

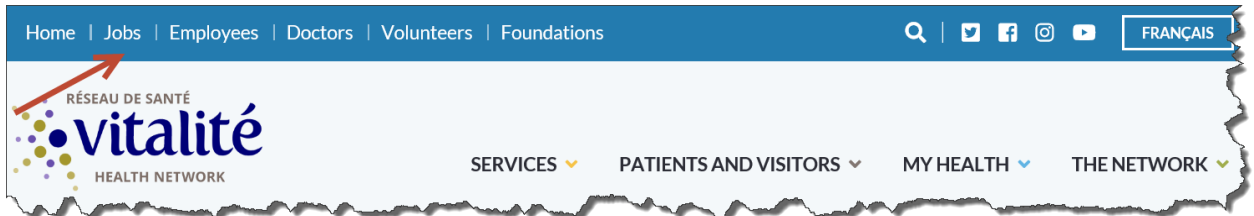
# Vitalité Health Network Career Centre

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

1. Navigate to Vitalité Health Network's website: [www.vitalitenb.ca](http://www.vitalitenb.ca).

If you are using Vitalité Health Network's tablet, click on **itacit** and proceed to Step 5.

2. From the home page, click on "Jobs".



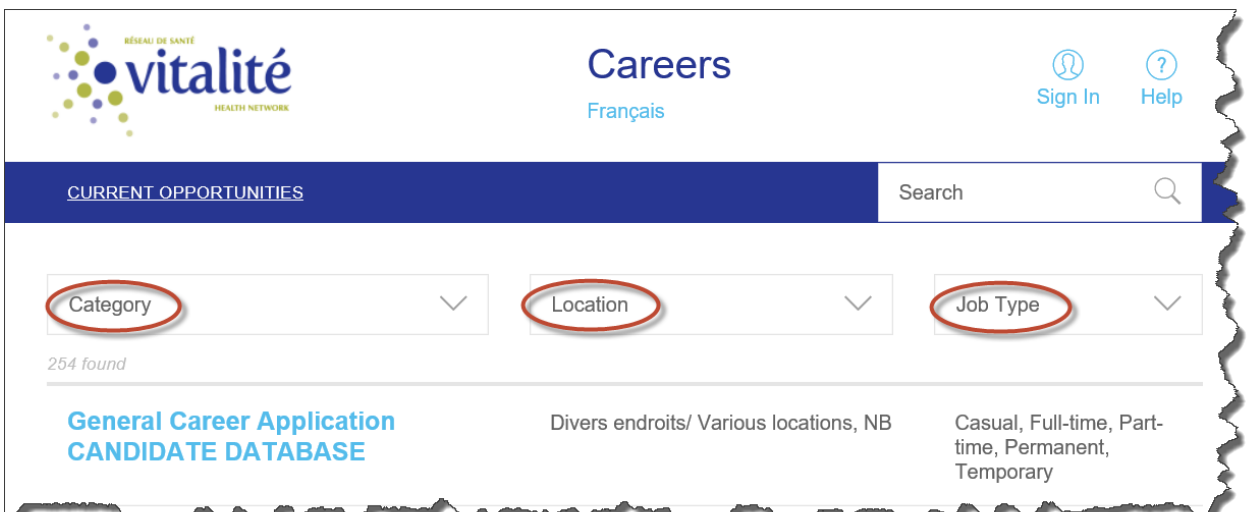
3. In the "Positions available" section, click on Career Centre.



