



# HOW TO REGISTER YOUR CV ON THE MHR CAREER WEBSITE AND APPLY FOR VACANCIES

## REGISTER YOUR CURRICULUM VITAE (CV) ON THE MHR CAREER WEBSITE

- It is advisable to sign in via a computer or laptop on the Career Opportunities web page, to view all the required fields.
- **If you have already registered your CV on the Mediclinic Career website**, use the same email address and password to sign in on the MHR Career website.
- Visit [www.mhr.co.za](http://www.mhr.co.za)
- Go to **Career Opportunities** and click on **'Click here for more'**
- Once the Career Opportunities web page opens, click on the **Career Opportunities** link.
- Click on **Create Account** at the top.
- Complete all the fields, enter the security code image and click on **Create**.
- Do not only attach your CV as a document. Continue to complete **ALL** applicable fields on the web page, including **Personal Details | Employment Details Educational Qualifications | Professional Affiliations (If registered with a professional council) | Contactable References**.

## IMPORTANT INFORMATION ABOUT YOUR CV

- Include comprehensive information about your employment duties and responsibilities, as well as a market-related required basic monthly salary, as this is crucial information for a recruiter.
- Click on **Add** next to **Attachments** should you wish to upload any other relevant documentation. The file size limit is 600KB per attachment.

### TIPS FOR ONLINE CV

- **To maximise your chances for a successful employment application, we encourage you to ensure that your information is complete, up to date and relevant.**
- **You are able to copy and paste information from your CV.**

## SET UP JOB ALERTS

- Set up job alerts to ensure that you receive notifications when applicable career opportunities are advertised on our website.
- Sign in with your email address and password. Refer to the **Go To** section on the left-hand side.
- Click on **Set Alerts**, click on **Collapse** and select the SMS or email option(s) under the applicable categories. You will receive an SMS or email per job alert.
- Once you have ticked the applicable options, click on **Save**.

## APPLY FOR ADVERTISED CAREER OPPORTUNITIES

- Sign in with your email address and password.
- Refer to the **Go To** section on the left-hand side and click on **Browse Categories** or **Browse and Apply**.
- View job opportunities listed under the categories and different regions.
- Click on **View Details** next to the specific job advertisement. A web page with the job requirements and key outputs will open. Should you wish to apply, click on **Apply** at the bottom.
- A web page with **qualifying questions** will open. Please select the applicable answers from the drop-down menu or type the required information in the open field(s) if requested.
- If you applied for a career opportunity via your **LinkedIn** profile, refer to your profile on the MHR Career website and make sure all the relevant fields are completed.

### IMPORTANT NOTE

If you contact MHR to apply for a position on your behalf, this does not guarantee an interview as it is only a service MHR provides.

