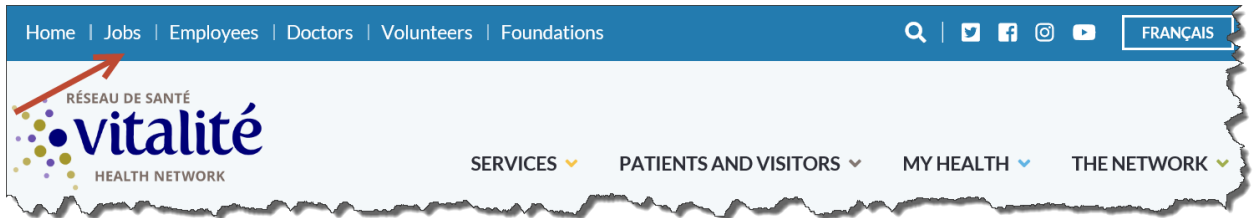


Vitalité Health Network Career Centre

Browse available positions and apply for a job (external candidates)

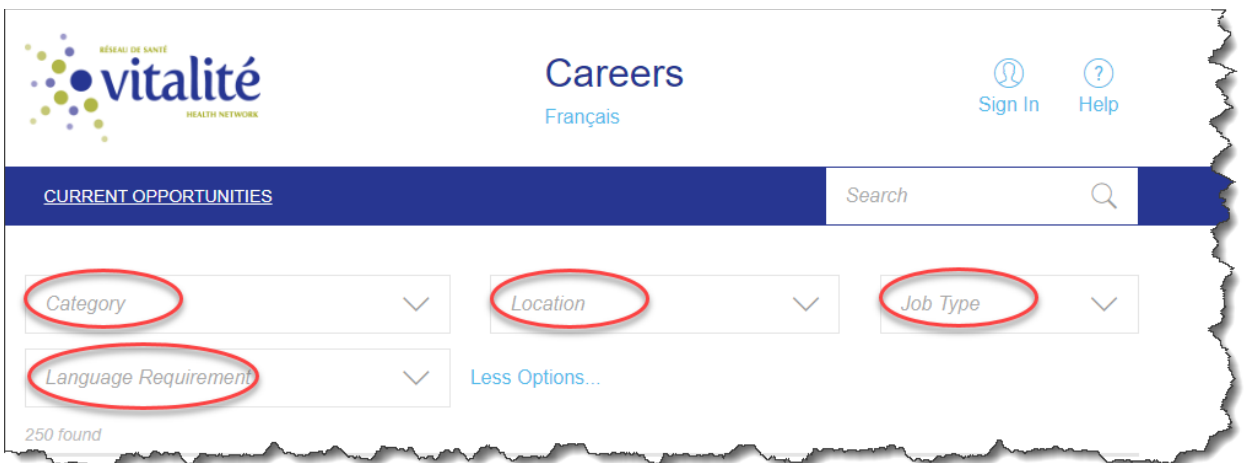
1. Navigate to Vitalité Health Network's website: www.vitalitenb.ca.
2. From the home page, click on "Jobs".



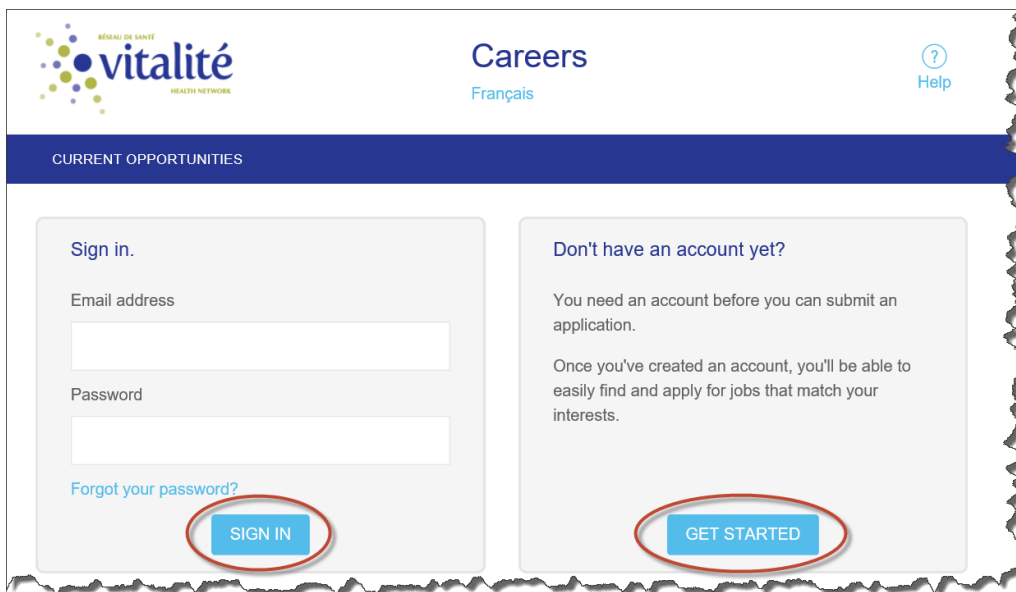
3. In the "Positions available" section, click on Career Centre.



