

How to Search for Currently Available Opportunities

1. To search for currently available opportunities, open the internal career portal.
<https://internal-vch.icims.com/>

Here, you can search by different criteria such as keyword search, job category, job status or location.

The screenshot shows the 'Internal Career Opportunities' page on the CareerHub portal. At the top, there's a navigation bar with the Vancouver Coastal Health logo and a 'Log back in!' link. Below the logo, the page title 'Internal Career Opportunities' is displayed. A welcome message follows, stating 'Welcome to the VCH internal career opportunities site. Here you can view our current internal job opportunities and apply for positions online.' There are links to 'Connect With Us!' and 'Career Opportunities'. The main section is titled 'Start your job search here' and contains a search bar with a 'Search' button. Below the search bar, there are three dropdown menus: 'Job Category' (set to 'All'), 'Job Status' (set to 'All'), and 'Location' (set to 'All'). A red box highlights the search bar and the dropdown menus. At the bottom of the page, there's a footer with the Vancouver Coastal Health logo, a link to 'Privacy Statement & Terms of Use', and social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram.

Conversely, clicking '**Search**' without filters will show all current opportunities within VCH. The job search will show the titles of the available jobs, as well as the start date, location, closing date and basic details of the job.

Selecting the job title will show more detailed information including additional fields as well as the job summary, qualifications and other details.

2. Before applying for a position, it's important to review your profile to see if any information needs to be updated. To do so, log back into the internal career portal, by clicking on '**Log back in**' on the upper right hand corner.

This screenshot shows a different view of the internal career portal, likely after logging in. It features a 'Welcome page' header with a 'Log back in!' link circled in red. Below the header, the page title 'Internal Career Opportunities' is displayed. A graphic of two people, one using a laptop and the other a tablet, is shown. Below the graphic, a welcome message reads: 'Welcome to the VCH Internal Career Opportunities page on CareerHub! Please click "Search" to view all available opportunities. You can also use the keyword search and dropdown options below to narrow your search results. Please click on the job title for more information about the opportunity, or to apply online.'