



Internal Application Instructions

The instructions below are intended to assist you in submitting your Internal Candidate application.

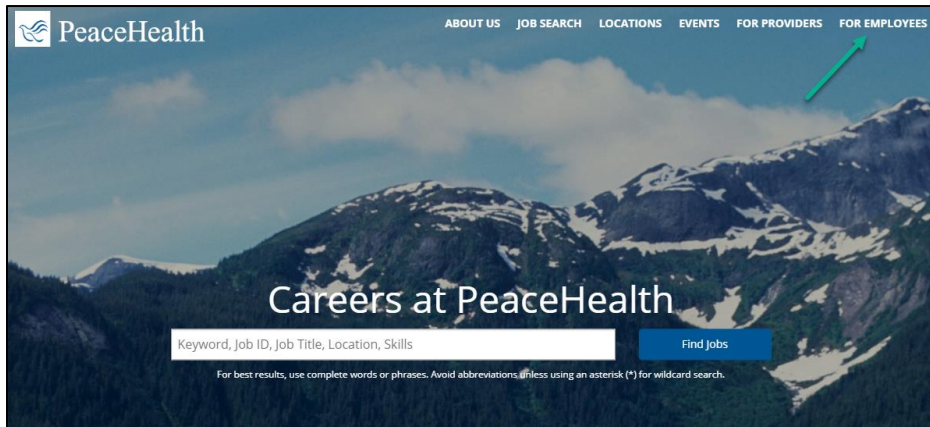
For questions regarding the application process, please contact recruitment@peacehealth.org.
Please note this email does not accept resumes or applications.

Logging In

For use when applying to positions from home (or a non-PeaceHealth device)

Visit our PeaceHealth Careers site at <http://careers.peacehealth.org>.

Select **For Employees** in the upper right hand corner to view our currently available positions for our internal caregivers.

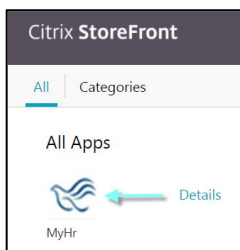


If you are using an external (non-PeaceHealth) device, such as a personal computer or phone, you need to login to the PeaceHealth network using Multi-Factor Authentication (MFA). This involves logging in with your 3x3 and password, and then entering a code that is sent via text message or email.

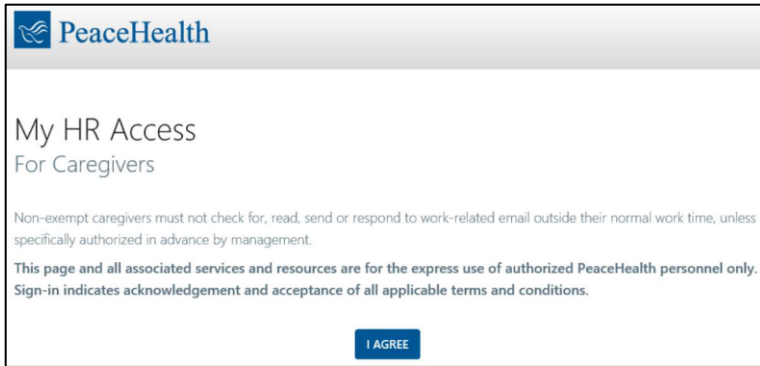
Select Internal Applicant Link to be directed to the sign on page.

Connect to the PeaceHealth network by entering your 3x3 and password.

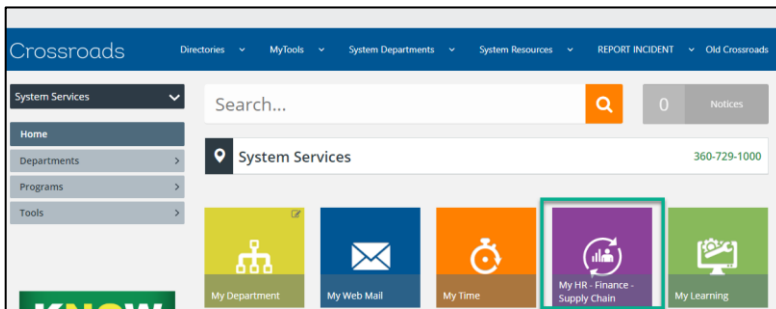
Select My HR.



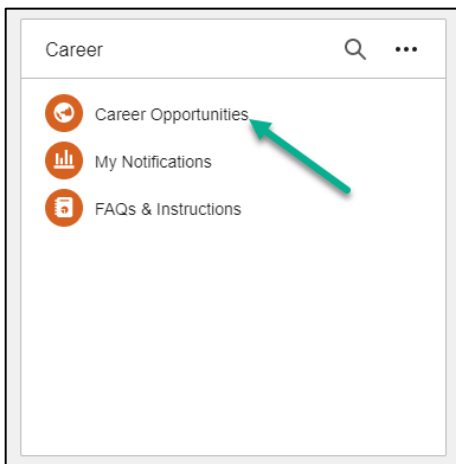
Read the statement and select I Agree when ready to proceed.



