

How to Access the Internal Portal

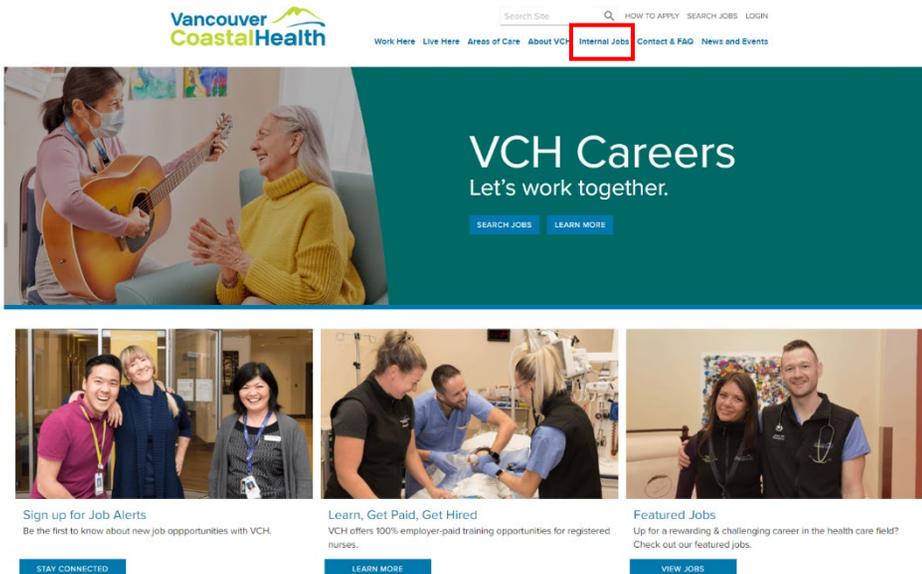
Current VCH employees (internal applicants) can search for and apply to jobs through the [internal portal](#). Internal applications must be submitted on the [internal portal](#). If you are trying to log in on the External Career Portal, you will get an error.

NOTE: All jobs available to internal candidates will be posted on the [internal portal](#), even ones where the internal competition has closed and are accepting late applications. You no longer need to access the External Career Portal to see the competitions that are still accepting late applications.

You can access the internal portal directly by going to this link:

<http://internal-vch.icims.com>

You can also navigate there from the VCH Careers site (<http://careers.vch.ca>) by clicking on the Internal Jobs link at the top.



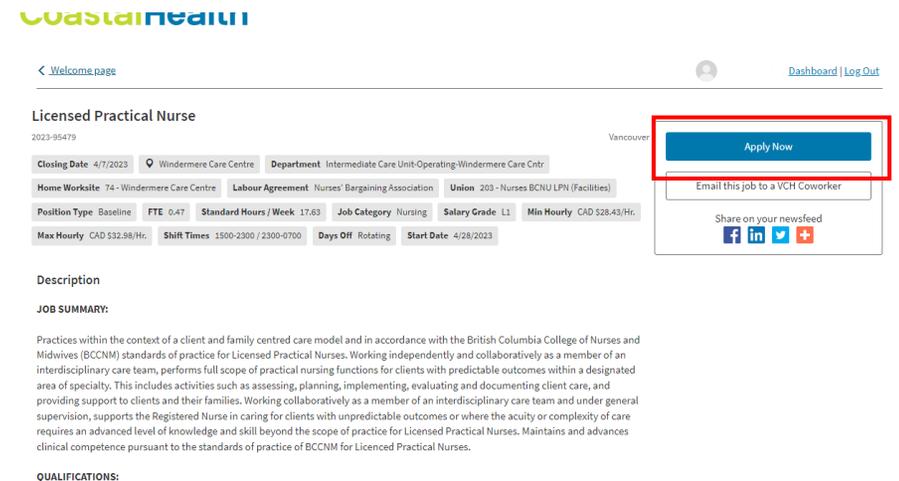
How to Apply for a Job

1. When you are ready to apply for a job, select **'Log Back In'** as a returning candidate at the top right hand corner of the page. Once logged in, you will notice your name at the top.



2. Click on the job title to which you would like to apply.

3. Click **'Apply Now'**.



Note: When you are logged in, you will be asked to review your Candidate Profile. Please update the information if needed.

- Prior to submitting your application, the **Job Specific Questions** page will open as all internal jobs as VCH have a common job specific question. Please explain briefly how you meet the required qualifications, skills and abilities noted on the job posting for this position.

- Note at the bottom two options: **'Finish Later'** and **'Submit'**. If you choose to select Finish Later, the responses will have been saved but the application will not have been submitted. This will show on the candidate dashboard as being in progress with the option to continue the application. If you save an application and forget about it, you will receive an email in a day or two reminding you to finish the process.

- Once the form is complete, click **'Submit'**.

A confirmation will appear stating that your application has been submitted. You will also receive an email notification confirming the application.

How to Withdraw an Application

- Return to your Dashboard. Locate the *Submitted Applications* section. Find the application you would like to withdraw and click **'Withdraw'**.

You will be asked to provide a brief reason for your withdrawal.

- Click on **'Confirm Withdrawal'**.

| Requisition ID | Job Title | Application Date |
|----------------|-----------|------------------|
| 2023- | Manager, | 4/4/2023 |

Please enter the reason for your withdrawal. Once you click the "Confirm Withdrawal" button, your application will no longer be considered for the internal competition.

[Application FAQs](#)

[iCIMS](#)

Confirm Withdrawal