



## Career Preferences – How Will They Help Me

From time to time our external recruiters will search career preferences on profiles when opportunities come up. When you complete this section in your profile it enables the recruiters to find you.

Important items to note when choosing **Career Preferences** on our system:

- **Do not select All Locations** but the ones you really want to be considered for.
- If you are moving to any of Interior Health's geographic locations and are not sure which community to move to, please explore our [Regions Page](#) to find out which areas appeal to you.
- We have several categories (see image below) for **Areas of Expertise** to pick from. Please choose only the ones you are qualified for.

Category:

- Clerical / Admin
- Diagnostic Imaging
- Electro Diagnostics
- Finance / Payroll
- Human Resources
- Information Technology
- Laboratory
- Licensed Practical Nurse
- Management / Leadership
- Materials Management
- Mental Health
- Other Allied Services
- Pharmacy
- Public Health
- Registered Nurse
- Rehabilitation
- Support Services / Other
- Trades

Your Areas of Expertise:

Add Area

Remove Area

## Career Preferences – How to Select

When you **Sign In**, and have not selected your **Career Preferences**, the image below will appear. Click **Yes** to continue with the selection process. If you are not ready to pick your preferences, you can select **No** and return to this section another time.

Room to Grow | Interior Health

Sign In | Create Profile

Home | Search for Careers

**Want to help us find YOU?!**

You have not completed the Career Preferences section of your profile. While not mandatory, Career Preferences help us to find YOU without you ever having to apply to a position. Tell us how much you want to work, where you want to work and your areas of expertise. If we are looking for candidates for hard to fill or other opportunities that match your profile we can easily find you.

Complete your Career Preferences now?

Yes No



Once you select **Yes**, you will see the image shown below. Click the **Manage My Profile** link and select **Career Preferences**. Then select the **Work Schedule** you are interested in, **Available Locations** and **Your Areas of Expertise**. When done, remember to click the **Save** button.

The screenshot shows the 'Manage Profile' page for 'Room to Grow | Interior Health'. The 'Career Preferences' tab is selected. The page includes sections for 'Work Schedule' (with checkboxes for Full Time, Part Time, and Casual), 'Available Locations' (a list of regions with 'Add Location' and 'Remove Location' buttons), and 'Your Preferred Locations' (an empty box). A 'Career Preferences Tips' box provides instructions on using Shift or Ctrl keys and saving preferences. The 'Your Areas of Expertise' section includes a 'Category' dropdown, 'Category's Areas of Expertise' and 'Your Areas of Expertise' lists, and 'Add Area' and 'Remove Area' buttons. A 'Save' button is located at the bottom left. Red arrows and boxes highlight the 'Manage My Profile' link, 'Career Preferences' tab, 'Work Schedule' options, 'Available Locations' list, 'Your Preferred Locations' box, 'Your Areas of Expertise' section, and the 'Save' button.

After clicking the Save button, the following image will appearing confirming your Career Preferences have been successfully updated.



Manage Profile

[Demographics](#) | [Attachments](#) | [Career Preferences](#) | [Email](#) | [Password](#)

Successfully updated Career Preferences.



You can return to your **Career Preferences** any time to update any of the boxes as often as you want.