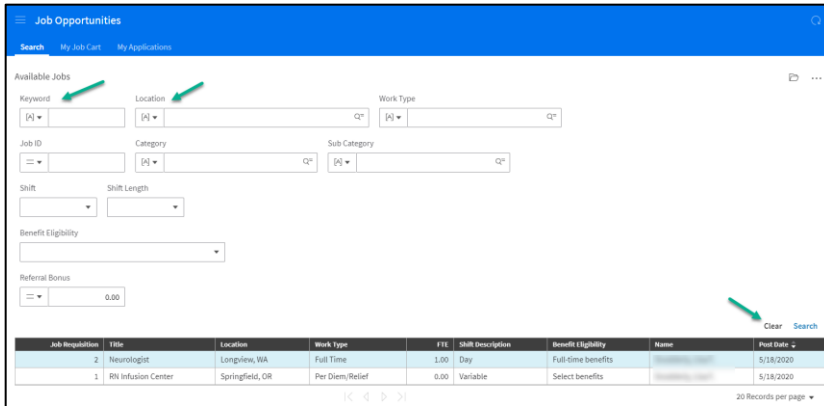
From Crossroads, click the My HR-Finance-Supply Chain tile to access the Caregiver Homepage.



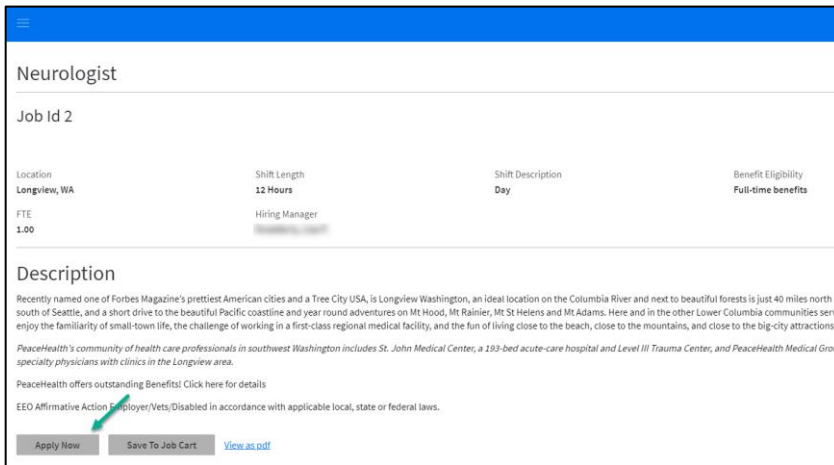
From the caregiver homepage, navigate to the Career tile and select **Career Opportunities**.



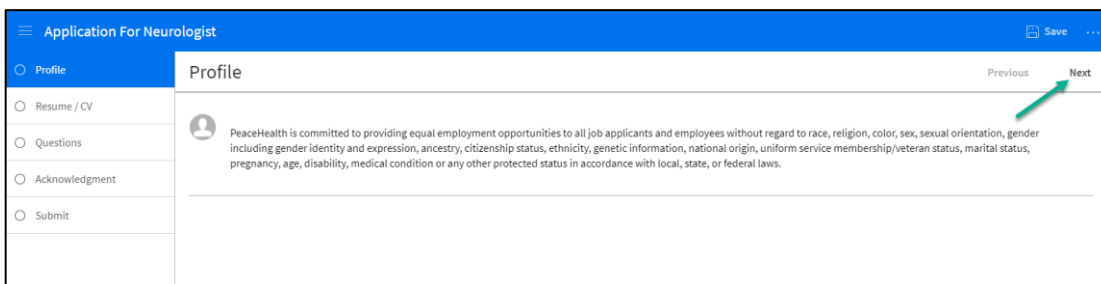
You are able to search for a position via keywords, work type, Job ID, category, sub category, shift, shift length or benefit eligibility. Please note that the more specific the search criteria, the more limited the results. To clear any search criteria, select Clear.



Once you locate a position you want to apply for, double click on the position and select **Apply Now** at the bottom of the page. You can also save the job to your job cart to apply later.



To navigate through the application, select **Next** in the upper right-hand corner. The next several tabs will walk you through the application process.



On the **Resume/CV** tab, click **Attach** to include your resume on the application. Select **Add To Resume/CV tab In My Profile To Use On Other Applications** checkbox if you wish to add this resume to your profile for future applications. You can repeat this process to add a cover letter or other documentation. When you are done, click **Next**.

On the **Questions** tab, answer any position specific questions and select **Next**.

On the **My History** tab, click **Create** to add to your employment history. For each position you add, fill in the fields and click **Submit**. After selecting submit, if you wish to edit any information, double click on the line item to update information. Repeat this process for your education history.

Your PeaceHealth employment history will show under **Current Employment History**. This is non-editable. When you are done, click **Next**.

On the **Talent Profile** tab, click **Create** to add any credentials/licensure, if necessary. When you are done, click **Next**.

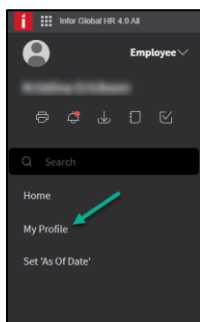
Read the statements on the **Acknowledgment** tab and click **I Agree**. Click **Next**.

