



How to Apply for an Internal Vacancy in Atlas

Atlas by Workland is our new Applicant Tracking System (ATS), designed to streamline and enhance the recruitment experience for both applicants and hiring teams. This new platform provides a more user-friendly and efficient way to view and apply to internal opportunities, track application progress, and ensure a consistent process across the organization. As we transition to Atlas, our goal is to improve accessibility, transparency, and overall ease of use for all staff engaging with internal job postings.



Internal Postings

Internal vacancies can now be accessed on the hospital website at the following address:

<https://nbrhc.on.ca/join-our-team/careers/>

Be sure to click on the **Current Employees** button to access internal vacancies. Selecting the incorrect job board may impact your application, as it may not be recognized as internal and be missed during forwarding to the hiring manager for internal consideration.

New Applicants
Explore career opportunities
for external candidates

Current Employees
View career opportunities
for NBRHC staff

Note: Current NBRHC employees must apply through internal career opportunities, while external candidates must apply through external career opportunities to join the team.

[Guide to Applying for Internal Positions \(for NBRHC employees only\)](#)

The digital version of this guide is located just below the button.

Note: As part of this transition, the previous internal posting location (careers.nbrhc.on.ca/internal-postings/) will be phased out. Please remember to update any existing bookmarks to ensure continued access.

A note regarding job alerts

NORTH BAY REGIONAL HEALTH CENTRE



EMPLOYER PROFILE



INTERNAL JOBS



JOB ALERTS

Internal job alerts have been disabled at this time as we continue to develop this feature and ensure seamless access for all internal staff. While you will still see the option to sign up for job alerts, please note that it is currently linked to external postings rather than internal opportunities.

You can browse all available vacancies, use the filter feature  to narrow your search, or enter keywords to find specific positions.

Search
Registered Practical Nurse

All new postings will include the word ***NEW*** in the position title (as shown below). These roles are within the initial 3 or 7 day posting period, during which applications are reviewed by hiring managers as part of the seniority process.

Once the 3 or 7 day posting period has ended, the position will be automatically removed from the internal job board. Late applications will not be considered during the manager review period.

If the position remains unfilled after the initial review of internal candidates, it will be reposted on the job board. At that time, the ***NEW*** designation will be removed, and the posting will remain open for 6 months from the original posting date, or until filled.

When you find a posting that interests you, click anywhere on the tile to open and view the full posting.

NEW FOOD SERVICE WORKER {CUPE
This job is new and is within the 3 or 7 days initial posting time frame

Support Services

Location	Job type	Expires
Greater Sudbury, ON	Permanent	April 7, 2026 12:00

Position: Food Service Worker Department: Sudbury - Patient Food Services
QUALIFICATIONS
Certification/Experience/Knowledge:...

[See more](#)

FOOD SERVICE WORKER {CUPE C-26-
This job remains unfilled, late applicants can now be accepted

Support Services

Location	Job type	Expires
North Bay, ON	Permanent	July 7, 2026 12:00

Position: Food Service Worker Department: Patient Food Services The Food Service Worker is directly responsible for the provision of nourishments, supplies and...

[See more](#)

The following page shows a sample posting. It will look similar to the postings you may be already familiar with, but with a few key differences.

SAMPLE internal vacancy at NBRHC

North Bay Regional Health Centre

1

North Bay Regional Health Centre: Emergency Department - 50 College Drive, North Bay, Ontario P1B 5A4

1 Position available

2

Published internally on: March 9, 2026

Expires internally on: March 13, 2026

3



JOB DESCRIPTION

Position: Sample Vacancy

Department: Patient Experience & Quality

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Position Summary

The Patient Experience Coordinator supports the delivery of high-quality, patient-centered care across the organization. Working collaboratively with clinical and administrative teams, the Coordinator assists with initiatives that enhance patient satisfaction, improve communication between care teams and patients, and support continuous quality improvement efforts.

The successful candidate will help coordinate feedback processes, assist with patient engagement initiatives, and contribute to projects that strengthen the overall care experience for patients and families.

QUALIFICATIONS

Certification/Experience/Knowledge:

- Post-secondary diploma or degree in Health Administration, Business Administration, Social Sciences, or a related field **required**
- Two (2) years of experience in healthcare, patient services, customer service, or a related environment **an asset**
- Demonstrated ability to work collaboratively within interdisciplinary teams **required**
- Strong written and verbal communication skills **required**
- Excellent organizational and time-management abilities **required**
- Experience working with confidential information and maintaining privacy standards **an asset**
- Proficiency in Microsoft Office applications (Word, Excel, Outlook, PowerPoint) **preferred**

Skills/Abilities:

- Experience working in a hospital or healthcare setting

APPLY



Job type

Temporary / Full-time

6



Work shifts:

