

## Nursing Graduate Guide to Searching & Applying for Positions

Are you a **nursing graduate** wanting to participate in the **Nursing Graduate Guarantee(NGG)**? You can register, search and apply for NGG job opportunities, upload your CV or create a CV on the HFOJobs web portal.

### Register First

**Step 1:** From the main HFOJobs portal page (accessible through [www.HealthForceOntario.ca](http://www.HealthForceOntario.ca)), select: **Nursing Graduate Guarantee Registration for New Ontario Graduates** found under the Welcome note.  
Then select **Nursing Graduate Guarantee Registration Form**.

**Step 2:** Fill in the required fields and **submit**.

### Search and Apply

To *search* and *apply* for Nursing Graduate Guarantee positions, you must:

**Step 1:** Select the **'Nurse Jobs'** tab.

**Step 2:** Complete the required fields based on your personal criteria.  
Ensure the **'Show only Nursing Graduate Guarantee positions'** checkbox has been checked.

**Step 3:** To view a posting, click on the position title (e.g. **Registered Nurse**). The position description will then populate. If you would like to apply for the position, select **'Apply for this Position'** at the bottom of the page.

**Step 4:** To submit your application, complete the **Apply for Position Form**, and select submit.  
Your application has now been submitted!

If you want to upload your CV or create a CV you must:

**Option A: Upload your own CV.**

To upload your own CV, select 'browse', locate the file on your computer, select 'open'. Ensure you select 'Click to attach your CV'.

**Option B: Attach your HFOJobs Registry CV.**

If you have created a CV using the HFOJobs Resume Wizard (found under 'My Tools'), you may attach it. Click on the checkbox and a checkmark will appear.

Follow the same steps for uploading your cover letter and your references (if applicable).  
If you would like assistance developing your CV and cover letter, contact the HFOJobs Support Office.

#### HFOJobs

163 Queen St. East  
Toronto, Ontario M5A 1S1  
Email: [HFOJobs@hfojobs.ca](mailto:HFOJobs@hfojobs.ca)

**Toll Free:** 1-800-463-1270  
**Tel:** 416-862-2200 (press 6)  
**Fax:** 416-862-4819



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## Next Steps

Once you have applied for a position, the employer will contact you if they wish to schedule an interview. If you would like assistance with preparing for your interview, please contact the HFOJobs Support Office and we will guide you through the process.

## Accepting a Position

If you receive an email notifying you that you have a job offer, you can view the offer under the 'My Tools' section of the HFOJobs Registry. You must 'accept' or 'decline' the offer through HFOJobs in order to participate in the NGG. Make sure the position you accept is the right position for you. Remember – you may only accept one offer. Once you have accepted the offer, your account automatically changes from an NGG account to a regular nurse account and you can still utilize the HFOJobs website.

Remember, we provide support to help you with any questions you may have about the site. Should you require assistance with your CV, cover letter, interviewing tips or any other part of your job search, please call 1-800-463-1270 or email: [HFOJobs@hfjobs.ca](mailto:HFOJobs@hfjobs.ca).

## The Nursing Graduate Guarantee

All questions pertaining to the Nursing Graduate Guarantee should be directed to the Nursing Secretariat:

### Nursing Secretariat

12th Floor, 56 Wellesley St. W.

Toronto ON M5S 2S3

**Tel:** 416-327-9689

**Fax:** 416-327-1878

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