

Internal Career Portal – HOW TO

Accessing the Career Portal

**** Please Note: You will need to use CHROME when accessing the Internal Career Centre****
If your computer does not have Chrome, Human Resources will also have a Resource Computer available near the front desk for employees to apply online (in case help is needed).
Alternatively you can contact the Helpdesk to update your MSH computer to CHROME.

1. At work:

- Access the Intranet
- Select “Job Opportunities” on the My MSH Tab

The screenshot shows the Markham Stouffville Hospital Intranet interface. At the top, there is a navigation bar with various icons and labels: Medical Directives, Critical, UpToDate, CPSO Doc Search, PTAC, RM&R, Secure email Directory, Schedules, Meeting Room, Password Reset, Citrix, Internet Log Off, and Forms. Below this, there are three main columns of links:

- Quick Links:** Emergency Codes, iReport, XERO PACS, Web ECG, iMaint, COHPA, Pharmacy, iFLOW, Forms, Vital Signs/DART, Emergency Surge Plan, Staff and Physician Surveys, Laboratory Medicine.
- Education & Training:** XERO and IMPAX - PACS User Guide, Ebola Information Page, Expansion & Move, LiMe, Infection Prevention & Control, Meditech & IT, Professional Practice, Quality, Risk & Patient Safety, Accreditation, BPS Directives.
- My MSH:** My CTE, Worklife Pulse Survey, Connections Newsletter, My Paystub, Staff Discounts, Human Resources, Occupational Health, Job Opportunities (circled in red), Physician Links, Webmail, Facts & Stats.

At the bottom of the page, there is a section titled "Buzz News Post to Buzz" with a bee icon and the text "MSH Buzz". Below this, there is a "Recent Posts" section.

2. At home:

- Visit www.msh.on.ca
- Click on “Staff and Physician Portal” in the top right corner
- Click on “Internal Career Center”
- Log in using the following credentials:

User: InternalJobs
Password: mymsh

The screenshot shows the Markham Stouffville Hospital website. At the top, there is a navigation bar with the hospital logo on the left and a menu on the right containing 'STAFF & PHYSICIAN PORTAL', 'QUALITY & PERFORMANCE', and 'CONTACT US'. Below the logo is a search bar with the text 'Search the MSH site' and a 'SEARCH' button. To the right of the search bar are social media icons for Twitter, Facebook, and YouTube, with the text 'Connect with us on:'. A main navigation bar below the search bar contains links for 'Patients & Visitors', 'Areas of Care', 'Careers & Volunteers', 'Education & Research', 'Our Foundations', and 'About Us'. The main content area is titled 'Professional Staff Log In' and 'Staff and Physician Portal'. It features a login form with fields for 'Username *' and 'Password *', a 'Log in' button, and a link to 'Request new password'. Below the login form is a grid of buttons for various services: 'WEBMAIL', 'CITRIX', 'PAY STUBS', 'LEARN.MSH.CA', 'MEDICAL LIBRARY', 'MEDICAL ABSENTEE CERTIFICATE', 'EMPLOYEE ASSISTANCE PROGRAM (EAP)', and 'NEW HIRE PORTAL'. The 'INTERNAL CAREER CENTRE' button is circled in red. To the right of the main content area are three 'WAIT TIMES' widgets for 'MARKHAM SITE', 'UXBRIDGE SITE', and 'Markham Stouffville Hospital', each with a 'VIEW NOW' link. Below these are two 'Donate Now' buttons for 'Markham Stouffville Hospital' and 'Uxbridge Cottage Hospital'. At the bottom right is a 'beadonor.ca' banner with the text 'You can register online to be an organ and tissue donor at:'.

Accessing Postings

1. Click on “Current Internal Job Opportunities” to see a list of the current internal job postings. Then select the job title of the position you are interested in viewing/applying to.

MARKHAM STOUFFVILLE HOSPITAL CORPORATION

Internal Career Centre

EMPLOYMENT LISTINGS HOME

[Search Current Openings](#)
[Update Your Profile](#)
[Create a Job Agent](#)
[Update Job Agent](#)

Current Internal Career Opportunities
PLEASE CLICK HERE TO SEE A LIST OF ALL **CURRENT INTERNAL JOB OPPORTUNITIES.**

Create Job Agent
You can set up a job agent to email you jobs that match your skill set. Click here to **create a job agent** or use the tools below to browse or search our listings, and submit your interest online. If you already have job agent(s) set up, you can **login** to update your current job agents.

Please note: Creating a Job agent does not mean you are applying to a position. Please be sure to submit a new application to each position you are interested in.

Job Search
Please enter search terms below.

