

# Internal Applicants who cannot Access Internal Postings (with or without IDIR)



There are a number of circumstances where job applicants are eligible to apply to BC public service internal job postings but are unable to view and apply for these postings in the Recruitment Management System.

Examples include:

- Auxiliary employees on layoff with recall rights
- Employees on leave (e.g. maternity leave, LTD or pending LTD, deferred salary leave, etc.)
- Former employees (e.g. interns, etc.) who have in-service status under collective agreement provisions for a specified time
- Eligible employees who work for an Agency, Board or Commission that does not use IDIR authentication (e.g. Liquor Distribution Branch).

## How to log in to the Recruitment Management System:

### A) *Employees on long term leave / auxiliary employee with recall rights / former employees who can no longer access their RMS account:*

Your internal RMS profile will automatically switch to an external profile if you provided your personal email address in [Employee Self Service \(PeopleSoft\)](#). Your personal email address will become your login ID to access your RMS account. **Please do not create a new external profile.**

If you applied to a job after March 26, 2018 and added a secondary email address to your RMS account (before you left), your secondary email address will become your login ID to access your RMS account.

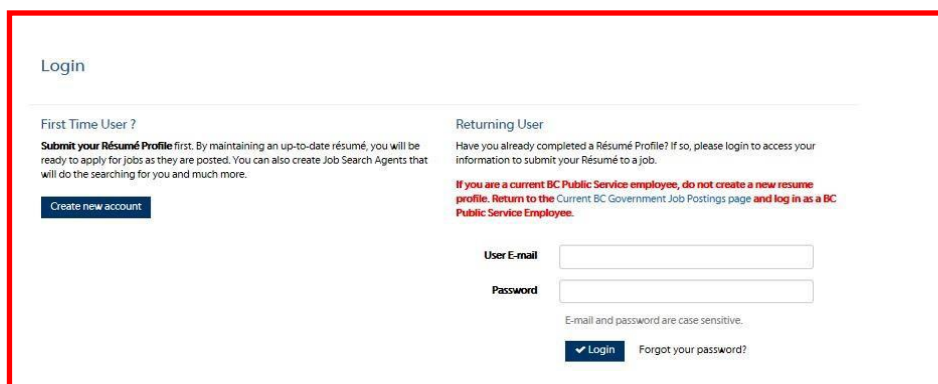
If you did none of the above, you will need to provide a personal email address to [BCPSA.Hiring.Centre@gov.bc.ca](mailto:BCPSA.Hiring.Centre@gov.bc.ca) and your email will be attached to your profile. Once this is complete you will receive a system email notification asking you to reset your password.

**Note:** In each of the scenarios (above), the first time you log in to the RMS, click on **Returning User** to log in, use your personal email address as your user ID and click **Forgot your password?** to reset your password.

### B) *Employees of government organizations (e.g., LDB) who do not use IDIR and are eligible to apply on internal postings:*

If you were involved in an active or open job competition on March 19, 2018, your RMS profile (name, address, email, phone number) was transferred into the new system. The first time you log in to the RMS, click on **Returning User**, use your email address as your user ID and click **Forgot your password?** to reset your password.

If you were not involved in an active or open job competition at that time, your RMS profile was not transferred and you will need to create a new profile and resume to apply for BC Public Service Job opportunities.



### How to apply for external job opportunities:

To search and apply for external job opportunities, go to the [Current BC Government Job Postings on MyHR](#), click on External Applicants (non-BC government employees). You must log in to apply for a job.

### How to view internal job postings outside the RMS:

Use this link to view the internal job board: <https://bcgovinternaljobpostings.gov.bc.ca>. The job board contains only internal job opportunities and is refreshed every hour. The job listings include requisition number, job title, ministry, location, posting open and close dates. When using the job board:

- Use the 'Filter Options' to search for jobs
- Use pagination at the bottom of the screen to view additional job pages
- Click on the job title to view the Job Details page and the job profile
- Click on the column title to organize the jobs in ascending / descending order.

### To Apply for internal job opportunities:

To apply for an internal job opportunity accessed at the above link, you must submit your application via email to [JobOpportunities@gov.bc.ca](mailto:JobOpportunities@gov.bc.ca) before the close date. **All postings close at 11:00 pm on the close date.** Your email application must include the following information:

**Subject:** Non-IDIR Job Application (Requisition Number #####)

**Email Body:** Please submit my job application on my behalf for the following job opportunity:

**Requisition #:**

**Job Title:**

**Ministry Name:**

**First and Last Name: Employee number:**

You will receive an email notification to confirm we have applied on your behalf.

If the application requirements include completing an online questionnaire, you will receive a copy of the questionnaire for your completion. You will be required to complete the questionnaire (if applicable) and email the completed questionnaire to [JobOpportunities@gov.bc.ca](mailto:JobOpportunities@gov.bc.ca) by 11:00 PM on the advertised closing date.

**Need Help?**

Email the Hiring Centre at: [BCPSA.Hiring.Centre@gov.bc.ca](mailto:BCPSA.Hiring.Centre@gov.bc.ca)

For general information about how to create or update your profile and how to apply for a job, please refer to the [Job Application](#) page on MyHR.