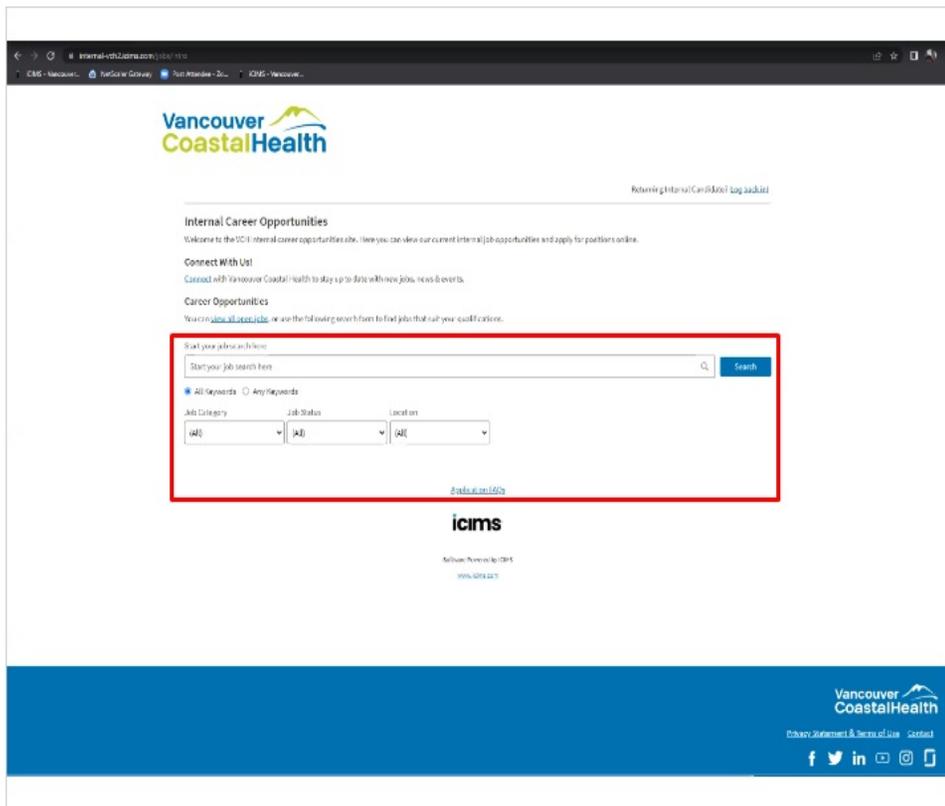


How to Search for Currently Available Opportunities

1. To search for currently available opportunities, open the internal career portal. <https://internal-vch.icims.com/>

Here, you can search by different criteria such as keyword search, job category, job status or location.



Conversely, clicking **'Search'** without filters will show all current opportunities within VCH. The job search will show the titles of the available jobs, as well as the start date, location, closing date and basic details of the job.

Selecting the job title will show more detailed information including additional fields as well as the job summary, qualifications and other details.

2. Before applying for a position, it's important to review your profile to see if any information needs to be updated. To do so, log back into the internal career portal, by clicking on **'Log back in'** on the upper right hand corner.

