



**WILLIAM  
OSLER  
HEALTH  
SYSTEM**

# APPLYING TO OSLER HOW TO REGISTER AN ACCOUNT

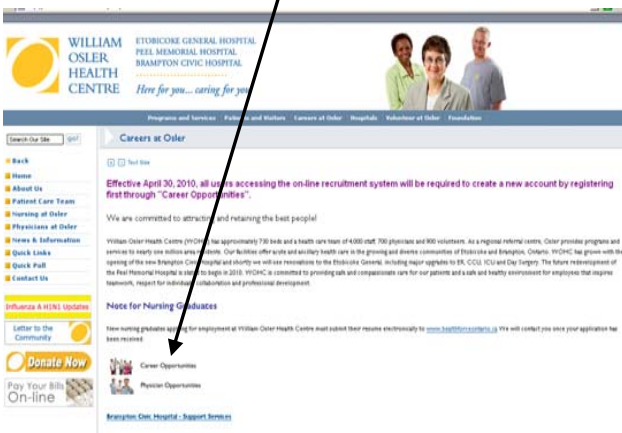
## Step 1:

- Visit our website, [www.williamoslerhs.on.ca](http://www.williamoslerhs.on.ca)
- Select 'Careers at Osler'



## Step 2:

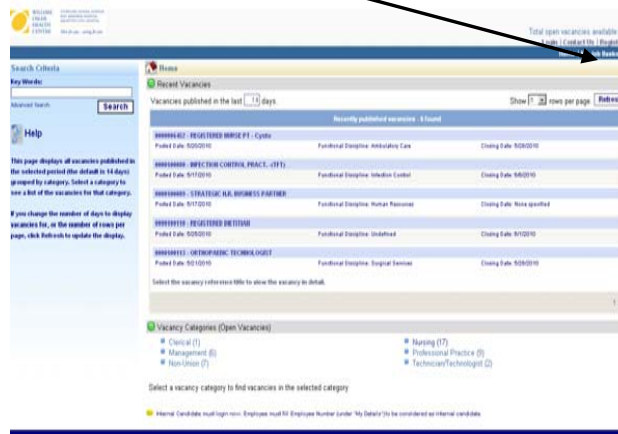
- \* Select 'Career Opportunities'



## Step 3:

First time visiting our new online application system? Then you must register

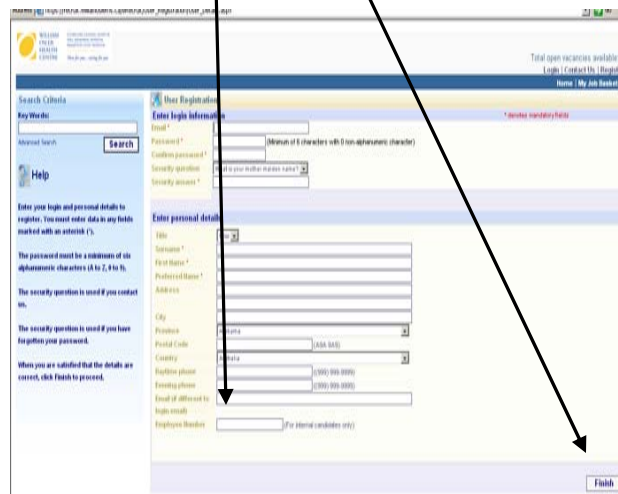
- Select 'Register?'



## Step 4:

After agreeing to the Terms and Conditions and selecting Next,

- Complete your personal details
- If you are an internal candidate, ensure you enter your employee number
- Once completed, select 'Finish'



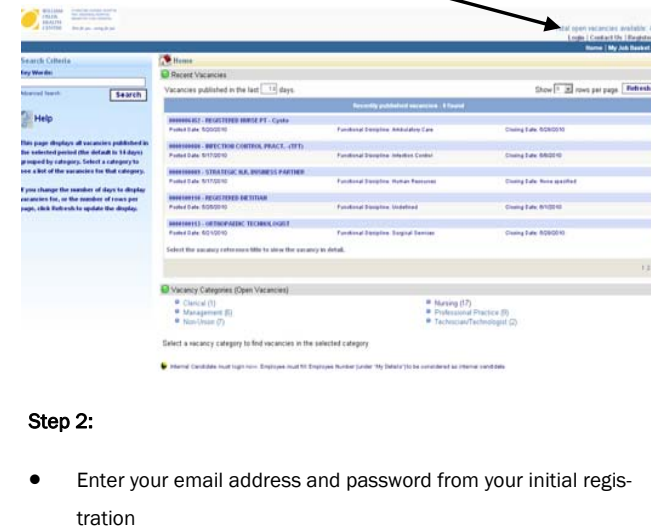
## Step 5:

You will now see your details that you have entered. You have now completed your online applicant registration!

