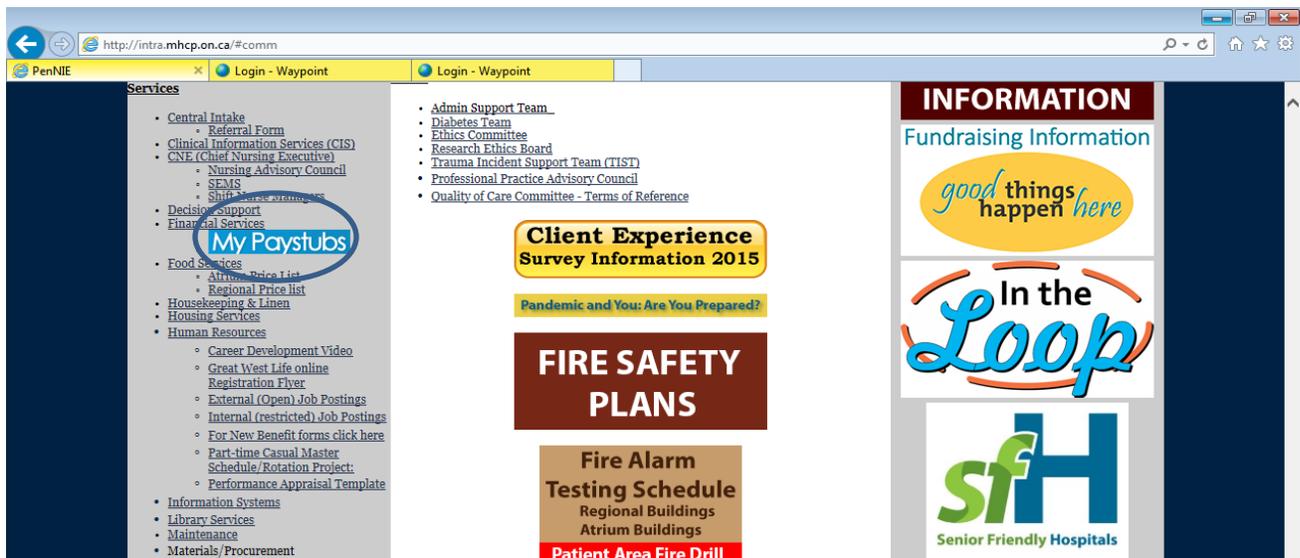


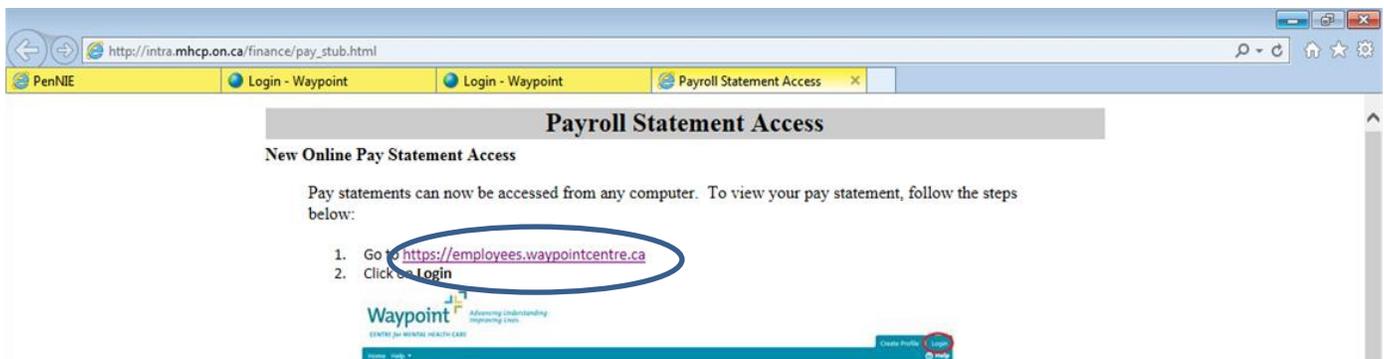
# How to Apply for Jobs at Waypoint: A step by step guide for Internal Applicants

**Step 1: Log on to Employee Self-Serve at work or at home either through PenNIE or [www.waypointcentre.ca](http://www.waypointcentre.ca).**

Through PenNIE, you can access Employee Self-Serve the same way you access your paystubs by clicking the 'My Paystubs' tab.