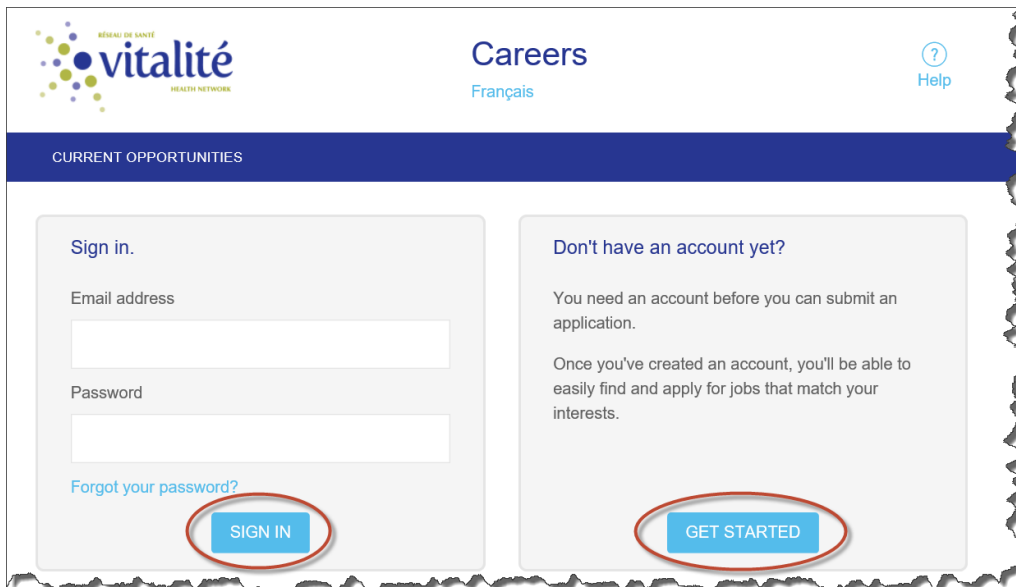
4. To reach the Career Centre directly, you can also use this address

<https://vitalitenb.itacit.com/itacit-career-ui/?&CLIENT=73224542677&SID=4&LANGUAGE=E>

5. To search by category, location or job type, click the corresponding arrow to display the scroll-down menu. This will allow you to refine your search.

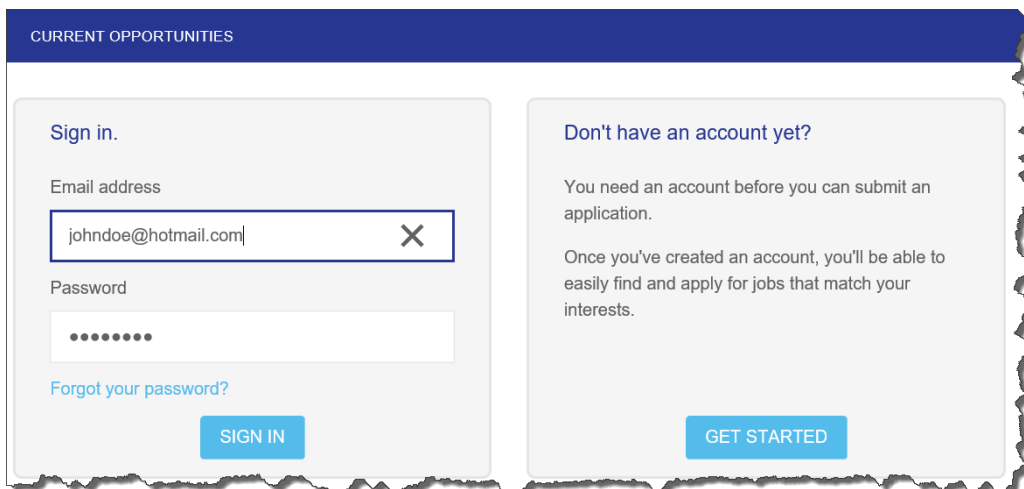


6. If your profile does not match the various job opportunities currently posted on our website, we invite you to show your interest by submitting a General Career Application. Select “General Career Application CANDIDATE DATABASE”.
7. After making your selection (e.g. position available or general career application), 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, it says "Careers" and "Français". A "Help" icon is in the top right. Below the header is a blue bar with "CURRENT OPPORTUNITIES". The main content area has two columns. The left column is titled "Sign in." and contains fields for "Email address" and "Password", a "Forgot your password?" link, and a blue "SIGN IN" button. 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. Both buttons are 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 shows the same Vitalité Careers page as above, but with the sign-in form filled out. The "Email address" field contains "johndoe@hotmail.com" and the "Password" field contains seven dots. The "SIGN IN" and "GET STARTED" buttons are still present.