Day, Night, On Call, Evening, Weekend

7



Work location

On site

8



Salary:

\$20.00 - \$40.00 CAD Hourly

9

Required documents

CV

Optional documents

Cover Letter

Other

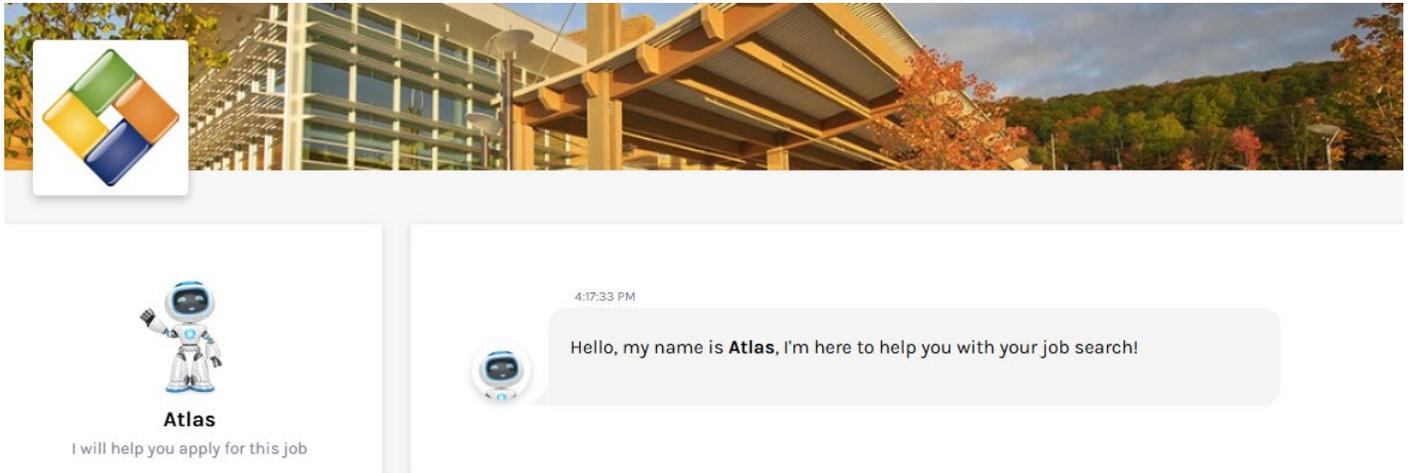
10

- Site – Main site, King Street, Cartier, Kirkwood, etc.
- Number of vacancies available
- Date posted and closing date
Important: The posting will be flagged *NEW* and initially be visible on the internal jobs page for the period required by the applicable collective agreement (3 or 7 days). If no internal applicant is selected after the initial management review process, the posting will be reopened and remain visible until the position is filled.
- Department and Position – Additional key information may also be included here, such as FTE, Information Posting, etc.
- Job Description – This section will outline the required, preferred, or asset certifications, experience, and skills for the position.
- Job Type – Temporary or Permanent; Full-Time or Part-Time.
- Hours (Work Shifts) – Note- instead of ‘*all shifts*’ postings will now indicate ‘*varies*.’
- Work location – Most positions at NBRHC are on-site. If the position is remote or hybrid, it will be indicated here.
- Salary Range – Note: Only two decimal places will be displayed in Atlas, rounded down. For example, if the salary range in the collective agreement is \$29.303 – \$34.879, it will appear in Atlas as \$29.30 – \$34.87. This rounding is for posting purposes only. The full amounts to three decimal places will be used on offer letters and processed through payroll accordingly.
- Required documents – In some cases, specific documents (such as a resume/CV) may be required and will be listed here. Applicants will also have the option to upload a CV, cover letter, and up to five additional documents if they wish to include them.

Apply for the position

Now that you have reviewed the position and its requirements and feel it is a great fit for you, you are ready to apply. Click the blue “Apply” button.

On the next screen you will be guided through a series of questions by the Atlas bot. Please note that Atlas does not use AI. All scripts have been created by the Atlas team at Workland or by the Talent Acquisition team at North Bay Regional Health Centre.



You will be prompted to enter your email address. It is important to **use your personal email address** and to keep track of which account you use. If you enter your @nbrhc.on.ca email address, you may not be able to receive important notifications outside of the workplace or complete two-step verification. Only users with remote access to their NBRHC work email should use it for their Atlas Connect profile, as verification codes and application updates will be sent to this address.

This is also the first step in setting up an Atlas Connect profile, which allows users to view applications, save documents, and access questionnaires, interviews, and references. Your email address will be used as your login username.

Email

johndoe@gmail.com

Next

You will need access to your email to retrieve your verification code.

 Please first enter the verification code we emailed to you.

Verification code
06456226|

Validate verification code

You will also be prompted to enter your name and phone number. This information will be stored in your Atlas Connect profile and will only need to be provided during your initial application.

