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1. How do I register or create an applicant account?

From the careers page, click “External Job Postings” and use the Job Seeker tool to search for a job. Once you find a job, click “Apply.”

Every time you apply to a position, you will need to add your resume, enter your personal information and add your cover letter (optional). (Please note, job seekers are able to submit a resume without creating a user name or password.)

It is very important that you read the job posting carefully and create a resume to highlight skills and experiences that relate to the job and its requirements.

[For tips on how to develop a resume, read this tip sheet.](#)

Please ensure you complete the required fields.

2. Can I apply via email or drop off my resume at the human resources office?

Applicants are required to apply online as we do not accept hand-delivered or emailed applications. If you do not have a computer at home, consider submitting your application using a computer at a local public library or community centre.

Get your application started now by visiting our career site and checking the current available job postings. [View all external job postings here.](#)

3. Do I have to submit a cover letter? To whom should I address it?

Unless indicated in the job posting, cover letters are not required. However, a cover letter can be a great opportunity to highlight your skills, qualifications and experience specific to the job posting you are applying.

Please address your cover letter to human resources.

4. Can I apply for more than one job at a time?

Absolutely! You may apply to multiple job postings that interest you and match your experience, skills and qualifications.

5. How often are jobs posted and for how long are the postings active?

New job postings may be added on a daily or weekly basis. You are encouraged to check our career site often. On average, each position is posted for one or two weeks.

6. How I can get notified about new job postings that match my skills and qualifications?

If you do not see a job posting that meets your qualifications at this time, please sign up for “Job Alerts” on our career site under “Job Seeker Tools.”

Fill in your first name, last name, email, select the job categories you desire and click “sign up.”

7. Can I make changes to my application?

Once you have submitted an application to a particular job posting, you will not be able to make edits or changes to that application. However, you can reach out to our human resources team at 613-722-6521 ext. 6104, or by email at HR.HelpDesk@theroyal.ca to request changes.

8. I missed the deadline for the job posting. Can I still apply?

We are unable to accept online applications beyond the posted deadline.

9. How can I be sure that my electronic application was received?

Upon successful submission of your application, users will see a confirmation message and receive a confirmation email indicating the application has been received.

10. I applied weeks ago but have not heard anything from the hiring department. What should I do?

Review of applications may take anywhere from six to eight weeks, or more, depending on the division/unit staffing needs.

We thank all those interested in working at The Royal, however due to the volume of applications only those selected for an interview will be contacted directly via phone or email.

The Royal Ottawa Health Care Group is committed to being an accessible workplace, which includes preventing, identifying, and removing barriers that impede an individual's ability to work here. Requests for accommodation can be made at any stage of the recruitment process.

11. I have applied to different positions but have not been invited for an interview yet, why am I not being called if I have the experience and qualifications required?

Applicants must meet the minimum qualifications of the posting to be eligible for further consideration. However, meeting the minimum qualifications does not automatically mean applicants will be interviewed.

Many positions at the Royal Ottawa Health Care Group are unionized which means there are collective agreements in place. The organization must consider applicants that are part of the bargaining units before recruiting applicants external to the organization.

We encourage you to apply to every position in which you are interested and matches your experience, skills and qualifications, including temporary or casual positions.

12. If I apply for one position, will I be considered for other similar positions or do I need to apply to each separate job posting?

Your resume stays on file only for the job posting to which you applied. You are encouraged to submit an application for each employment opportunity in which you are interested.

Occasionally, resumes are shared between hiring managers, however, there is no guarantee.

We highly recommend signing up for "Job Alerts" on our career site under "Job Seeker Tools." Fill in your first name, last name, email, select the job categories you desire and click "sign up."

13. Are background checks performed for all new employees?

All new hires are required to obtain either a criminal record check or vulnerable sector check as a pre-condition of employment. We will inform applicants during the recruitment process which record check is required.

14. Who should I contact if I have problems applying online?

For assistance, please contact the human resources team at 613-722-6521 ext. 6104, or by email at HR.HelpDesk@theroyal.ca.

15. Who should I contact if I require an accommodation during the recruitment process?

Requests for accommodation can be made at any stage of the recruitment process by contacting the human resources team at (613) 722-6521 ext. 6104, or by email at HR.HelpDesk@theroyal.ca.

16. Is my application kept confidential?

Yes. All applicant information is kept confidential and is only used for employment purposes.

17. How do I transfer my nursing registration from another Canadian province?

Please visit the [College of Nurses of Ontario](#) for more information.

18. How many references do I need?

All applicants are required to submit three references. Two references must be from a manager or leader.

It is important that you ensure that your references submit on time, as your application will be considered incomplete if it does not include three references.

19. Do I have to download the Zoom application in order to start my virtual interview appointment?

If you are using your mobile or tablet device, you will need to download the Zoom application on either Google Play Store or App Store, depending on your operating system.

20. [Click here to read our top tips for a job interview](#)

21. How do I submit an application to volunteer at the Royal Ottawa Health Care Group? How do I become a volunteer?

Volunteer opportunities are posted online at theroyal.ca.