External Applicant

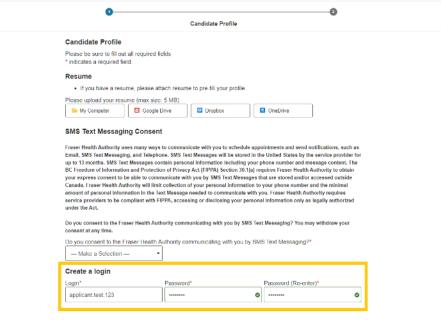


Applying for a position

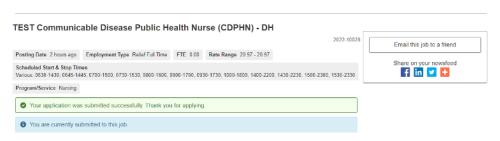
- 1. Go to the External Portal (https://careers-fraserhealth.icims.com).
- 2. Click on a posting you are interested in and hit "Apply for this job online".



- 3. Complete the application by following the prompts on the screen. Click "Submit" at the end.
 - You will first be required to create a Candidate Profile. After creating a login, please make note of your login and password as you will need it to complete the later stages of recruitment.



4. Once your application is received, you should be directed back to the job description page with two notifications to confirm your submission.



Withdrawing an application

1. Return to your Dashboard on the External Portal. Locate the *Past Job Submittals* section. Identify the application you would like to withdraw and click "Withdraw".

Past Job Submittals

All times are in Pacific Daylight Time.			
Job ID	Title	Application Date	Actions
2021-9638	Senior Operations Engineer	10/27/2021	Withdraw
2021-9532	Cardiac Transition Nurse	9/29/2021	Withdraw
2021-9539	Admitting Clerk, Child Youth Services	9/29/2021	Withdraw

Updating your Profile

- 1. Return to your Dashboard on the External Portal. Click "Update your Profile"
- 2. Update your profile accordingly. Click "Update Profile" to save your changes.