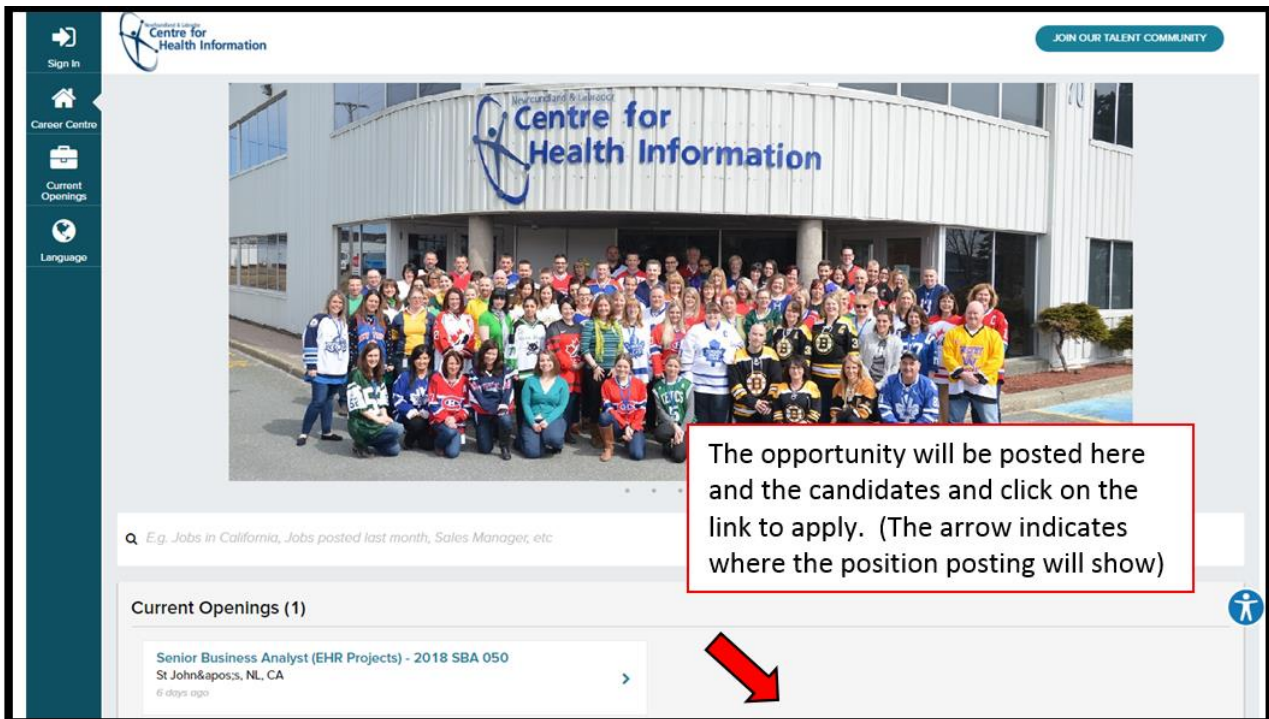


NLCHI Shared Services Application Process

- Applicants will only have to submit **one** application for **all** positions they are interested in. We request that applicants rank positions in order of preference on their application – preferably on their Cover Letter.
- Please note you must be an internal candidate to one of the following organizations to apply – if you are unsure of your eligibility, please contact your Human Resources:
 - Central Health
 - Eastern Health
 - Labrador-Grenfell Health
 - Western Health
 - Newfoundland and Labrador Centre for Health Information

To Apply

- 1) Each Job Ad will provide a link to apply. When you click the link in the Job Ad you will land on the page below.



