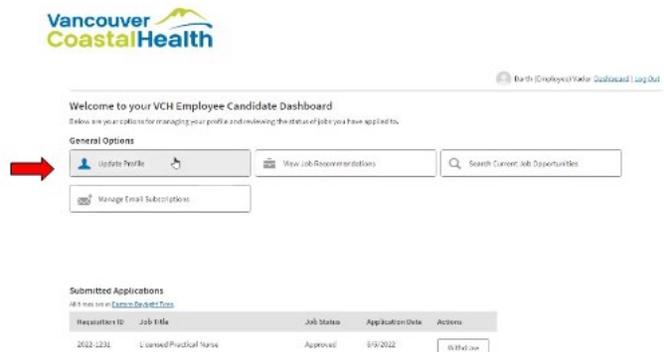


How to Update Your Profile

1. To access your profile, go to <https://internal-vch.icims.com/> and click on **'Log Back In'** on the upper right hand corner of the page. Once logged in, you will notice your name at the top.
2. Select **'Dashboard'**. The Employee Candidate Dashboard contains your profile, job recommendations, current job opportunities, and the opportunity to manage email subscriptions based on preferences. It also has a list of submitted applications along with the job status, application date and the option to withdraw.



3. Select **'Update Profile'**. The VCH Candidate Profile Screen will open. You are able to upload your current resume, a cover letter, and any additional documentation such as vaccine passport, work permit, or certifications. These can be uploaded directly from a computer or from file sharing services such as Google Drive or Dropbox. This is also that area to update login information for the VCH Careers site.



4. Scroll to **'Login Information'**. Please enter a memorable Login & Password into the fields provided. Your iCIMS/VCH CareerHub Login & Password can be used to access the Internal Career Portal as an alternative to logging in with your VCH network credentials via the Single Sign-On (SSO) option.
5. Scroll to **'SMS Text Messaging'**. If you would like to be contacted by SMS Text Messaging, you can give your consent here by selecting 'yes' from the dropdown menu. Note that consent can be changed at any time.
6. Under **'Contact Information'**, please enter your preferred first name (how you would like the recruitment staff to address you) (legal name address and email are entered from PeopleSoft), and update phone preferences.

Note: your legal name, address and email address are not editable in this screen as this information is imported from PeopleSoft Employee Record. **To make changes to these details, please contact Employee Records and Benefits.** <https://one.vch.ca/working-here/pay-benefits-expenses/employment-records>

7. In your profile, you can also enter in information related to education, licenses and certification and communicate past work experience.

Note: this replaces the form that was previously required for each internal application. Now, you will only need to make changes to education and experience as things change over time. The system will remember the information and transmit it along with the application.

The first time that you enter information into the Work Experience section, you must enter the oldest job first and work up chronologically to the most current position. Provide as much detail as possible, including the worksite, department, job title, start and end date, and the role description. Finally, indicate if the role was full time, part time or casual.

At the bottom of the screen there is a button that will allow you to add the most recent information into the Work Experience section.

8. If a mistake is made, you can click the 'X' to delete the field.