4. To reach the Career Centre directly, you can also use this address <https://vitalitenb.itacit.com>
5. To search by category, location, job type or by language requirement, click the corresponding arrow to display the scroll-down menu. This will allow you to refine your search.

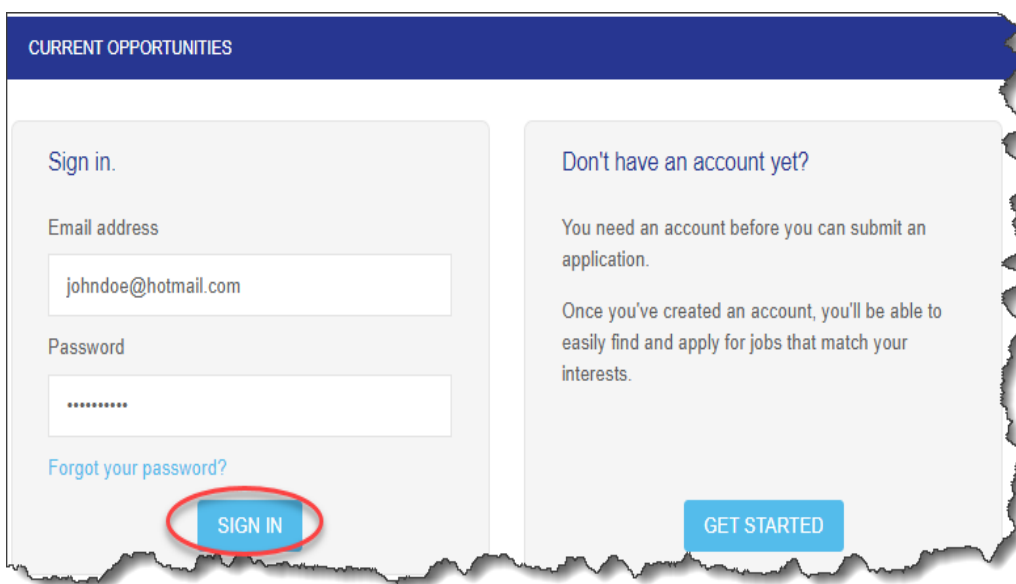


6. If your profile does not match the various job opportunities currently posted, please apply on a position that most closely matches your interests.
7. After making your selection, click on “Apply”. The page below will appear. If you already have an account, enter your e-mail address and password; and click on “Sign in”, if not, please create an account to continue.



The screenshot shows the Vitalité Careers page. At the top left is the Vitalité logo (RÉSEAU DE SANTÉ HEALTH NETWORK). To the right is the word "Careers" and "Français". A "Help" link is in the top right. Below the header is a dark blue bar with "CURRENT OPPORTUNITIES". The main content area has two columns. The left column is titled "Sign in." and contains an "Email address" field, a "Password" field, a "Forgot your password?" link, and a blue "SIGN IN" button circled in red. The right column is titled "Don't have an account yet?" and contains text explaining the need for an account and a blue "GET STARTED" button circled in red.

8. To create an account, click on “Get Started”; enter your e-mail address and create a password. Then click on “Get an Account”.
9. Once your account is created, you need to re-type your e-mail address and password to go to the next page.



This screenshot is identical to the previous one, but the "Sign in." form is filled out. The "Email address" field contains "johndoe@hotmail.com" and the "Password" field contains "*****". The "SIGN IN" button is circled in red.

Note: To apply on our website, you must have a personal e-mail address. If you do not have an email address, you can type one of the website address below to create one. Please note that several e-mail services exist, such as Google Gmail, Microsoft Outlook and Yahoo! Mail. Choose the one you prefer.