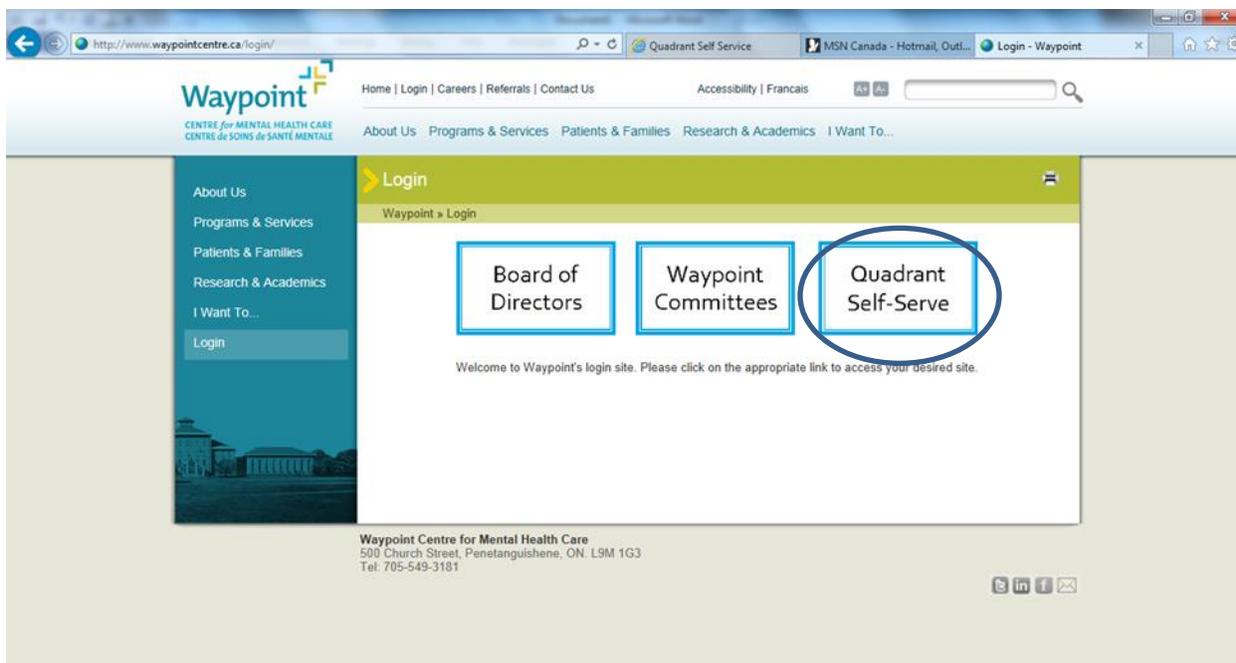
Next, click on 'employees.waypointcentre.ca' to be re-directed to the Employee Self-Serve Portal.



