

Job Posting Restriction Period

Restrictions During Timelines

Job Postings									
September				October					
04-10	11-17	18-24	25-01	02-08	09-15	16-22	23-29	30-05	
Create job posting for Gateway, VIP, HealthCareers, etc.					October 10 - October 30 During this period job postings on Gateway and VIP will be limited to exceptional circumstances.				

- No restrictions during this time period.
- Restrictions in place during this time period.

Please be advised of an approximately three-week restriction period in which there can be no job postings, except in exceptional circumstances.

Date

October 10, 2022 to October 30, 2022

Next Steps

- There will be no job postings to GatewayOnline during the restriction period except for exceptions.
- Exceptional positions posted within the restriction period must close no later than two days prior to the implementation date.
- Applicant selection for existing postings is supported with successful candidates being hired into AIMS after the first week of November.
- Employers are encouraged to post positions in advance of the restriction period.

Exception Criteria

- Postings are restricted to patient impact positions only.
- The SHA Human Resources team or departments/individuals who post jobs within your organization will process these priority postings.
- SHA Managers should continue to submit postings through the Manager Portal in GatewayOnline during the restriction period, if applicable, and they will be posted upon the AIMS implementation.

Please submit any questions by logging into MyConnection, clicking on “MyServices” and then “Support for MyConnection” and “Question About AIMS.”