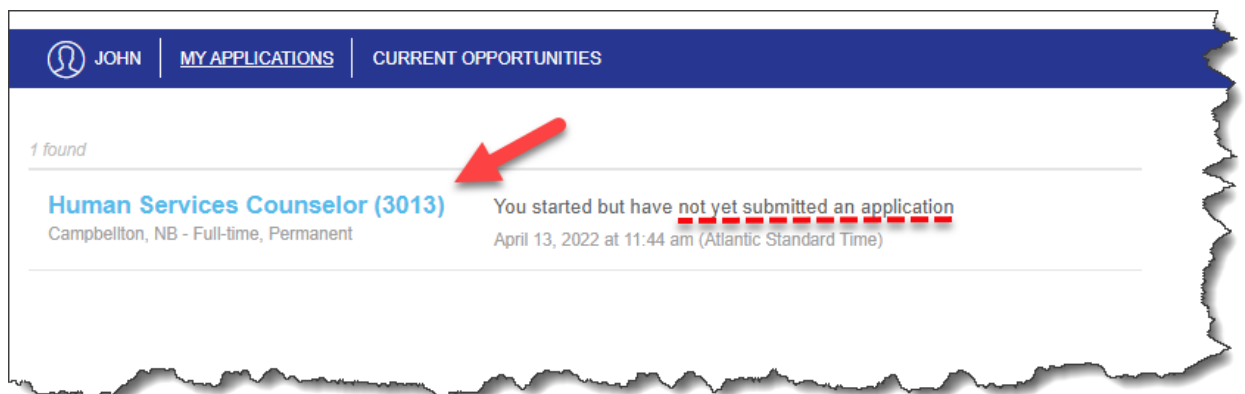
<https://www.google.com>

<https://www.outlook.com>

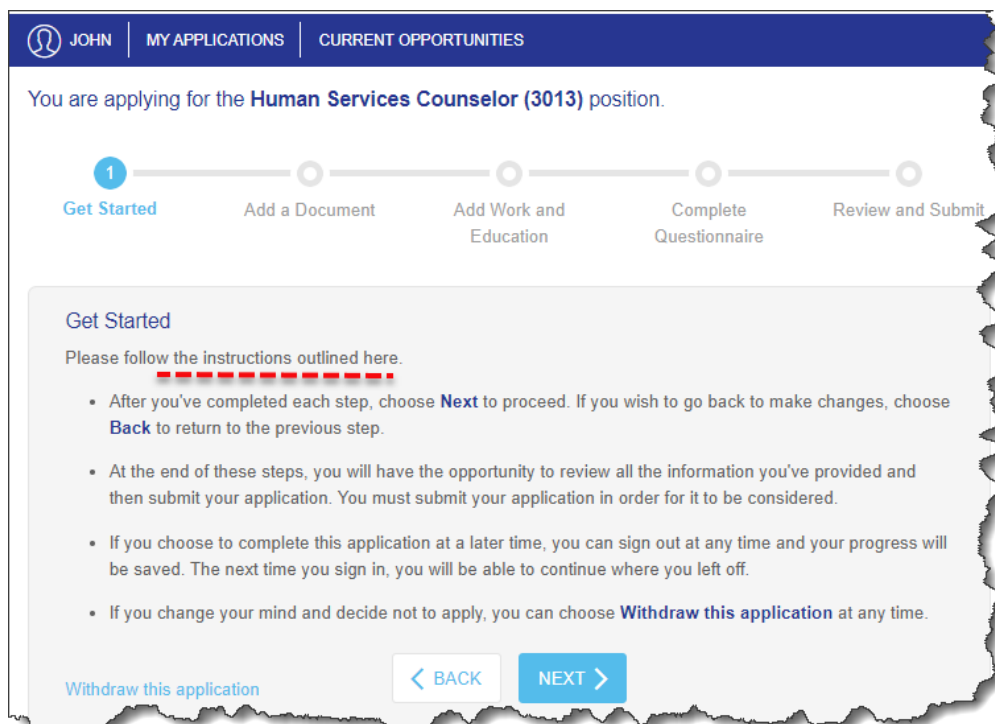
<https://www.yahoo.com>

10. Enter your information in the empty fields and click “Next”.

11. Click on your selection. If you are unable to finish your application right away, you have the opportunity to finish it later. However, please note that your application will be incomplete until then.



12. At Step 1 (“Get Started”), read the instructions carefully and click “Next”.



13. At Step 2 (“Add a document”), you need to attach your résumé as well as any other document relevant to your application as indicated below.

JOHN | MY APPLICATIONS | CURRENT OPPORTUNITIES

You are applying for the **Human Services Counselor (3013)** position.