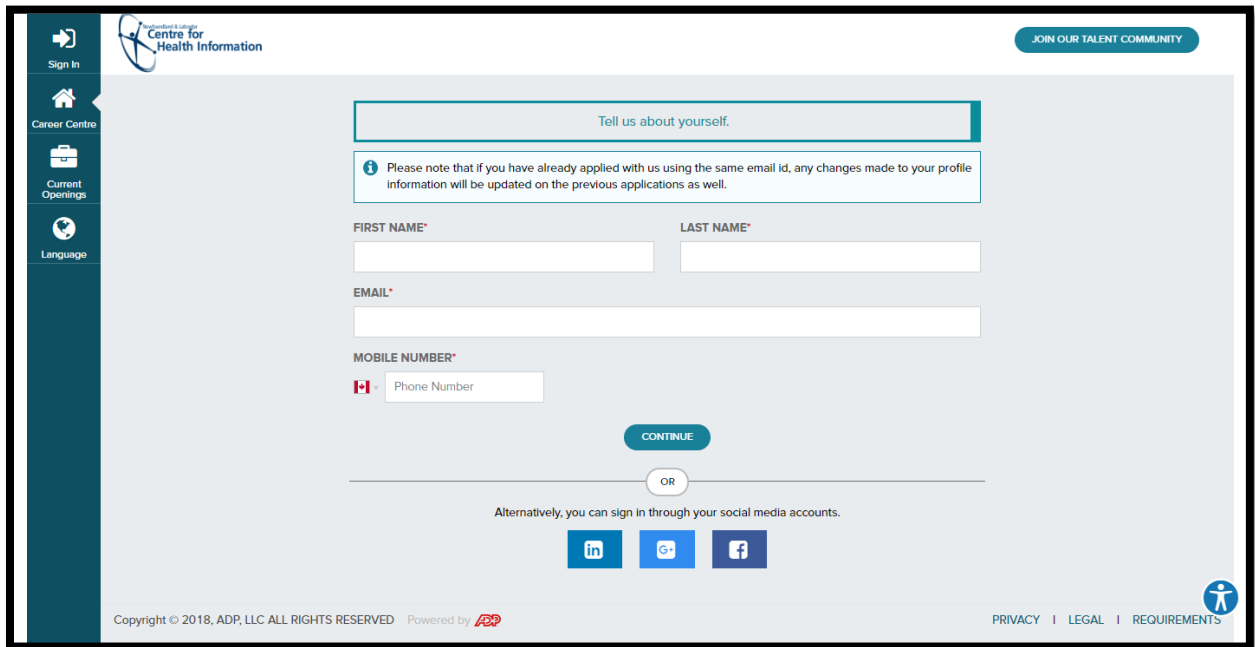
The screenshot displays the NLCHI Career Centre website. The header includes the NLCHI logo and a 'JOIN OUR TALENT COMMUNITY' button. A large group photo of staff is featured in the main content area. Below the photo is a search bar with the placeholder text 'E.g. Jobs in California, Jobs posted last month, Sales Manager, etc'. Underneath the search bar, the 'Current Openings (1)' section is visible, showing a job listing for 'Senior Business Analyst (EHR Projects) - 2018 SBA 050' at 'St John's, NL, CA'. A red arrow points to the right of this listing, indicating the location of the 'Apply' link. A red-bordered text box with a white background is overlaid on the image, containing the text: 'The opportunity will be posted here and the candidates and click on the link to apply. (The arrow indicates where the position posting will show)'. The website's left sidebar contains navigation links for 'Sign In', 'Career Centre', 'Current Openings', and 'Language'.

- 2) Where the arrow is pointing will contain a link to apply for the Director Positions.
Reminder: Only **one** application is required for **all** positions of interest. Please rank all positions applied for in order of preference on your Cover Letter.

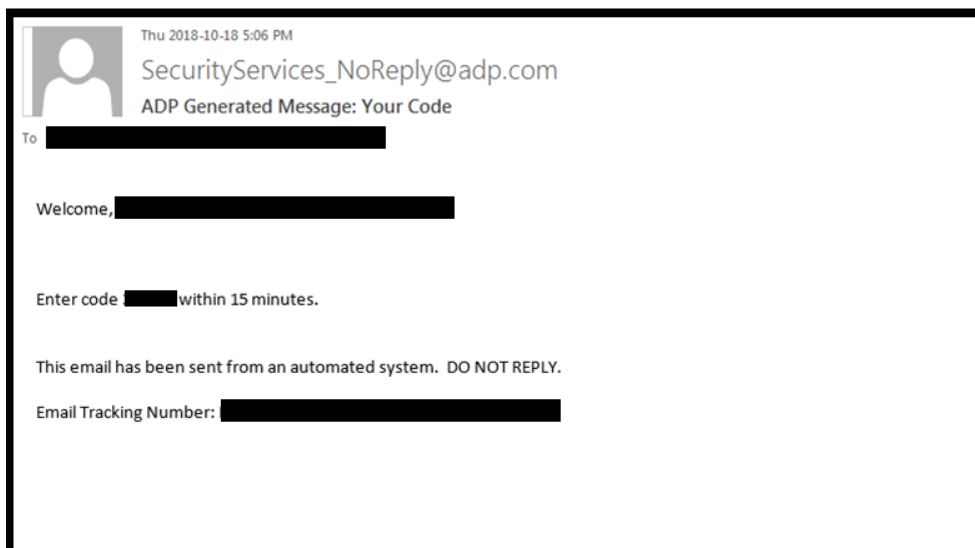
- 3) The link will provide a screen overviewing the application process. When you are ready to submit your application, please select *Apply (As seen below)* to move to the next step.



