CareerHub – for Internal Applicants



How to Apply for a Job

1. To apply for a job, select **'Search Current Job Opportunities'**. This will redirect back to the Internal Career Opportunities page.

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2. To apply for a job, click on the job title.

3. Click 'Apply'.

Note that when you are logged in, the 'Job Specific Questions' page opens automatically as all internal jobs as VCH have a common job specific question. You will be prompted to update your profile if you haven't already done so. You will be asked to explain how you meet the required qualifications, skills and abilities noted on the job posting for this position.

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4. Note at the bottom two options: **'Finish Later'** and **'Submit'**. If you choose to select Finish Later, the responses will have been saved but the application will not have been submitted.

This will show on the candidate dashboard as being in process with the option to continue the application. If you save an application and forget about it, you will receive an email in a day or two reminding you to finish the process.

5. Once the form is complete, click 'Submit'.

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A confirmation will appear stating that you are being considered for this job. You will also receive an email notification confirming the application.

How to Withdraw an Application

1. Return to your Dashboard. Locate the *Submitted Applications* section. Find the application you would like to withdraw and click **'Withdraw'**.