

# Thank you for choosing to apply for a job with Good Samaritan Hospital



## On-Line Employment Application Tips

### Getting Started

- Watch for Pop-Up Blocker notifications. You will need to turn pop-up blockers off or click to allow for the site to display.
- Jobs are posted on the site by category. If you are unsure which category a particular position is in, leave search indicators on ALL.
- To view information about a single job you can click on the title of the position. To view more than one job, select the box in front of each job you want to see more details about.
- You only need to apply for each position of interest ONE time. If there are positions you are interested in that are not open, you can set up a Job Agent, a free email communication process that notifies you when specific jobs become available. (You must register and have a VALID email address for this service.) If you have never applied or registered you can Register by clicking Log In Now at the bottom of the Search page, then click on Register at the bottom of the Log In box.

Once you choose a position and Click to Apply you will need to complete an Applicant Registration (first time applicants) or Log In as a Returning User to access your last application. **For First Time Applicants: Please be sure to save your User ID and Password for future logins.** Prior to 4/07 applications were saved under an email address and password. If you have applied prior to 4/07 and saved your application with an email address, you can use that email and password to login. You will then be required to complete the NEW Registration page.

- The Applicant Registration allows you to access your last completed application whenever you login to apply for new job titles or position postings. Once you access your application you can edit with new or updated information before you Submit.
- An email address is a Required Field in the User Registration process.
  - Please Note - If you DO NOT have an email account, you can enter yourname@noemail.com as your email address. Example: sallyjones@noemail.com This will NOT work for Job Agent or communication with Human Resources, but it does allow you to complete the User Registration.

- Some positions will begin with a pre-qualification page. These questions help us to screen applicants to only those who meet specific minimum requirements. This helps you to avoid wasting time completing an application for a position for which you are unable to work. Shift availability questions are often listed here.

## Now for the Application

- Once you begin the process, **save your work often, in case your Internet connection is lost. You can save a partial application and return to it at a later time.**
- Answering as many of the questions and fields in the application as possible will be helpful when your application is being reviewed. **Any field with a red asterisk \* is a required field** and you will not be able to ultimately submit your application until you complete those fields. If a field is required and you are not willing to provide the information at this time (such as SSN), you can enter an obviously invalid number such as 222334444 and simply state in the resume section that you will supply all needed information in person at an interview. Please note this is a SECURE site and SSN # will be masked.
- To move through the application you can tab from field to field or use the scroll button on the mouse or the arrow keys. **DO NOT USE the BACK BUTTON ON YOUR WEB BROWSER.** Doing so will take you out of the application program and the information entered to that point will be lost causing you to start the application over.
- Be sure to complete the fields of information in the format requested.
  - For example, date fields should be in a mm/yyyy format. May 12, 1967 would therefore be entered as 05/1967. Don't forget the slash.
  - Don't forget area codes and dashes when typing telephone numbers.
- When it comes to including a resume or cover letter, the program makes it simple for you to copy and paste your document into the application. Please note that you do NOT need to have a resume. You can simply answer the questions asked throughout the application. Some people are proud of the format and design of their resume. Don't worry. Should you be selected for an interview, you are welcome to bring a paper copy at that time. Do not substitute your resume for completing the application. Resumes don't always supply all the information we need and want from you.
- Once you click the gray Submit button, please be patient (do not click Submit multiple times). You will be prompted for some additional information necessary for background checks. Fields with a red asterisk\* are required. (This information is NOT part of your application.) Additional prompts for information about your ethnicity and veteran status are voluntary, but helpful to the Hospital in complying with various employment regulations and practices. The information you report here is NOT attached or included with your application.
- You should receive a Thank You and **Continue to Survey** link. Please go on and complete the survey as it will be required before interview.

## I've Completed My Application, Now What? CONGRATULATIONS!

- If you registered using a valid email account, you will receive a message from [gsh@gshvin.org](mailto:gsh@gshvin.org) notifying you that your application was received. (Please note this email address sends outgoing messages only. Please do not respond to these messages).

- The Log In Now link at the bottom of the Job Search Screen allows applicants to Log In to change their account profile, check the status on their applications, see an application history and to Create a Job Agent. (Formerly Career Mail, it is an automatic email notification for jobs of interest to you.)
- If you did not register with a valid email account, the Hospital will call you via telephone if you are selected for an interview.

**Thanks again for applying. Good luck with your job search!**