letter
Select a Cover Letter from the pull-down menu or type/paste your cover letter in the box below.
⊙ test ▾ ⬅

OR

○ Enter a title for your Cover Letter [_____]

Type or paste your cover letter here in Text or HTML format: ⬅

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

Submit Application!
Click the button below to send your application now.
[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**

job seeker desktop > Thank You!!   Career Site Help   🖶 Print This Page

Thank You!

You have successfully completed the application process.
You have applied for:
➡ Posting #:   21383
➡ Job Title: Dental Assistant

Click here to view your Application History.
To view postings, click on Internal **Job List**
To view postings, click on External **Job List** ⬅

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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

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Application History   7 ←

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	Job Title	Questionnaire	Resume	Cover Letter	Posting Date	Date Applied	Attached Documents
☐	Area Supply Attendant	view	Lab Resume		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	
☐	Laboratory Assistant	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   Career Site Help   🖨 Print

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	Job Title	Questionnaire	Resume	Cover Letter	Posting Date	Date Applied	Attached Documents
☑ ←	Area Supply Attendant	view	Lab Resume		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	
☐	Laboratory Assistant	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

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