

Frequently Asked Questions



eRecruitment at Lakeridge Health

LH Careers - Lakeridge Health



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Lakeridge Health Careers

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1. What is eRecruitment?

eRecruitment is a new system implemented Monday January 6, 2014. All open vacancies are now posted on this system. Open vacancies are no longer available for viewing on MOX.

eRecruitment allows you to easily register and apply for a job.

2. How do I access eRecruitment?

To view and apply for jobs you must go to this link: <https://careers.lakeridgehealth.on.ca/erecruit/>

eRecruitment can also be accessed through any device with an internet connection. You can also access eREcruit through our Careers Page on our corporate website.

3. Where do I find job openings available to Lakeridge Health employees only?

You must register with your Lakeridge Health employee number. This way you will be able to access all job postings by Union/Non-Union/Management available to hospital staff only.

4. What if I don't register as a Lakeridge Health employee?

You will not be able to view job postings open to hospital staff only. You will be viewing jobs available only to external applicants.

5. How do I Register?

For detailed instructions click here: [How to Register for Lakeridge Health Staff](#)

When you access the eRecruitment site you REGISTER by clicking on the Register link at the top right of the screen. You must complete this step to access open job postings.



6. I need my employee number to Register – where do I find my employee number?

Employee numbers are found on your pay stub. You can access your pay stub through MOX.

7. Do I have to use my Lakeridge Health Outlook email account to register?

No. You can use any active email account you hold. Notifications will be sent to the email account you have registered with.

8. Does my password expire?

No. Your password does not expire.

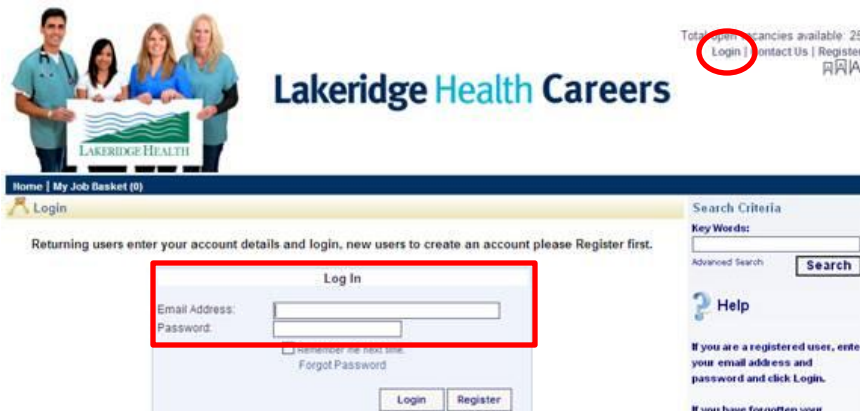
9. What if I forgot my password?

You can use the “Forgot Password” feature on the Log-In screen and a temporary password will be sent to the email address you have registered with.

10. How do I apply for a job?

You must log-in to VIEW and APPLY for jobs open to Lakeridge Health Staff only. For detailed instructions click here: [How to Apply for Lakeridge Health Staff](#)

Click the Log in link at the top right of the screen:



11. Some jobs ask that I attach a cover letter and/or resume – how do I do that?

We've created a step by step YouTube video to show you how to add documents to your application:

[Video - How to Attach a Cover Letter and Resume](#)

12. How do I know if I have applied to a job posting successfully?

You will be notified within 5 minutes of submitting your online application. The notification will be sent directly to the email account you have registered with.

13. Where do I find additional support with eRecruitment?

We are here for you!

To support you we have set up a number of classes to show you how to register and apply for a job. Go to the Education & Events Calendar on the Wave to sign up today.

If you need help right away or have general questions about eRecruitment please email:

careers@lakeridgehealth.on.ca , call your recruiter or call the Human Resources department at x 4612.

Small group eRecruitment system walkthroughs for your department and colleagues are available, feel free to contact Anna Johnston, Senior Recruitment Consultant at anjohnston@lakeridgehealth.on.ca