

How to: Register with the online application tool.

Pre-Registration Form

[Go to eRecruit](#)

- In the top right corner, click the Register (1) button.

The screenshot shows the top navigation bar of the Eastern Health eRecruit website. The logo for Eastern Health is on the left, and the text 'Careers at Eastern Health' and 'Healthy People, Healthy Communities' is in the center. On the right, there is a link for 'Total open vacancies available: 3' and a 'Register' button highlighted with a red box and the number 1. Below the navigation bar, there is a search criteria section with a 'Search' button and a 'Recent Vacancies' section with a 'Refresh' button.

- Read the Terms and Conditions associated with the eRecruit website and your privacy (2).
- Once you have read, check 'I have read and agree to the Terms and Conditions' (3),
- Click 'Next' (4).

The screenshot shows the 'Terms and Conditions' page. The text is enclosed in a red box with the number 2. Below the text, there is a checkbox with the text 'I have read and agree to the Terms and Conditions.' and the number 3. To the right of the checkbox is a 'Next' button with the number 4.

Eastern Health acknowledges and respects the privacy of individuals. The personal information on this form is collected under the sections 32 and 33(1) of the Access to Information and Protection of Privacy Act. It will be used for the purpose of identifying and recruiting candidates, assessing applicant qualifications, and maintaining records pertaining to the administration of employment at Eastern Health. If you are a successful candidate, this information will form part of your permanent employment record and will be used for other activities related to the employment process.

If you have any questions about the collection, use, and disclosure of this information, please contact the Access & Privacy Office at (709) 777-8025.

I have read and agree to the Terms and Conditions. **3**

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Registration Form

- Ensure that you fill out all mandatory fields (1) denoted by a red asterisk (*).

NOTE: Even though street address and city are not mandatory, it is suggested that you provide that information as you will be prompted to provide it each time you apply for a job with Eastern Health.

- The 'Password' field (2) requires a minimum of 6 characters with 1 non-alphanumeric (special) character. **NOTE:** Special characters are not numbers or letters but rather symbols and include: !@#\$\$% etc....
- Ensure that your 'Postal Code' and 'Phone' fields are in proper format, as outlined to the right in each field (3).
- If you are a current employee of Eastern Health, please ensure that you enter your employee number (4). *If you have multiple employee numbers, you have to register a new profile for each employee number.*
- Enter in the CAPTCHA security code (5). If you cannot read the code, you can click Refresh, or hear the code by clicking the blue speaker button located to the right of the security code.
- Press 'Finish' (6).

User Registration

Enter login information 1 * denotes mandatory fields

Email *

Password * 2 Minimum of 6 characters with 1 non-alphanumeric (special) character

Confirm password *

Security question: What is your mothers madian name?

Security answer: *

Enter personal details

Title

Surname *

First Name *

Preferred Name

Address

City

Province

Postal Code 3

Country

Daytime phone Ext.

Evening phone

Email (if different than login email)

Are you currently employed by Eastern Health? * 4

Employee Number *

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Enter the words that you see in the image above

Once you have successfully registered, you will receive a prompt (7). Click OK and you are ready to view Eastern Health’s current postings.