Enter Search Terms

Search Jobs

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2. Viewing Job Postings:

The new format of job postings will have the following information:

1. Date of Position Posted
2. Job Title
3. Tracking Code (previously Reference #)
4. Job Description
5. Job Location (Site)
6. Hiring Manager (who the position reports to)
7. Position Type
8. Salary (as per applicable Collective agreements only)
9. Shift (as per applicable Collective agreements only)
10. Internal Closing Date

Please see sample job posting below

[Search Current Openings](#)
[Update Your Profile](#)
[Create a Job Alert](#)
[Update Job Alert](#)

21/03/2016 **1**

Registered Nurse, Emergency (Uxbridge Site) - Full Time (ONA) **2**

Tracking Code **3**

167

Job Description **4**

Markham Stouffville Hospital is a large community hospital with two sites – Markham and Uxbridge that has a reputation for excellence in progressive community care. Having recently completed an expansion and renovation project, the hospital is uniquely positioned with cutting edge technology, expansive new facilities and a supportive and welcoming community. With a focus on patient experience, safe, high quality care and innovation, our dedicated team of physicians, staff and volunteers provides care to over 300,000 patients a year. The hospital has capacity to grow a number of programs and services as we evolve to meet the needs of our growing community. We are dedicated to providing access to the right care, at the right time, in the right place by the right people and at the right cost. Are you ready to join us?

POSITION DESCRIPTION:

As a Registered Nurse, you will become an integral member of the Interprofessional Health Care Team responsible for providing compassionate, patient and family-centered emergency care. The incumbent will be required to cover the Medical/Surgical and Endoscopy Units as required.

Required Skills

- Current Certificate of Registration with the College of Nurses
- Current BCLS and ACLS
- Minimum 2 years of emergency nursing experience
- RMAO membership is preferred
- Critical Care Certificate and/or ENC(C) is a definite asset or willing to complete within 6 months of hire
- PALS certification is an asset – or willing to complete within 6 months of hire
- Excellent physical assessment skills, Physical Assessment and Coronary Care I & II course are required
- Proficient computer skills
- Demonstrated commitment to a patient centred care environment
- Demonstrated excellent critical thinking and problem solving skills
- Demonstrated ability to work effectively within an interprofessional team
- Well developed organization, communication, interpersonal and teaching skills
- Evidence of ongoing professional development, continuing education and leadership experience
- Demonstrated good attendance and performance record with the ability to maintain these same standards
- Demonstrated commitment to a healthy and safe workplace for self and others (staff, patients, families, etc.) by taking all reasonable precautions and working in compliance with hospital related policies, health and safety legislation and best practices and completing relevant mandatory education as required

Markham Stouffville Hospital is committed to meeting the needs of all individuals in accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code. Should you require accommodations during the recruitment and selection process, please contact Human Resources.