**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.

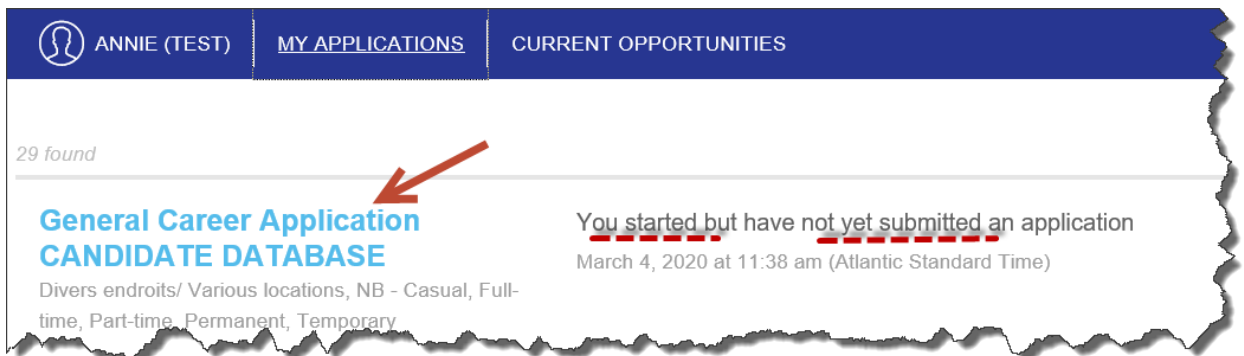
<https://www.google.com>

<https://outlook.live.com>

<https://ca.yahoo.com>

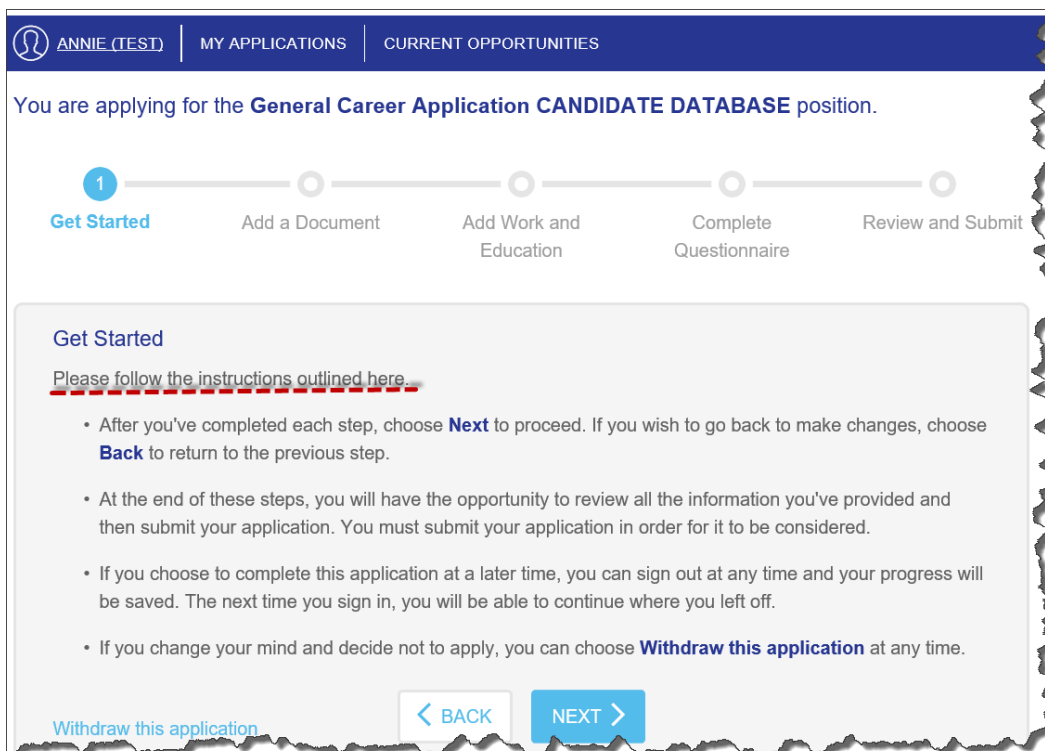
10. Enter your information in the empty fields and click “Next”.

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.



