



# Quadrant Self Service – Job Applications

## Applying for Jobs through Quadrant Self Service

Members of the Interlake-Eastern RHA team have the ability to apply for jobs using the Quadrant Self Service (QSS) website. Existing employees will have access to jobs posted internally, while new applicants will have the ability to apply for jobs posted externally only.

When accessing Quadrant Self Service, login using your self service username (*firstnamelastname*) and password.

If you are applying for a position, and have two logins due to your current positions, please ensure that you are logging in to the correct QSS website to make sure that your seniority hours will be pulled correctly.

**Internal applicants must include a current resume with application upon change of classification or program.**

**Please ensure you have an email set up in your profile, as you will receive a notification that your application has been sent.** As an employee can update your email by signing onto QSS, go to the "Personal" tab, select "Demographics" and then under "Contacts" you can click on "Add", then select "Email" from the Contact type drop down. Once complete, click "save" and your email will be added to your profile.

### To Apply for Jobs:

1. Go to <https://selfservice.ierha.ca/>. **Login** using your username and password. Click **Log In**.

Log In

Username: firstnamelastname

Password: \*\*\*\*\*

Log In

[Create an applicant profile.](#)

[Forgot your password?](#)

2. Select **Job Postings** to view a list of available jobs.



3. Search the available jobs based on different **Job Postings**. Use the drop down menu on the left hand side to filter for a specific job stream.

**Note:** To view job postings by specific date select **Posted Since**.



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## JOB POSTINGS

**JOB POSTINGS**  
-- View All --  
**FACILITY NAME**  
-- View All --  
**POSITION TYPE**  
-- View All --  
**POSTED SINCE**  
   
 **APPLIED**  
 My Applications Only



4. Click **Search** to view a list of current job postings.
5. Click on the job posting **Description** to select a specific posting. Click **View Details** to see a summary of the position, including qualifications.

View Details Apply

Description	Comp. Nbr
Licensed Practical Nurse	BSJ LTC 1000/20
Administrative Assistant	AR LTC 012/20
Registered Nurse II, Medicine	TEU AC 009/21
Recreation Worker	KP LTC 008/21
Chronice Disease Nurse	BSJ PH 001/21
Human Resources Generalist	SEL HR 005/21
Admin Secretary II - Cancer Care	WM LTC 002/21

6. Review the job posting details. The job posting will include a description of the job, along with some of the following information:
  - Posting / Closing Date: The dates where the job posting will be available for applications.
  - Facility: The site where the position is expected to be based. This may change based on operational requirements, and may be adjusted based on the applicable collective agreement.
  - Posting Type: Whether the position is posted as Permanent, Temporary or Indefinite.
  - Position Type: Whether the position is Full-Time, Part-Time or Casual.
  - Hours of Work: The standard shift types in the position rotation.
  - Term Dates: If the position is a term, the expected start/end dates of the temporary position.
  - FTE: The Full-Time-Equivalent (FTE) of the position, based on bi-weekly hours.
  - Union Group: The collective bargaining unit of the position.
  - Wage / Salary: Wage information of the position.



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<b>Closing Date:</b>	07/30/2020
<b>Facility / Site:</b>	Beausejour Community Health
<b>Posting Type:</b>	Temporary
<b>Position Type:</b>	Full-Time
<b>Hours of Work:</b>	Evenings
<b>Term Dates:</b>	07/20/2020 - 07/31/2020
<b>FTE:</b>	1.00
<b>Union Group:</b>	MGEU Facility Support
<b>Wage / Salary:</b>	\$18.265 - \$21.174

- To start the application process, click **Apply**.

**Note:** To return back to the Job Posting page select **Go Back**.



- To continue the application, select **Next** on the Application Confirmation screen.

## GENERAL

Description:	Chronice Disease Nurse
Competition #:	BSJ PH 001/21
Posting Date:	06/18/2020
Closing Date:	07/30/2020
Status:	Active
Type:	Internal

## APPLICATION CONFIRMATION

You have started the application process for the posting stated above.  
If you wish to continue with the application process select the next button.