Job Location **5**

Uxbridge, Ontario, Canada

Hiring Manager **6**

Lois Adams

Position Type **7**

Full-Time/Regular

Salary **8**

31.02 - 44.06 CAD

Shift **9**

N/A

Internal Closing Date **10**

27/03/2016

- Submit/Create a new résumé/CV for this posting

- Use an existing résumé/CV to submit for this posting

How to Apply

1. Once you have viewed the job posting and are interested in applying, you have two options:



Internal Closing Date
27/03/2016

a - Submit/Create a new *résumé*/CV for this posting

b - Use an existing *résumé*/CV to submit for this posting

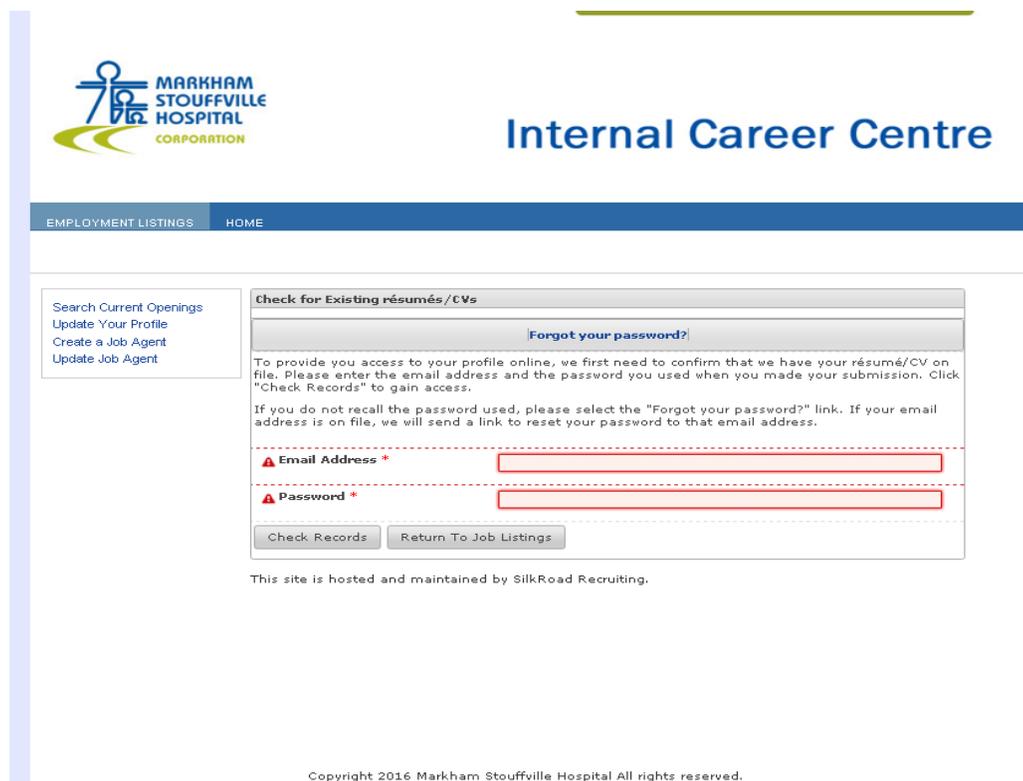
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- a) New Resume – You will select when applying to a position for the first time. You can also select “new resume” each time you apply to positions if you want to upload a new resume each time.
- b) Existing Resume - Once you have created a profile, you can select “existing resume” to bring forward a previous resume you might have submitted previously to another position.

How to submit an Existing Resume:

****Please note:** Resumes submitted to HR prior to the launch of this system (April 1, 2016) will not be available to select**

1. Select Existing Resume
2. Log in using email address and password previously created and select “check records”



MARKHAM STOUFFVILLE HOSPITAL CORPORATION

Internal Career Centre

EMPLOYMENT LISTINGS HOME

Search Current Openings
Update Your Profile
Create a Job Agent
Update Job Agent

Check for Existing *résumés* / CVs

[Forgot your password?](#)

To provide you access to your profile online, we first need to confirm that we have your *résumé*/CV on file. Please enter the email address and the password you used when you made your submission. Click “Check Records” to gain access.

If you do not recall the password used, please select the “Forgot your password?” link. If your email address is on file, we will send a link to reset your password to that email address.

Email Address *

Password *

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Please note: If you do not password, select “forgot password” and it will be emailed to you

3. Once logged in, you will be able to see all the previous positions you have applied to. You now have 2 options:

The screenshot shows the 'Internal Career Centre' page for Markham Stouffville Hospital Corporation. It features a navigation bar with 'EMPLOYMENT LISTINGS' and 'HOME'. A sidebar on the left contains links for 'Search Current Openings', 'Update Your Profile', 'Create a Job Agent', and 'Update Job Agent'. The main content area is titled 'Current résumé/CV Profiles' and includes instructions on how to view and submit profiles. A table lists submitted profiles with columns for 'Date Submitted', 'Job Posting', and actions like 'View résumé/CV Profile' and 'Submit Profile'. The table contains 8 rows of data. At the top of the table, there are buttons for 'Return To Job Listings', 'Change Password', and 'Change Email Address'. The 'View' and 'Submit' buttons in the table are labeled with 'a' and 'b' respectively.

Date Submitted	Job Posting	View résumé/CV Profile	Submit Profile
18/09/2013	Registered Nurse, Pediatric Ambulatory Clinic-Part Time Temp to March 2014(13-186/5)	View résumé/CV Profile	Submit Profile
05/11/2013	Chief of Laboratory Medicine(P14)	View résumé/CV Profile	Submit Profile
29/09/2014	Registered Nurse, Paediatric Ambulatory Clinic (2 Part-time)(14-249/5)	View résumé/CV Profile	Submit Profile
17/06/2015	Lab Technician - Part Time(15-199/7)	View résumé/CV Profile	Submit Profile
08/10/2015	new grad nurse, Childbirth Centre(15-ABX)	View résumé/CV Profile	Submit Profile
21/03/2016	Registered Nurse, Emergency (Uxbridge Site) Full Time (ONA)(167)	View résumé/CV Profile	Submit Profile
24/03/2016	Clinical Documentation Improvement (CDI) Specialist (1) Full Time Temporary 6 months Markham Site(169)	View résumé/CV Profile	Submit Profile
28/03/2016	Surgical System Technician(178)	View résumé/CV Profile	Submit Profile

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a) View Resume:

- Select to view which previous resume you would like to submit (useful if you have applied to many positions over time and have had changing experience/ credentials)
- Once you know which previous resume you want to bring forward you can either save as is or make changes before hitting submit profile to bring it forward
- If you want to make changes to a previously submitted resume before submitting :
 - o Hit View Resume – this will bring you to a summary page
 - o Select any header at the top to make changes (ie. Contact information, internal information, additional information, resume)

EMPLOYMENT LISTINGS HOME

View résumé/CV

[Close] [Print]

Select one of the following links below to edit the section of your résumé/CV profile.