The screenshot shows a user interface for 'ANNIE (TEST)' with tabs for 'MY APPLICATIONS' and 'CURRENT OPPORTUNITIES'. Under 'MY APPLICATIONS', it says '29 found'. A red arrow points to a notification for 'General Career Application CANDIDATE DATABASE'. The notification text reads: 'You started but have not yet submitted an application' (underlined in red), dated 'March 4, 2020 at 11:38 am (Atlantic Standard Time)'. Below the notification, it lists 'Divers endroits/ Various locations, NB - Casual, Full-time, Part-time, Permanent, Temporary'.

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



The screenshot shows the 'Get Started' step of the application process. A progress bar at the top has five steps: '1 Get Started', 'Add a Document', 'Add Work and Education', 'Complete Questionnaire', and 'Review and Submit'. The 'Get Started' step is highlighted. Below the progress bar, the text reads: 'You are applying for the **General Career Application CANDIDATE DATABASE** position.' Underneath, it says 'Please follow the instructions outlined here' (underlined in red). A list of instructions follows: 'After you've completed each step, choose **Next** to proceed. If you wish to go back to make changes, choose **Back** to return to the previous step.'; 'At the end of these steps, you will have the opportunity to review all the information you've provided and then submit your application. You must submit your application in order for it to be considered.'; 'If you choose to complete this application at a later time, you can sign out at any time and your progress will be saved. The next time you sign in, you will be able to continue where you left off.'; and 'If you change your mind and decide not to apply, you can choose **Withdraw this application** at any time.' At the bottom, there is a link 'Withdraw this application', a '< BACK' button, and a 'NEXT >' button.

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.

The screenshot shows a user interface for an application process. At the top, there is a navigation bar with the user's name 'ANNIE (TEST)', 'MY APPLICATIONS', and 'CURRENT OPPORTUNITIES'. Below this, a progress indicator shows five steps: 'Get Started' (completed), 'Add a Document' (current step, highlighted with a blue circle and '2'), 'Add Work and Education', 'Complete Questionnaire', and 'Review and Submit'. The main content area is titled 'Documents' and states: 'For this application, you are asked to include the following documents:'. A list includes 'Your resume' and 'A cover letter (optional)'. Below the list is a blue button with a plus icon and the text 'ADD A DOCUMENT', which is pointed to by a red arrow. Underneath the button, a white box contains the text 'No documents have been included.'. At the bottom of the form, there are three buttons: 'Withdraw this application', '< BACK', and 'NEXT >'. The entire screenshot has a torn-edge effect.

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

The screenshot shows a dialog box titled 'Add a Document' with a close button (X) in the top right corner. The dialog is divided into two sections. The first section, 'Document', shows a file named 'REFERENCES.doc' with a size of '43.5 kB' and a 'Remove file' link below it; a red arrow points to the file name. The second section, 'Description', has the instruction 'Choose a description for the document.' and a dropdown menu with 'References' selected; a red arrow points to the dropdown. At the bottom of the dialog are 'CANCEL' and 'OK' buttons. The dialog has a torn-edge effect.

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

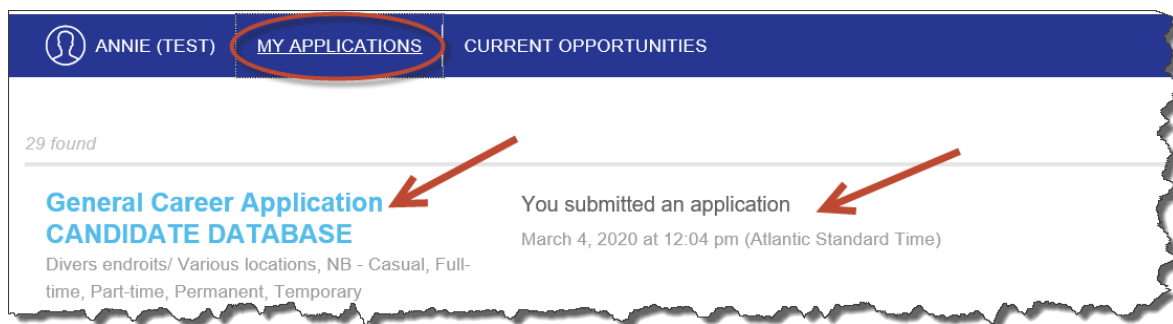
16. At Step 3 (“Add Work and Education”), you need to complete the “Add Work” AND “Add Education” sections.

