How to Apply to a Job Posting – Internal Candidates

The following step-by-step guide will assist you through the application process for jobs posted on the City of Hamilton website.

Step	Action
1.	Visit https://www.hamilton.ca/jobs
2.	Click on "Review Job Postings"
3.	Login to My HR Info – Refer to MyHRInfo Employee Self Service for assistance with logging in
4.	Click "View Latest Jobs"
5.	Click on the job posting you are interested in to see the details of the job. Click "Apply for Job" to apply to desired job posting.
6.	The system will provide you a step by step application process. Complete each step and submit your application.
7.	Upon submission of your application, you will get a confirmation on the screen that your application has been successfully submitted. You will also receive an e-mail confirmation to your primary e-mail address in My Contact Information.

Application Tips:

- Applications or resumes will not be accepted through email
- You are only able to attach one file; if you are submitting a resume and cover letter, they must be saved as one file before uploading.
- Acceptable file types are: .doc, .docx, .txt, .pdf, .rtf
- Ensure the maximum size of the resume does not exceed 1MB
- The resume attachment file name must not contain more than 60 characters.
- The file name of your resume must not contain a period (".") unless it is directly before the filename extension
- Disable any Pop-Up Ad Blocker software you have on your computer. This type of software has shown to cause problems when attempting to attach resumes online.
- Disable any third-party toolbar add-ons that stop pop-ups, such as Google Toolbar. These add-ons may prevent you from viewing your resume attachment.
- If you do not have access to a computer or a mobile device, there are public computers available at your local library.
- Due to the high number of applications the City of Hamilton receives, only those selected to move forward in the recruitment process will be contacted.

Appendix A: Withdrawing an Application

Step	Action
1.	Click on "My Job Applications"
2.	Click "Withdraw" for the job opening you'd like to withdraw from
3.	System will request confirmation, click OK to proceed
4.	You will see the status of application changes from "Submitted" to "Withdrawn"