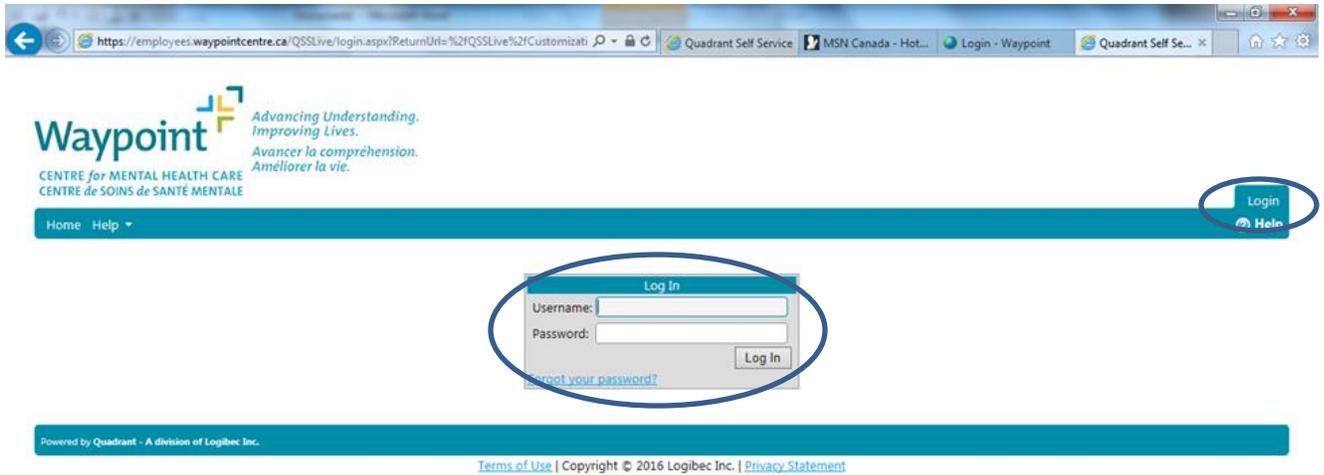
To access Employee Self- Serve through the Waypoint website simple go to [www.waypointcentre.ca](http://www.waypointcentre.ca) and click the 'Login' tab on the top left hand side of the screen.



Next, click on 'Quadrant Self- Serve' to be re-directed to the Employee Self- Serve Portal.

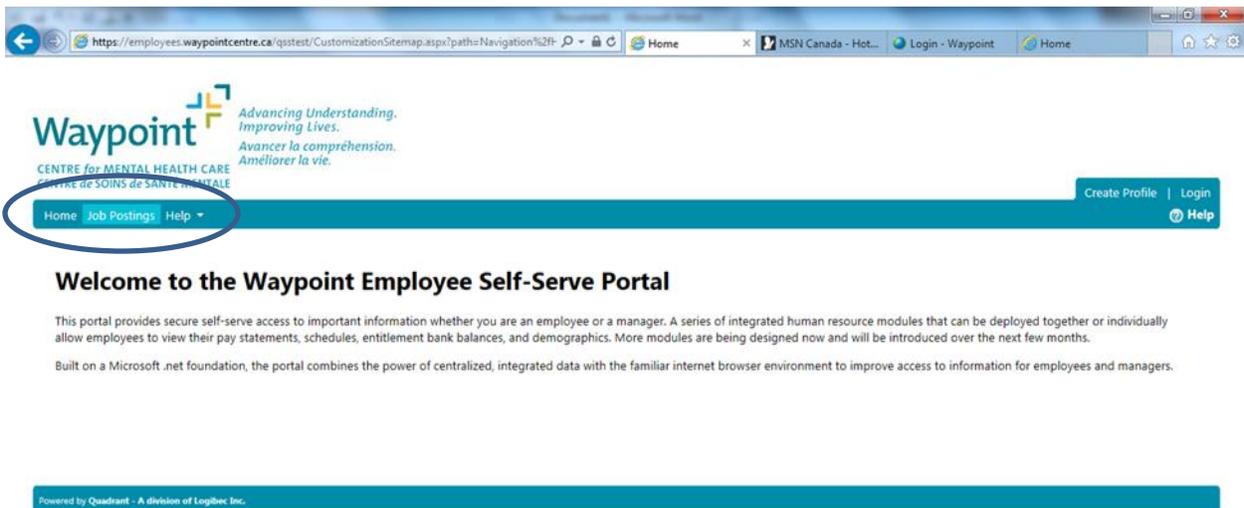


Click 'Login' on the top right hand side of the page and enter the same Username and Password as you would for your Paystubs. You would already have set up your profile when you signed up for paystubs/schedule.