Get Started **2** Add a Document Add Work and Education Complete Questionnaire Review and Submit

Documents

For this application, you are asked to include the following documents:

- Your resume
- A cover letter (optional)

+ ADD A DOCUMENT

No documents have been included.

Withdraw this application < BACK NEXT >

14. After clicking on “Add a document”, you need to upload your résumé using your USB key, or by adding a copy of your document from one of your previous applications or directly from your computer; then, choose the description that matches the document you added.

Add a Document X

Document

43.5 kB
REFERENCES.doc
[Remove file](#)

Description

Choose a description for the document.

References

CANCEL OK

15. If you have no other documents to add to your application, click “OK” then “Next”.

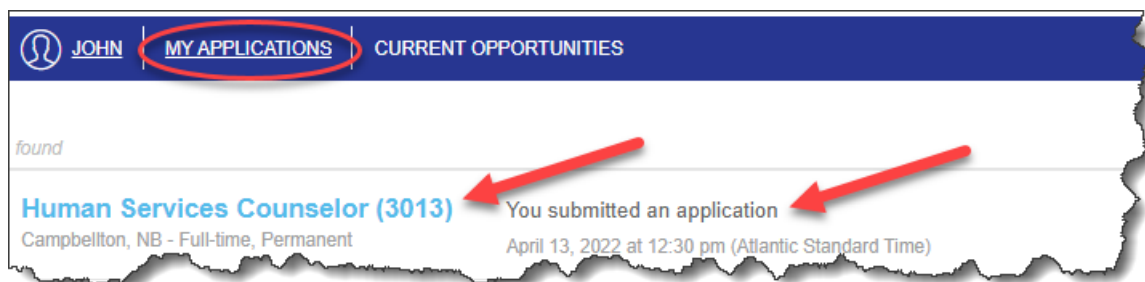
16. At Step 3 (“Add Work and Education”), you need to complete the “Add Work” AND “Add Education” sections.

The screenshot shows a user interface for an application process. At the top, there is a navigation bar with 'JOHN', 'MY APPLICATIONS', and 'CURRENT OPPORTUNITIES'. Below this, it states 'You are applying for the Human Services Counselor (3013) position.' A progress bar indicates five steps: 'Get Started' (checked), 'Add a Document' (checked), 'Add Work and Education' (current step, highlighted with a blue circle and '3'), 'Complete Questionnaire' (unchecked), and 'Review and Submit' (unchecked). The main content area is titled 'Previous Work and Education' and includes the instruction 'Please include all applicable work and education history.' There are two sections: 'ADD WORK' and 'ADD EDUCATION', each with a blue button containing a plus sign and the respective text. Red arrows point to these buttons. Below each button, it says 'No previous work/education has been included.'

17. In the “Add Work” section, enter the information about your current job and click on “Add Work” again to add your previous jobs, if applicable.
18. In the “Add Education” section, enter the information about your completed education or your education in progress and click on “Next”.
19. At Step 4 (“Complete Questionnaire”), read the instructions carefully, taking note that your application will be destroyed six months after the date received. Complete all mandatory fields.

The screenshot shows the 'Complete Questionnaire' step of the application process. The navigation bar at the top is the same as in the previous screenshot. The progress bar now shows 'Add Work and Education' as completed (checked) and 'Complete Questionnaire' as the current step (highlighted with a blue circle and '4'). The main content area is titled 'Vitalité - External Application Form' and includes the instruction 'Please complete all sections as thoroughly as possible, even if you are attaching a resume.' Below this, there are several lines of text, some of which are redacted with dashed lines. A red arrow points to the 'Full name (first, initial, last name) (Required)' field, which is currently empty.

20. Click on “Next”.
21. At Step 5 (“Review and Submit”), you have reached the final step. If you wish to make a change or addition, click “Previous” until you reach the screen where you want to make your change. Make your change, then click “Next” until you reach Step 5 and then click on “Submit my application”.
22. A message will appear on the screen and you will receive an e-mail to acknowledge receipt of your job application. You can also view the confirmation by clicking on “My Applications”.



23. If you wish to withdraw your job application, you can do so at any time by clicking on “Withdraw this application” at the bottom of each page or through “My Applications” by clicking on “Withdraw this application”.



24. Remember to click on “SIGN OUT” when you are done.
25. For technical support, please contact the Human Resources Department
 - Emplois.jobs@vitalitenb.ca
 - 1-833-249-2003

Last update: May 24, 2023