



Looking and Applying For a Job

NOTE: These features will be in place once the Administrative Information Management System (AIMS) has been implemented.

You can view open positions and apply for jobs through MyConnection:

- Log in to MyConnection at www.MyConnection.skhealth.ca.
- Click on “MyServices” in the top left menu.
- Under the “Categories” menu on the left side of the page, select “Human Resources”, then select “Education/Job Postings”.
- To search for a job posting, select the “Job Postings” tile. *All available jobs in your area will display.*
- Enter a job title, organization or another keyword in the “Search” field. You will see all active listings that match your search.
- You can refine the search by “Location” (city/town), “Work Location” (facility), “Posting Dates”, and more.
- Click the title of a job to view more information about the position, such as the description and who to contact if you have questions.
- When you want to apply for a job, click the “Apply” button at the top right of the job posting that you are viewing.
- You will see a message with a blue background encouraging you to review and update your skills and qualifications. Click on this box if you want to review or update this information.
- Answer the job application questions.
- Submit supporting documents, such as a resume or cover letter by uploading the saved documents from your computer and then provide an e-signature.
- Click “Submit” in the upper right hand corner of the page when you have completed the application.
- You can view the status of your application on your “Current Jobs” homepage by clicking “Job Applications”.