- Prior to attaching a resume (and cover letter), you will be asked to confirm your application. Click **Submit** to proceed to the next screen.
- The **Attach Documents-Posting Application** page appears, allowing you to attach your resume, cover letter or any other supporting documents to your application.

## ATTACH DOCUMENTS - POSTING APPLICATION

Attach any information such as a cover letter that you want to include for this particular posting application.

Attachment	
No records to display.	
<input type="text"/>	<input type="button" value="Select"/> <input type="button" value="Upload File"/>

- To attach your documents, click **Select**.
- Browse to a file you want to upload, then select **Open**.



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13. Once you have selected a file, click **Upload File**.
14. When you have uploaded all documents you wish to attach to your application, select **Finish**.

## Applicant Questions

When applying for an internal job for the first time, you will be prompted to answer a series of applicant questions.

1. Select the most appropriate answer from the drop down menu for each questions provided.

**QUESTIONNAIRES**

**Applicant Questions**

1. Are you legally eligible to work in Canada?  
--- Select an Answer --- \*

2. Do you require a work permit to legally work in Canada?  
--- Select an Answer --- \*

2. After completing all of the required questions, select **Next**.

**Note:** Many questions are required in order to proceed, if you have not completed all required questions, you will be prompted to complete them before proceeding.

**Please answer required (\*) questions**

- 'Question 1' is required
- 'Question 2' is required
- 'Question 4' is required

3. The **Attachments** page appears, select **Finish** to skip.

**Note:** The Attachments page allows you to attach documents to your profile. Internal applicants must attach a resume / cover letter to each new application and not their general profile. Follow steps 10-14 above when applying for jobs.

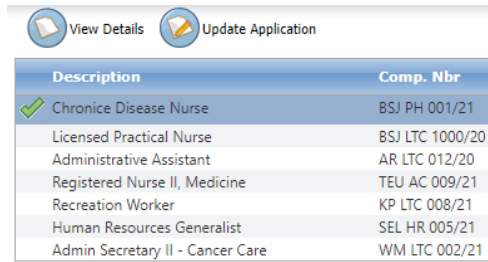
## To Withdraw an Application

1. Login to Quadrant Self Service and search for the desired job posting (*see: Steps 1 – 5 above*).

**Note:** To view job postings which you have applied to, select **My Applications Only** prior to clicking **Search**.

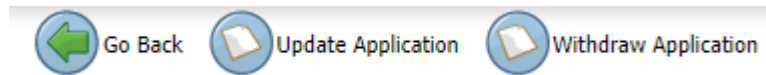


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Description	Comp. Nbr
✓ Chronice Disease Nurse	BSJ PH 001/21
Licensed Practical Nurse	BSJ LTC 1000/20
Administrative Assistant	AR LTC 012/20
Registered Nurse II, Medicine	TEU AC 009/21
Recreation Worker	KP LTC 008/21
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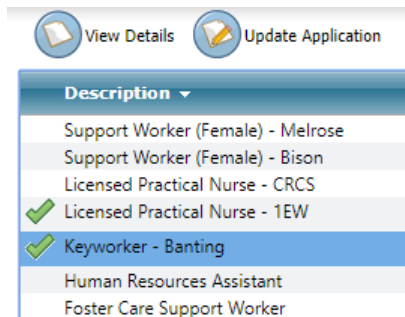
2. Click **View Details** to go to the job posting.
3. Click **Withdraw Application** to withdraw from the selected job posting.



## To Update an Application

1. Login to Quadrant Self Service and search for the desired job posting (*see: Steps 1 – 5 above*).

**Note:** To view job postings which you have applied to, select **My Applications Only** prior to clicking **Search**.



Description
Support Worker (Female) - Melrose
Support Worker (Female) - Bison
Licensed Practical Nurse - CRCS
✓ Licensed Practical Nurse - 1EW
✓ Keyworker - Banting
Human Resources Assistant
Foster Care Support Worker

2. Click **Update Application** to adjust any information related to your application, such as questionnaires, resume or cover letter.



3. Update your application information (*see: Steps 8 – 14 above*).
4. When you have updated all documents you wish to attach to your application, select **Finish**.