The screenshot shows a user interface for the 'Add Work and Education' step. At the top, there is a navigation bar with 'ANNIE (TEST)', 'MY APPLICATIONS', and 'CURRENT OPPORTUNITIES'. Below this, a progress indicator shows five steps: 'Get Started', 'Add a Document', 'Add Work and Education' (current step, marked with a '3'), 'Complete Questionnaire', and 'Review and Submit'. The main content area is titled 'Previous Work and Education' and contains two sections: 'ADD WORK' and 'ADD EDUCATION', each with a red arrow pointing to it. Below each section is a text box containing the message 'No previous work/education has been included.' At the bottom, there are buttons for 'Withdraw this application', '< BACK', and 'NEXT >'. The entire screenshot is framed with a torn paper effect.

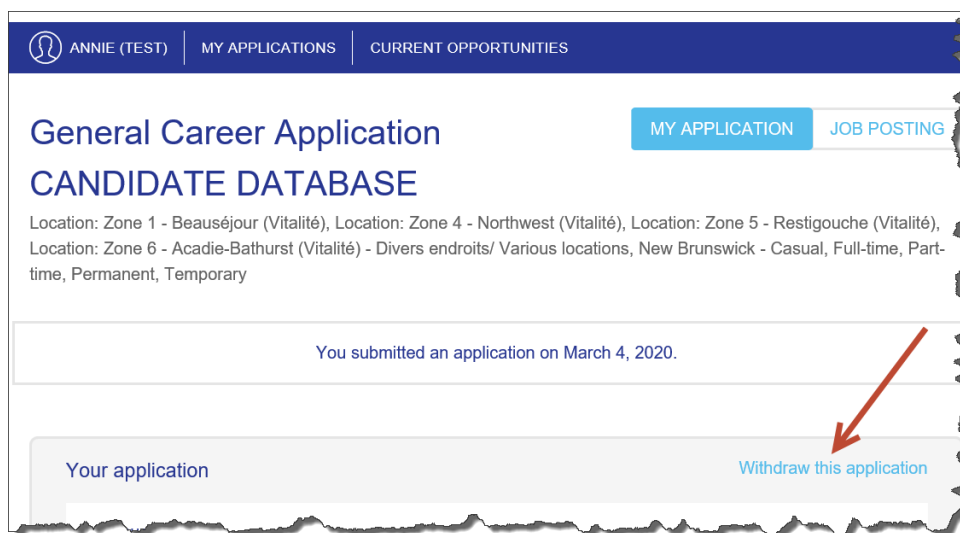
17. In the “Add Work” section, enter the information about your current job and click on “Add Work” again to add your previous jobs, if applicable.
18. In the “Add Education” section, enter the information about your completed education or your education in progress.
19. Click on “Next”.
20. At Step 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 a user interface for the 'Complete Questionnaire' step. At the top, there is a navigation bar with 'ANNIE (TEST)', 'MY APPLICATIONS', and 'CURRENT OPPORTUNITIES'. Below this, a progress indicator shows five steps: 'Get Started', 'Add a Document', 'Add Work and Education', 'Complete Questionnaire' (current step, marked with a '4'), and 'Review and Submit'. The main content area is titled 'Vitalité Health Network - General Application Form' and contains several paragraphs of instructions. A red dashed line underlines the text: 'Please complete all sections as thoroughly as possible, even if you are attaching a resumé.' Another red dashed line underlines: 'You must provide complete information, as this will be used to determine your eligibility and qualifications for a job.' A third red dashed line underlines: 'All applications will be destroyed six months after the date received.' Below this, there is a section for 'Personal information' with a text box for 'Full name (first, initial, last name) (Required)'. A red arrow points to this text box. The entire screenshot is framed with a torn paper effect.

21. Click on “Next”.
22. 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”.
23. 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”.



24. 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”.



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

**Last update: March 4, 2020**