You will be asked if you would like to upload documents. This is typically optional for internal postings and may include your resume, cover letter, or supporting documents such as certifications or diplomas. In rare cases, you may be required to upload documents to continue your application.



[Optional document\(s\)](#)

Cover Letter	 
Atlas Cover Letter.docx (Size: 0.04 Mb)	
Other	

Uploaded documents are saved to your Atlas Connect profile for future use, and can be updated or removed at any time.

Pre-Selection Questionnaires

As part of the application process in Atlas, you will complete questionnaires designed to assess your experience, certifications, knowledge, skills, and abilities. These responses are reviewed by both Talent Acquisition and the hiring manager.

The questionnaire may include multiple sections. The first section contains standard questions required for all applicants. The second section is based on the job posting criteria and is presented in a checklist, multiple-choice format. Be sure to select all criteria that apply to you.

All responses should be completed honestly and to the best of your ability.



Part 2:
Question (1/2):
Certification/Experience/Knowledge
Select all that apply

- Post-secondary diploma or degree in Health Administration, Business Administration, Social Sciences, or a related field
- Two (2) years of experience in healthcare, patient services, customer service, or a related environment
- Demonstrated ability to work collaboratively within interdisciplinary teams
- Strong written and verbal communication skills
- Excellent organizational and time-management abilities
- Experience working with confidential information and maintaining privacy standards

To complete your application, click the **Apply Now** button. Applications that are not finalized will be considered incomplete and will not be submitted. Be sure to complete this final step.

The confirmation page has important information regarding the activation of your Atlas Connect account.



Your application has been sent !

You applied successfully to the position of **SAMPLE internal vacancy at NBRHC for North Bay Regional Health Centre**

Thank you for your interest in this job opportunity and taking the time to submit your candidacy. After reviewing your application, North Bay Regional Health Centre will be contacting you directly if your candidacy is retained for the next steps in the hiring process.



Since it is the first time you apply using this platform, you have received an email to activate your ATLAS Connect account, which will allow you to efficiently communicate and connect with North Bay Regional Health Centre throughout the selection process for this job. Don't miss this important step !

After you have Applied

You will receive an "Action Required" email prompting you to activate your Atlas Connect candidate portal. Please review this email carefully, as it will include important activation instructions and a temporary password required to access your account and create a new password.



Action required: Activate your ATLAS Connect candidate portal Inbox x



Careers Inbox <careers@nbrhc.on.ca>
to me ▾

4:32 PM (40 minutes ago) ☆ 😊 ↶ ⋮

Hello Atlas Testing,

You recently started or completed the application process for the position of **SAMPLE internal vacancy at NBRHC at North Bay Regional Health Centre**.

To allow you to efficiently communicate and connect with North Bay Regional Health Centre and to support you throughout the next steps in the selection process, an ATLAS Connect candidate portal was created for you.

ATLAS Connect has been designed to efficiently support candidates throughout the selection process and provides the following benefits:

- Ability to view employer information requests and action items
- Capacity to respond quickly to employer's requests during the selection process, including requests for interviews, references and additional questionnaires to fill
- Benefit from secured document transfer
- View list of all jobs applied
- Manage access to your confidential candidate documents
- Document storage to activate Quick Apply for other jobs
- Activation of custom job alerts

In order to benefit from all of the above, communicate efficiently with North Bay Regional Health Centre and make it fast and easy to apply to other jobs in the future, you will need to complete the ATLAS Connect activation process by clicking the following link:

[Activation link](#)



You will need to login with a temporary password the first time and will be redirected to choose a new password.



Here is your temporary password: XXXXXXXXXX

Workland Support



While the Talent Acquisition team is here to support you throughout this transition, the Workland Support Team is also available to assist. They're a friendly, knowledgeable group who can help guide you through each step of the application process.

Workland has created detailed step-by-step guides and FAQs to help users navigate the tools and processes they've built. You can access these resources at: <https://support.workland.com/en/support/solutions>

From the same site, you can also submit a support ticket if you encounter any issues or have questions along the way. The Workland team works in partnership with Talent Acquisition and should be treated with the same understanding and respect you extend to us.

FAQS

Q: Can I apply to an internal or external vacancy in person through Human Resources?

A: No. Paper-based applications are no longer accepted. The Atlas system is designed to guide you through each stage of the application process, making it simple and straightforward to apply online.

Q: What if I can't figure out how to apply for an internal position?

A: A Human Resources representative can show you how to apply using one of the kiosks located in the HR department. You can also visit the Workland Support site at <https://support.workland.com/en/support/solutions> for step-by-step guidance and answers to common questions.

Q: Will I be able to apply for jobs while on a leave of absence (LOA) or working off-site?

A: Yes. All staff members can apply for internal positions at any time and from any location.