



**Vancouver  
CoastalHealth**  
*Promoting wellness. Ensuring care.*



Come for the **JOB.**  
Stay for the **TEAM.**

## FAQ:

### **How do I submit a different Cover Letter and/or Resume for each job posting that I am applying to?**

It is recommended to use a generic CV (to the attention of 'Recruitment Services') when setting up your VCH Profile as the system only allows for 1 Cover Letter and 1 Resume to be uploaded to your profile.

With the new ICIMS system in place, the most recently uploaded Cover Letter and/or Resume will automatically override the existing one.

### **I am experiencing technical issues when attempting to apply to a job posting**

VCH utilizes iCIMS software for the application portion of our online process.

If you have previously created a profile, please log back in here: <https://careers-vch.icims.com/jobs/login> to view or edit past applications or to apply for another position.

If you have forgotten your Login Name or Password:

- Click on 'Log back in!'
- Click on 'Reset Password'

If you continue to experience technical issues, please contact iCIMS at [helpdesk@icims.com](mailto:helpdesk@icims.com)

### **I am an external applicant; can I submit a copy of my resume in person, by fax or by email?**

No, we cannot accept applications in person, by fax or by email. If you wish to apply for a position at VCH, visit our careers website at <http://careers.vch.ca/> and navigate to the position(s) you wish to apply for then select the "Apply for this job" link at the end of the posting. "New Candidates" will be required to complete a profile, returning candidates need to enter their Login and Password.

### **How will I know if I have been shortlisted for a position?**

If you are shortlisted for a position, you will be contact either by phone or email to arrange next steps.



**careers.vch.ca**

Phone: 604.675.2500 or 1.800.565.1727



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**What if I don't meet the qualifications listed in the job posting that I am interested in applying for?**

As we receive numerous applications, only candidates whose background and experience most closely fit the needs of the position will be contacted. We encourage you to review our vacancies, and apply to specific job postings that match your skills and experience.

**I am a nurse from outside of British Columbia, how do I apply at VCH?**

To practice as a nurse in British Columbia, you must be registered with the College of Registered Nurses of British Columbia (CRNBC) or the College of Registered Psychiatric Nurses of British Columbia (CRPNBC). Their contact information is as follows:

CRNBC

Phone: (604) 736.7331 or toll free 1-800-565-6505

Website: [www.crnbc.ca](http://www.crnbc.ca)

CRPNBC

Phone: (604) Tel: 604-931-5200 or toll free 1-800-565-2505

Website: [www.crpnb.ca](http://www.crpnb.ca)

Once you have received notification of eligibility to sit the Canadian Registered Nurses or the Registered Psychiatric Nurses of Canada examination you can submit your application(s) to positions you are interested in and are qualified for. You must apply on-line via our careers website at <http://careers.vch.ca>.

**I have applied on multiple postings but have been unsuccessful, what am I doing wrong?**

As we receive numerous applications, only candidates whose background and experience most closely fit the needs of the position will be contacted.

If you wish to apply for other positions at VCH, you can visit our careers website at

<http://careers.vch.ca/>

We encourage you to visit our website to review our vacancies, and apply to specific job postings that match your skills and experience.



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**I am a VCH employee and saw a posting on the external site that I am interested in, how do I apply?**

As a Vancouver Coastal Health employee, you are considered an internal applicant; therefore you should complete an internal application form (allowing us to identify you as a current employee). You can obtain internal application forms from the VCH intranet at <http://staffpostings.vch.ca/>.

The **job posting number** must always be included on your application form. Once completed, you can send it to:

FAX: 604-872-1915 or EMAIL: [vchinternalapplications@vch.ca](mailto:vchinternalapplications@vch.ca)

**I am interested in completing a co-op or practicum placement with VCH, who should I contact?**

Requests from an individual seeking a learning opportunity are only considered when the student is affiliated with a school or agency. We ask that requests originate from your faculty, rather than from individual students.

For more information on Student Practice Education, you can visit: <http://studentpractice.vch.ca>  
You may send your inquiries regarding student placements to: [placements@vch.ca](mailto:placements@vch.ca)



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