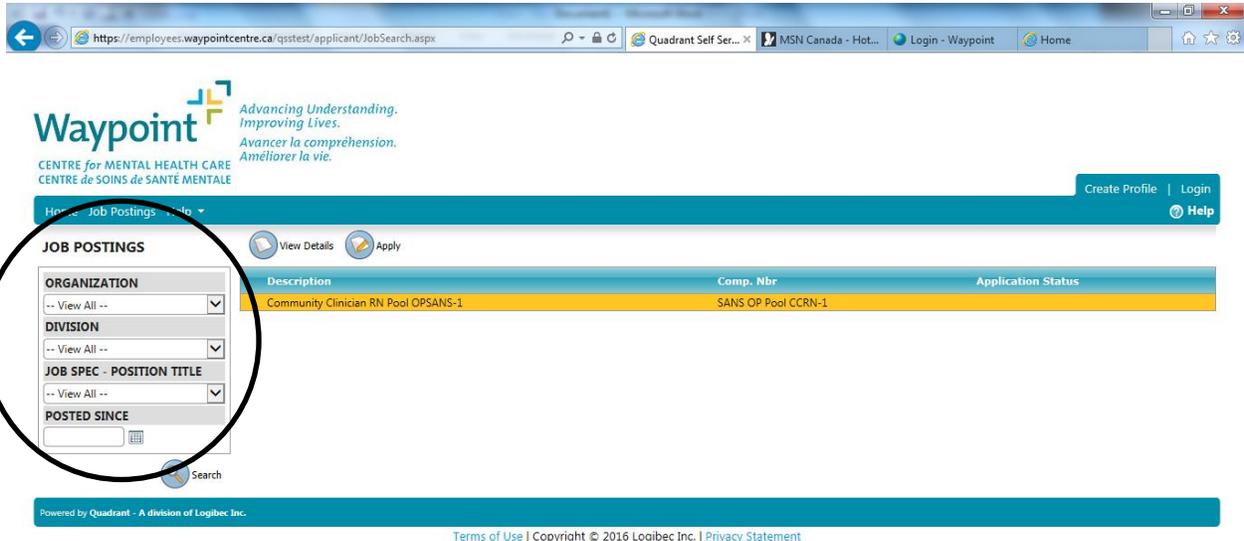


## Step 2: View and search available job postings

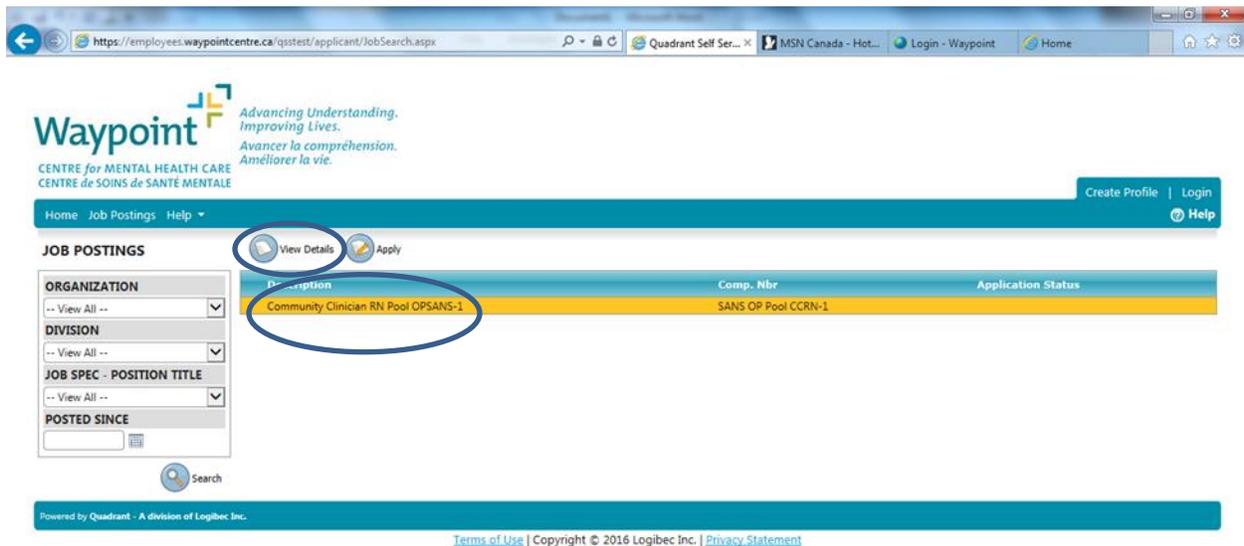
To start, click on the 'Job Postings' tab on the left hand side of the page.



