

MEMO



To: All Employees
From: Ralph Hatem, Manager, Human Resources
Date: April 12, 2023
Subject: NJOYN Launch (May 8, 2023)

Dear PRH Employees,

As we continue to make progressive changes to our processes, we are embarking on a key improvement to our recruitment function with a new system called **NJOYN**. This tool which will allow us to better manage our recruitment standard work, and enhance our employee and candidate experience when applying to opportunities.

We want to equip our employees, our managers, and the HR team, with an easy-to-use recruitment tool that will allow for a streamlined approach.

With NJOYN, Employees will be able to:

- Create/update their profile
- Apply to job opportunities (on their computer, smartphone, or tablet)
- Create a Career Alert to be notified of new job postings
- Share job postings with a click of a button

Managers will be able to:

- Submit requisitions digitally
- Review applicants to their posting
- Check the status of their competition
- Customize application questions

Go live date: **May 8, 2023**

On **May 8, 2023**, NJOYN will go live, upon which we invite you to visit the Careers section of our website. Once you have accessed the current opportunities page, navigate to **My Profile**, enter your email address as **New Applicant** and follow the instructions to create a profile. You will need to create a profile as a new applicant even as a current employee.

Please note, following the go live date, we will no longer accept paper applications. You are able to create a profile and submit applications from your smartphone, your tablet, your personal computer, or the shared computers.

If you have any questions, please reach out to your HR Consultant:
Micayla Sewell (micayla.sewell@pemreghos.org) or
Shelby Roy (shelby.roy@pemreghos.org)

Please view the attachment to view information on NJOYN Learning Sessions.

Access to the Internal and External posting board will be posted here:

<https://www.pemreghos.org/hr>

NJOYN user guides will be posted on Staff Resources:

<https://www.pemreghos.org/staffresources>

While our HR Consultants are always available to field your questions, we also have additional support through our eRecruitment provider: NJOYN. They can assist you in creating your profile, managing your profile, navigating the system and any technical issues you may experience.

Email address: candidate.njoynhelp@cgi.com

Phone number: 1-877-427-7717

Hours of operation: 8:00 a.m. – 8:00 p.m. EST