Contact Information Internal Information Additional Information Resume

Contact Information

First Name	Clark
Last Name	Kent
Address	344 Clinton St., Apt. #38
City	Metropolis
State/Location	Ontario
Country of residence	Canada
Postal Code	l1r 1t1
Primary Phone	905 472 7137
Secondary Phone	

- If you want to make changes to a previously submitted resume before submitting – Select Resume and make the appropriate changes. **Then** hit “submit changes at the end”.

VIQ HOSPITAL CORPORATION Internal Career Centre

EMPLOYMENT LISTINGS HOME

Search Current Openings
Update Your Profile
Create a Job Agent
Update Job Agent

Update your Resume/CV profile

[View résumé/CV]

Select one of the following links below to edit that section of your profile.

Contact Information Internal Information Additional Information Resume

Required fields are marked with an asterisk (*).

Comments for résumé/CV

Please include any comments, specific relocation preferences or a cover letter here.

Please copy and paste your résumé/CV or upload your résumé/CV document.

Sara Stephens
382 Aylesworth Ave • Scarborough, Ontario • M1N 2K6
Phone (C) 417 779-7939 (H) 416-269-7222 sara_r_stephens@hotmail.com

PROFILE

- Four years reception/clerical experience
- Four years experience in customer service
- Three years experience in a Healthcare setting
- Two years supervisory experience
- Excellent communication, computer, time management and organizational skills

When uploading documents, please...

1. Ensure that the file is not in use.
2. Ensure that the file is not password protected.
3. Ensure that MS Word documents do not contain any macros.
4. If the MS Word document contains html, please save in html format, and upload the html file.
5. Please DO NOT REFRESH your browser as your document is being uploaded.

Select résumé/CV file from your PC

Supported file types (doc, docx, htm, html, odt, pdf, rtf, txt)

Choose file No file chosen

*Note about PDF files
PDF files are only considered an acceptable file type if the content is textual in nature. Images within a PDF, such as that resulting from a scan, are not considered an acceptable file type

Submit Changes

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Please note: This will bring you back to the first page and you will need to select “submit profile” of the job associated to the resume you updated in order to complete your application:

[Search Current Openings](#)
[Update Your Profile](#)
[Create a Job Agent](#)
[Update Job Agent](#)

Current résumé/CV Profiles

You may view and edit each résumé/CV profile you previously submitted by clicking the View résumé/CV link.

By clicking the Submit this Profile link, the corresponding submitted Resume/CV profile will be used for this new submission. You will be prompted to provide any additional information, if necessary.

Select an existing Candidate résumé/CV Profile to submit to Environmental Services Attendant (E19K) - (1) Full Time - Markham Site (179)

[Return To Job Listings](#) | [Change Password](#) | [Change Email Address](#)

Submitted Date	Job Posting	View résumé/CV Profile	Submit this Profile
18/09/2013	Registered Nurse, Pediatric Ambulatory Clinic-Part Time Temp to March 2014(13-196/5)	View résumé/CV Profile	Submit this Profile
05/11/2013	Chief of Laboratory Medicine(P14)	View résumé/CV Profile	Submit this Profile
29/09/2014	Registered Nurse, Paediatric Ambulatory Clinic (Part-time)(14-249/5)	View résumé/CV Profile	Submit this Profile
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b) Submit Profile:

- To apply quickly you can hit submit profile and it will bring forward a previous resume associated with a job you previously applied to
- Once you have viewed which resume you want to bring forward, hit submit profile to bring forward a previous resume

Maintaining Your Profile

Once you have applied to a position you can update your profile at any time. It is important to ensure your profile is always kept up to date.

[Search Current Openings](#)
[Update Your Profile](#)
[Create a Job Agent](#)
[Update Job Agent](#)

This allows you to:

- Update a resume to a position you have already applied to
- Update contact information

Job Agents

Please note: We cannot guarantee the job agent will match your resume to a future job you are interested in. We recommend monitoring the Internal Career Centre regularly and apply directly to a position of interest.