

How to Search and Apply for CapitalCare Jobs (External Candidates)

Overview

This reference guide provides step-by-step instructions for searching and applying for CapitalCare jobs as an external candidate.

Follow the steps described in the sections below to get started.

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Section 1: Navigate to the CapitalCare Job Board

Job candidates can view CapitalCare job opportunities through our website: [CapitalCare > Careers](#).

Steps:

1. In your web browser, to the CapitalCare Careers page by [clicking here](#) or entering the following URL into the address bar: <https://www.capitalcare.net/Page227.aspx>
2. If you currently work for CapitalCare, please visit the Internal Careers page and follow the Internal Candidates Guide.

Section 2: Search and View jobs

Steps

1. On the CapitalCare Job Search (Basic Search) page, you can search for available job opportunities in several ways:
 - If you know the **Job Number** of the job posting, you can search for it.
 - Use the **Keywords** search section for a keyword search and clicking the **Search for Jobs** button.
 - Search by field using the drop-down option under **Job Fields**.
 - Search by location using the drop-down option under **Location**.

- Use the **All Jobs** button at the top to search all jobs within CapitalCare and use filters to refine your search.
- Use the **Advanced Search** to search for jobs using the **Posting Date** or **Urgent Jobs** filter.
2. Once you have found a job opportunity you are interested in, click on the blue hyperlinked **Job Posting Title** to view the posting's details.
3. If you would like to apply for the job, click on **Apply Online** to apply right away.
4. If you would like to save the job posting and apply later, click on **Add to my Job Cart**.
5. Both options will take you to the **Login** screen.

You must create a profile in our system before you can apply for a job or save it to your Job Cart. Because the recruitment system saves your profile, you will not need to re-enter your information next time you apply for a CapitalCare job.

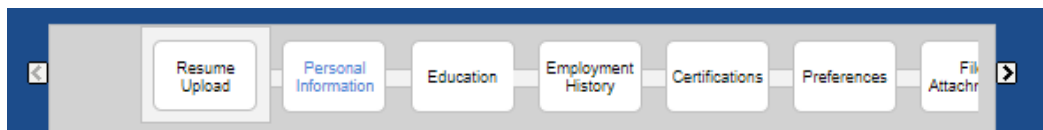
Steps:

1. At the Login screen, you will be prompted to enter your user name and password.
 - If you do not have a profile, click on the **New User** button, and you will be prompted to enter a user name, password and email address. Click the **Register** button.

Note: If you have already created a profile, then enter your user name and password and click the **Login** button.

Section 3: Apply for Position

After you have created your profile, you will fill out your profile details and job application. You will notice a progress status bar at the top of the profile page. As you move through the steps of creating your profile, the progress status bar will update:



Note: The steps in the progress bar in the above image are the steps you will see when you are applying for a job. If you are accessing your profile through the **Access my profile** button, the Resume Upload step will be removed.

On the profile page, you will see the following buttons:

- **Save and Continue:** allows you to move on to the next step in the process.

- **Save as Draft:** you can save your profile as a draft until you are ready to submit.
- **Quit:** if you no longer wish to create a profile right now. Please note, if you choose to return and complete your profile, sign in using the user name and password created in Section 2.

Steps:

Resume Upload

On the Resume Upload page, you can upload your resume to allow the system to automatically extract relevant information to fill out parts of your profile.

1. You have 3 options:
 - a. Click on **I do not want to upload a resume** to fill out all portions of your profile manually.
 - b. Click on **I want to upload a resume** and click the **Choose File** button under **Select the resume file** to upload to select your resume.
 - c. Click on **I want to paste a resume and copy and paste from a personal word document.**
2. Click **Save and Continue.**

Personal Information

1. The Personal Information page opens. **Note:** Any fields marked with a red asterisk * are mandatory.
2. Under **Source Tracking**, select an option from the drop-down lists to indicate how you heard about the job.
3. In the **Personal Information** section, enter and review both your mandatory personal information and any additional details relevant to your job application.
4. Check **Send an email notification..** if you want to receive email notifications when new CapitalCare jobs matching your profile are posted.
5. Click **Save and Continue.**

Education

If you've uploaded a resume, the system will fill in your Education information automatically. If so, review the fields to ensure they are correct and update as required.

If you are adding your Education manually, follow these steps:

1. On the **Education** page, add your completed education.
2. Under **Education 1**, enter the Institution, Program, Education Level, Start date and Graduation date.