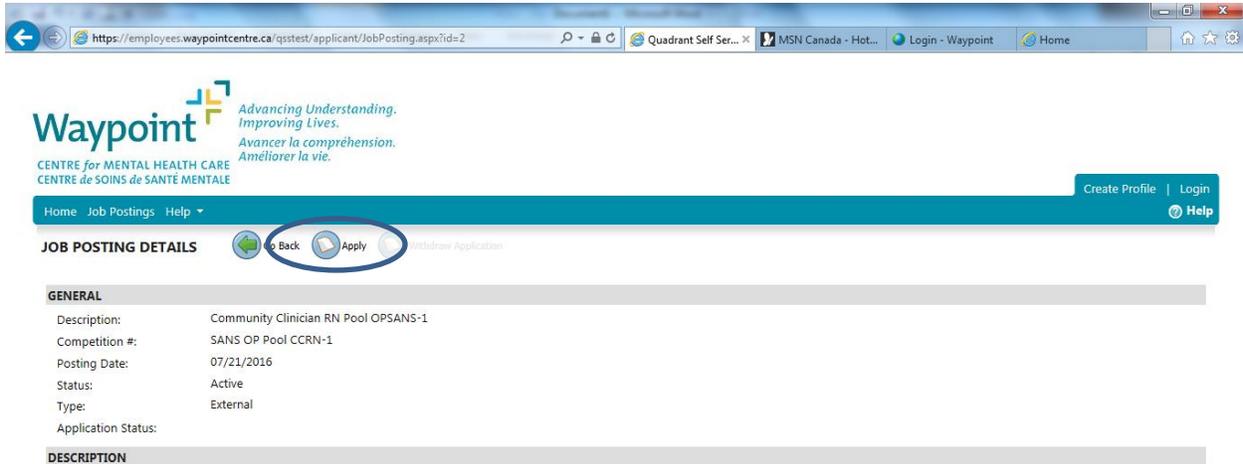
Next, you may search job postings by choosing 'View All' option from the drop down tabs or by Division, Job Spec or Date Posted to narrow your search. Job postings are then listed under description.



Click the name of the posting to highlight (in orange) that you would like to view. Then click 'view details'.