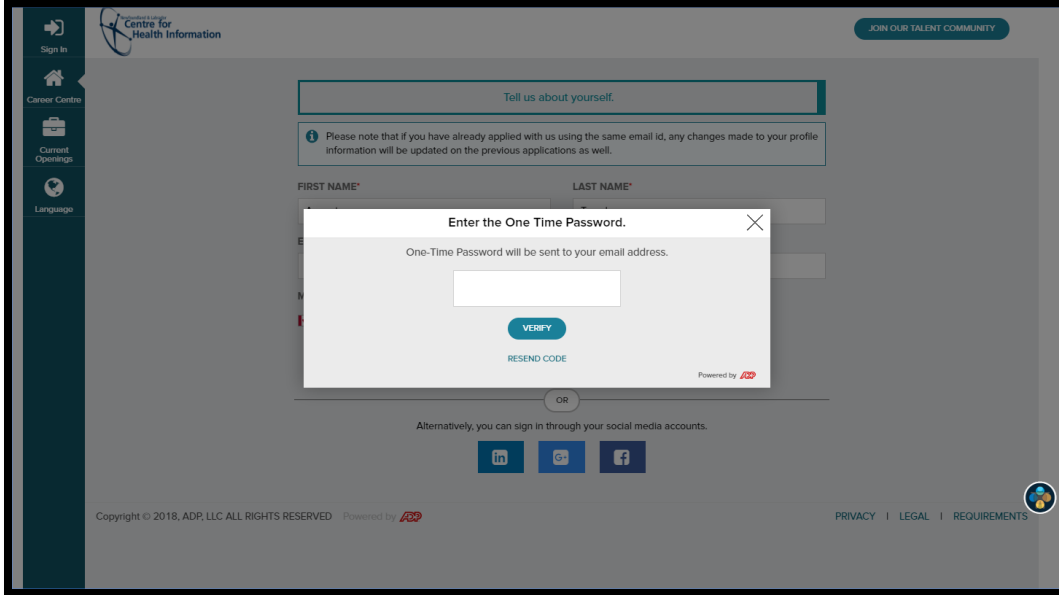
- 4) When you select *Apply*. You will see the below page and will be required to fill in your contact information.

A screenshot of a web application form. The header includes the 'Centre for Health Information' logo and a 'JOIN OUR TALENT COMMUNITY' button. A sidebar on the left contains navigation links: 'Sign In', 'Career Centre', 'Current Openings', and 'Language'. The main form area has a text box for 'Tell us about yourself.' followed by a note: 'Please note that if you have already applied with us using the same email id, any changes made to your profile information will be updated on the previous applications as well.' Below this are input fields for 'FIRST NAME*', 'LAST NAME*', 'EMAIL*', and 'MOBILE NUMBER*' (with a Canadian flag icon and 'Phone Number' label). A teal 'CONTINUE' button is centered below the fields. An 'OR' separator is followed by the text 'Alternatively, you can sign in through your social media accounts.' and icons for LinkedIn, Google+, and Facebook. The footer contains copyright information 'Copyright © 2018, ADP, LLC ALL RIGHTS RESERVED Powered by ADP' and links for 'PRIVACY | LEGAL | REQUIREMENTS'.

- 5) When you select *Continue*. You will be emailed a **One-Time Password** to login:



6) Please enter the **One-Time Password** in the required space as seen below:



The screenshot shows a web application interface for the Centre for Health Information. A modal window titled "Enter the One Time Password." is displayed in the center. The modal contains the text "One-Time Password will be sent to your email address." followed by a text input field. Below the input field are two buttons: "VERIFY" and "RESEND CODE". The modal is powered by ADP. In the background, the main application page is visible, showing a navigation menu on the left with options like "Sign In", "Career Centre", "Current Openings", and "Language". The main content area has a header "Tell us about yourself." and a note: "Please note that if you have already applied with us using the same email id, any changes made to your profile information will be updated on the previous applications as well." Below this, there are input fields for "FIRST NAME" and "LAST NAME". At the bottom of the page, there are social media icons for LinkedIn, Google+, and Facebook, and a footer with copyright information and links for "PRIVACY", "LEGAL", and "REQUIREMENTS".

7) Once you enter the **One-Time Password**, please continue through the step-by-step application process of entering in your Information and uploading your Resume and Cover Letter.

8) Applications will be screened when competitions are closed. Only successful candidates will be contacted.

Questions?

Employment.Opportunities@nlchi.nl.ca