3. Click on **Add Education** and follow the same process to add additional education.
4. Click **Save and Continue**.

Note: If high school is entered as the education level, you still have to add in a program. Entering 'none' in the program field will allow you to continue.

Employment History

If you've uploaded a resume, the system will fill in your Employment History automatically. If so, review the fields to ensure they are correct and update as required.

If you are adding your Employment History manually, follow these steps:

1. On the **Work Experience** page, add your experience, starting with the most recent employer.
2. Enter the Employer, Job Title, Start Date and End Date or check the **Current Job** box if it is your current employer.
3. In the **Experience/Achievements** box, add any relevant information about your role.
4. Click on **Add Work Experience** button and follow the same process to add more employment information.
5. Click **Save and Continue** when you have completed your work experience.

Certifications

1. On the Certifications page, add any certifications that are relevant to your position.
Note: This step is optional, if you do not have any certifications, click Save and Continue.
2. Under **Certification 1**, enter **Certification, Issuing Organization, Number/ID** (if applicable), **Issue Date and Expiration Date**.
3. Click on **Add Certification** to add more certifications.
4. Click **Save and Continue** when Certifications are complete.

File Attachments

1. You can add a cover letter, transcripts, degrees, current certificates, references, and resume on the **File Attachments** page.
2. To attach a file, click on the **Choose File** button and select your file.
3. Enter **Comments** to describe the file you are attaching (ex: cover letter).
4. Click **Attach** to add the file to your profile.
5. Check the **Resume** box next to the file that is your resume.
6. Check off the **Relevant File(s)** check box for all files to be considered for that posting.

7. Click **Save and Continue** when you have finished adding all relevant documentation.

Note: If you do **not check** off the relevant file(s) the attachments will **not** automatically attach to that posting.

Applying for: MB Housekeeping Aide 22 (Job Number:)
Step 5 out of 7 | Print/Email

Personal Information | Education | Employment History | Certifications and Licenses | File Attachments | eSignature | Review and Submit

Save and Continue | Save as Draft | Quit

File Attachments

*** Attachments**

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.

Select the file to attach
 No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Eg Resume.docx	2/3/21		Delete

Save and Continue | Save as Draft | Quit

Tips
 You cannot attach a file that exceeds the allocated limit of 1024 kilobytes.
 You can attach a maximum of 10 files, one at a time.
 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 (.zip).

Attaching files
 To attach a file, click "Browse" and select the file you want to attach. Then, 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 corresponding "Delete" button.

Note:

- Be sure to check off those documents that are specific for the job application.
- You can attach a maximum of 10 files. The files cannot exceed 1024 kilobytes. To save space, combine your cover letter and resume into a single document.
- You can delete the files (under actions) you accidentally attached before proceeding.
- If you delete a file it will also be removed from all requisitions which you previously included the file on.
- If you update/replace an attached file (using the same name and extension), it will change on past applications and become "not relevant to the application(s)"

At the **eSignature** step, 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.

1. At the bottom of the page, enter your full name.
2. Click **Save and Continue**.
3. From the **Review and Submit** page, you can have another look at all the information you have entered for the job submission.
4. Click on **Edit** beside any section tile to update the information.
5. When you are ready to submit, click the **Submit** button.
6. You will receive an email notification indicating your online submission has been received.
7. You can continue to view/edit your submission on the My Jobpage tab if the posting status is active.
8. Please remember to **Sign Out** when your session is complete.

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

1. Click on the **Share** button, or
2. Copy and paste the shortcut link.

Section 4: Update Your Profile

If you wish to review your profile without applying to a position, you can do so on the Job Board Home Page. Scroll down and click on **Access my Profile** on the right-hand side under Candidate Profile.

You will see a similar progress bar from Section 3, but you will not be able to Upload a Resume. You will also see a new step called **Employment Preferences**. You will be brought to the Review and Submit step.

Review and Submit

1. Review your information for accuracy. If you need to make any changes, you can use the Edit button:
 - a. Click on the **Edit** button next to the title of the section.
 - b. Make the necessary changes, click **Save and Continue** on each step until you return to the Review and Submit page.
 - c. Follow the same process to make other corrections in other sections.

2. Once all sections have been reviewed, click **Submit**.

Note:

- You will get a message to indicate the process is complete and you have successfully submitted your candidate profile.
- You can review and update your profile each time you log in.

Additional Help and Resources

Have questions or need more help? Email CCCSRecruitment@capitalcare.net for assistance.