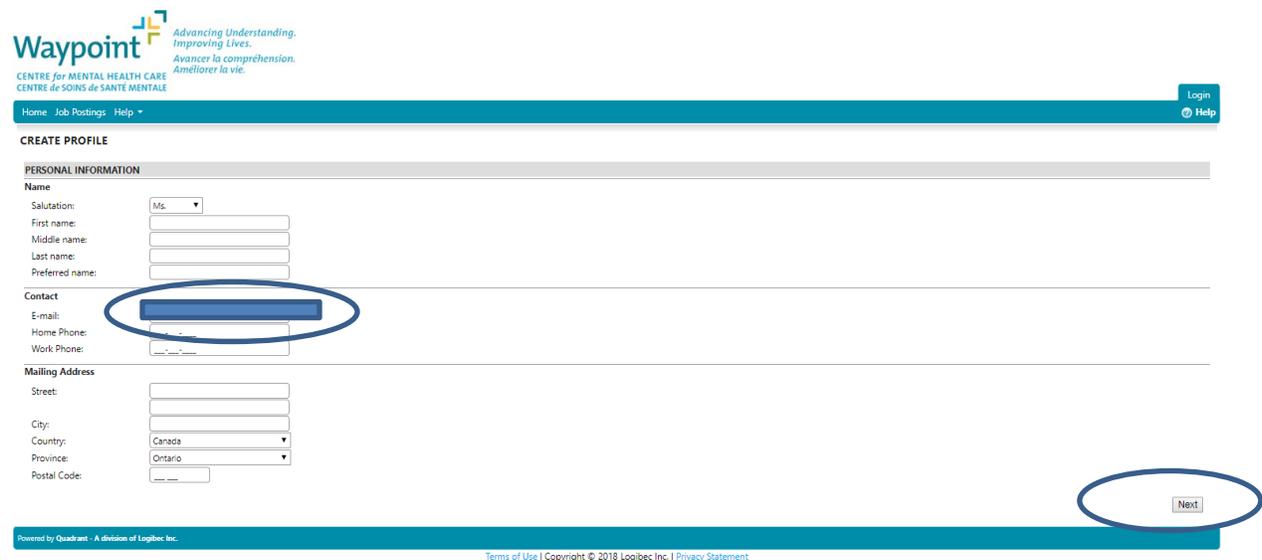


This is where you can view the details of the posting, including the key accountabilities and qualifications/requirements. If you would like to apply to this position, please click the 'Apply' button.



### Step 3: Creating your Profile

Next, review your personal information. Take note of the email address in your profile. This is where all automatic notifications or correspondence with the Recruitment department will be sent.



You may be required to complete a questionnaire depending on the position you are applying for. Once you have completed the questionnaire, please click 'Next' in the bottom right corner.

The screenshot shows the Waypoint application profile page. At the top left is the Waypoint logo with the tagline "Advancing Understanding. Improving Lives." and "Avancer la compréhension. Améliorer la vie." Below the logo is the text "CENTRE for MENTAL HEALTH CARE" and "CENTRE de SOINS de SANTÉ MENTALE". In the top right corner, there is a "USER GROUP" dropdown menu set to "Talent Management". A navigation bar contains links for Home, Personal, Managers, My Profile, Job Postings, Config, and Help. The page title is "EDIT PROFILE". A message states: "Your application profile is incomplete. Please provide additional details before applying for Community Clinician RN Pool OPSANS-1." Under the "QUESTIONNAIRES" section, there is a table with one entry: "Employment QuestionnaireTEST". The first question is "1. Are you authorized to work in Canada?" with a dropdown menu showing "--- Select an Answer ---".

You may want to upload some additional documents to your recruitment profile (i.e. proof of registration, first aid certificate, etc.). This information will be attached to your general profile and available to view at any time. You will not need to reattach this information to every posting you apply to. **Note: you can upload your cover letter and resume to be saved into your profile. You will also need to upload them to apply for the specific posting on a later screen.** You will need to click 'Select' to choose the document you would like to upload, then click 'Upload File' to save it to your profile. Click 'Finish' when you are done uploading your document(s).

The screenshot shows the Waypoint application profile page, specifically the "ATTACHMENTS" section. The header and navigation bar are identical to the previous screenshot. The "ATTACHMENTS" section has a sub-header "Attachment" and a table with one entry: "Recruitment test external.docx". Below the table, there are two buttons: "Select" and "Upload File", both of which are circled in blue. At the bottom right of the page, there are two buttons: "Previous" and "Finish", with "Finish" also circled in blue. The footer contains the text "Powered by QuadraNet - A division of Logibec Inc." and "Terms of Use | Copyright © 2016 Logibec Inc. | Privacy Statement".

## Step 4: Uploading your Resume

Now that you have completed your general profile, you may now upload your resume and cover letter to apply for the specific posting. Just as before, press 'Select' to find your documents and then 'Upload File' to add them to your application. Once you have completed this, click Finish in the bottom right corner.