# HOW TO VIEW AND APPLY FOR JOBS

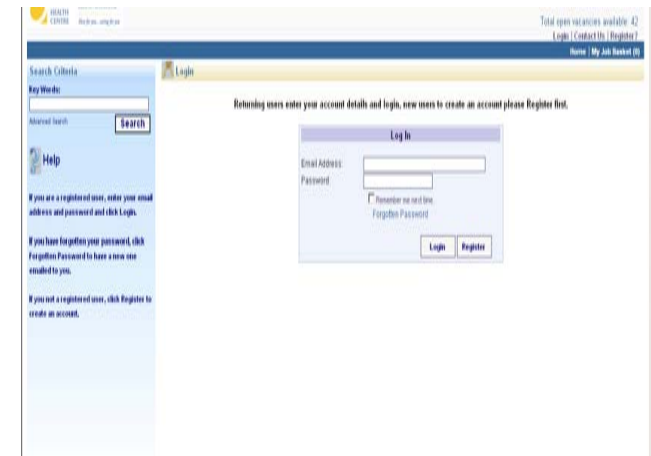
## Step 1:

- Follow steps 1 and 2 of 'How to Register an Account'
- Select 'Login'



## Step 2:

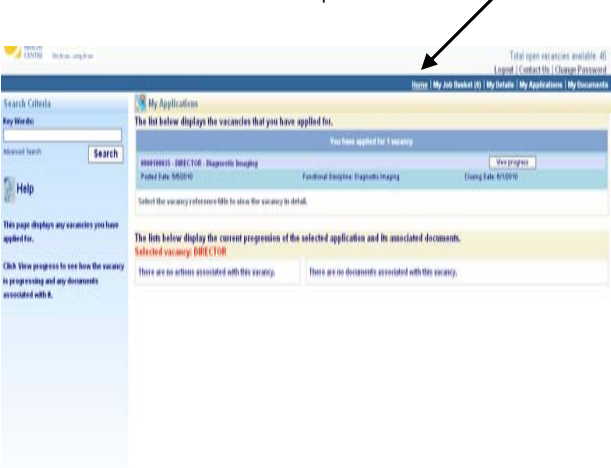
- Enter your email address and password from your initial registration



### Step 3:

You are now able to view 'My Applications' (letting you know any positions for which you have applied for online)

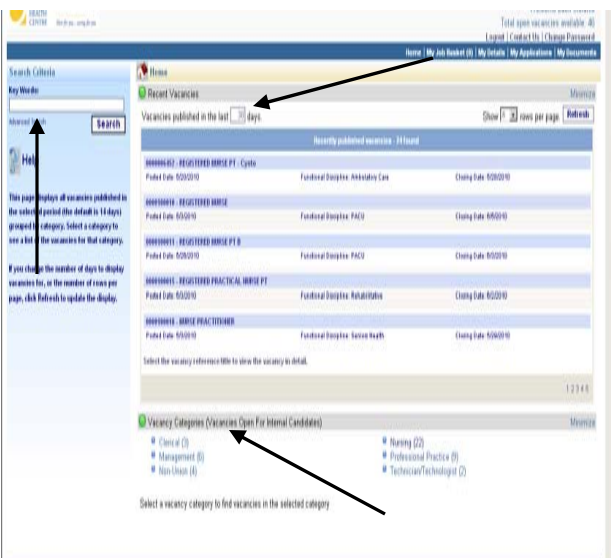
\* Select 'Home' to view all current posted vacancies



### Step 4:

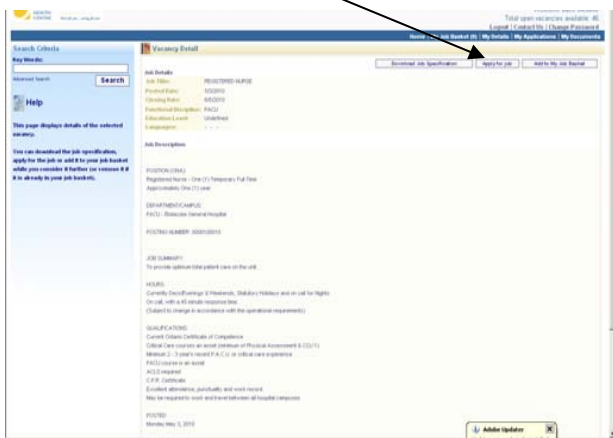
Vacancies can be searched by the following ways:

- Vacancy Category
- Most recent posted
- Key word search



### Step 5:

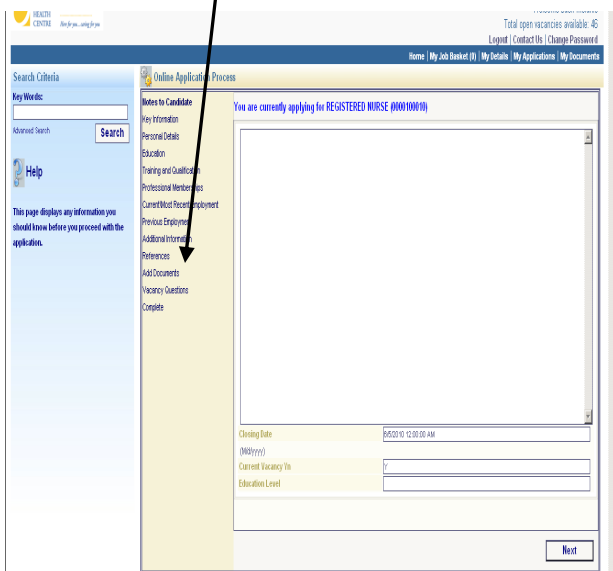
- Click on the vacancy to view the details
- Select 'Apply for Job'



### Step 6:

You will then flow through several screens in the application process. This is done, in full, only once during your first application. Subsequent applications will have your last entries (which can still be edited).

\*\*\* Please ensure that you do add a resume on the 'Add Documents' screen



## ADDITIONAL INFORMATION

- You can edit your personal details at any time in by logging in and selecting the 'My Details' tab
- You can select a vacancy and add it to 'My Job Basket' to view at a later date (keep in mind that should the posting close, you will no longer be able to apply)
- Should you wish to change your password, select 'Change Password'
- If there is ever an error through your registration or application process, you will be notified
- Should you have any issues, you can select 'Contact Us'