The screenshot shows the 'APPLICATION COMPLETE' status. Below this, the 'GENERAL' section provides details for the job posting: 'Community Clinician RN Pool OPSANS-1', 'SANS OP Pool CCRN-1', '07/21/2016', 'Not Set', 'Active', and 'External'. The 'ATTACH DOCUMENTS - POSTING APPLICATION' section contains a text box with instructions: 'Attach any information such as a cover letter that you want to include for this particular posting application. This information is specific to this particular posting application only and will not be included in your general personal profile. You do not need to reattach any information that you already added to your personal profile.' Below this is an 'Attachment' table with the text 'No records to display.' and a 'Select' button circled in blue. To the right of the table is an 'Upload File' button also circled in blue. At the bottom right of the attachment area are 'Previous' and 'Finish' buttons, with 'Finish' circled in blue. The footer includes 'Powered by Quadrant - A division of Logibec Inc.' and links for 'Terms of Use', 'Copyright © 2016 Logibec Inc.', and 'Privacy Statement'.

**Note:** Please ensure you click 'Upload File' after selecting your documents or they will not be properly attached.

The screenshot shows the 'EDIT PROFILE' status. A message states: 'Your application profile is incomplete. Please provide additional details before applying for Community Clinician RN Pool OPSANS-1.' Below this is the 'ATTACHMENTS' section, which contains an 'Attachment' table with one record: 'Recruitment test external.docx'. To the right of the record is a 'Delete' button. Below the table is a 'Select' button and an 'Upload File' button circled in blue. At the bottom right of the attachment area are 'Previous' and 'Finish' buttons. The footer includes 'Powered by Quadrant - A division of Logibec Inc.' and links for 'Terms of Use', 'Copyright © 2016 Logibec Inc.', and 'Privacy Statement'.

Once you have submitted your application you will receive an email notification (to the email listed in your personal profile above) that your application is received. You will be redirected back to the list of available job postings. **Note:** check your junk mail if you don't receive the email notification. If you don't receive the notification, you may email [careers@waypointcentre.ca](mailto:careers@waypointcentre.ca) to check if your application has been received. Please put the competition number in the subject line of your email.

### Step 5: Viewing your Applications

After applying for the position, you will be redirected to the 'Job Postings' page. From here, you will see a green checkmark beside the position you have applied for. **Note:** If you don't see a green checkmark, you may email [careers@waypointcentre.ca](mailto:careers@waypointcentre.ca) to check if your application has been received. Please put the competition number in the subject line of your email.

**Waypoint** Advancing Understanding. Improving Lives. Avancer la compréhension. Améliorer la vie.  
CENTRE for MENTAL HEALTH CARE / CENTRE de SOINS de SANTÉ MENTALE

Home | My Profile | Job Postings | Help | Last Login: N/A | Welcome Test | Logout | Help

**JOB POSTINGS** View Details Update Application

ORGANIZATION	Description	Comp. Nbr	Application Status
...	✓ Shift Nurse Manager (TFT)	WC19-195	Not Available
...	Addiction Counsellor (TFT)	WC19-191	
...	Registered Social Worker (TFT)	WC19-190	
...	Central Intake Clerk (TFT)	WC19-194	
...	Patient Care Assistant (PT)	WC19-189	
...	Registered Practical Nurse (PT)	WC19-188	
...	Houselkeeper (PT)	WC19-154	
...	Registered Practical Nurse (PT)	WC19-187	
...	Registered Social Worker (PT)	WC19-185	
...	Registered Practical Nurse (PT)	WC19-184	
...	Development Officer-Special Events&Admin	WC19-183	
...	Database Administrator (FT)	WC19-173	
...	Occupational Therapist - SGS (TFT)	WC19-58	
...	Food Service Associate Pool (PT)	WC19-175	
...	Occupational Therapist (FT)	WC19-157/WC19-138	

Page 1 of 2, Items 1 to 15 of 23.

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**Congratulations! You have just applied for a job using Employee Self-Serve!**