Click **Submit Application**.

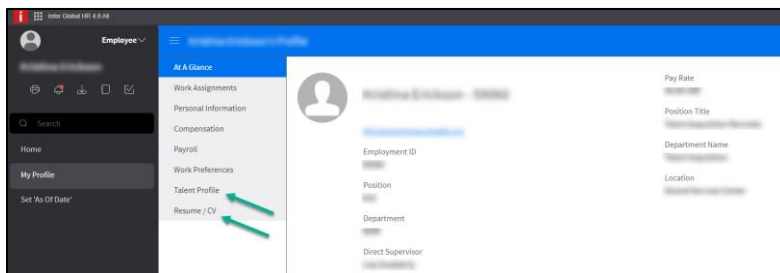
After submitting your application, you can view a list of all your applications or return to the **Job Search** page.

Updating your Internal Candidate Profile

To update information on your profile, select **My Profile**. Update information at the profile level for it to flow to all future applications. This will prevent you from having to update applications every time.

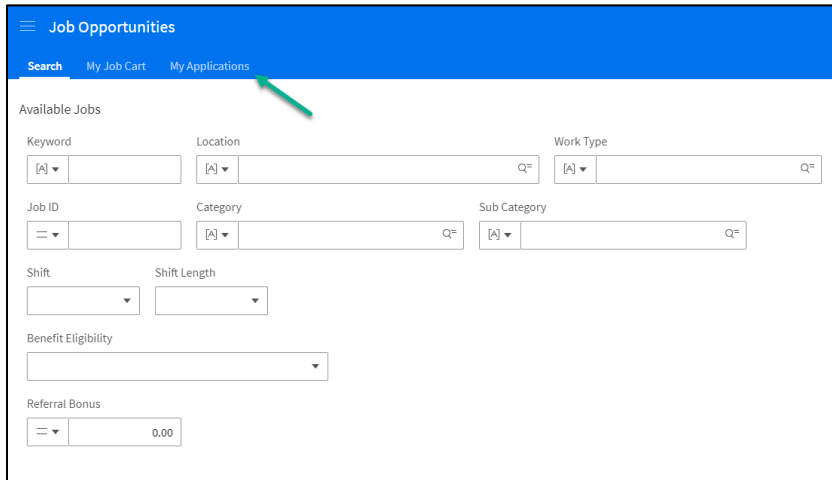


To update your Talent Profile or Resume, select either of these tabs from the left-hand menu.



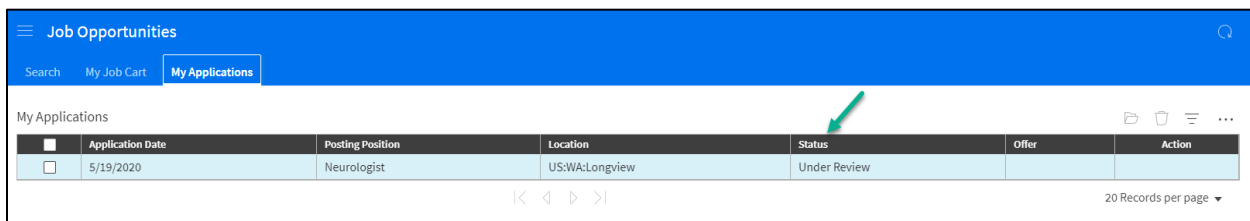
Application Status

To check the status of your application, select **My Applications**.



The screenshot shows the 'Job Opportunities' search interface. At the top, there are three tabs: 'Search', 'My Job Cart', and 'My Applications'. A green arrow points to the 'My Applications' tab. Below the tabs are various search filters including Keyword, Location, Work Type, Job ID, Category, Sub Category, Shift, Shift Length, Benefit Eligibility, and Referral Bonus.

The **status** of your application is visible under the title of the position.

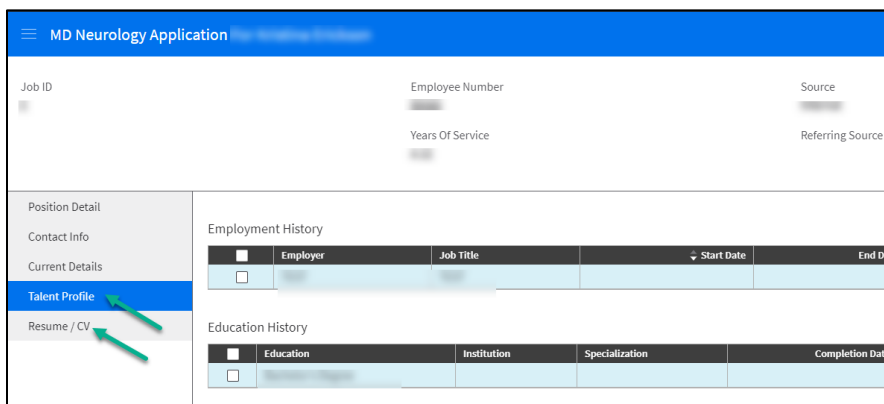


The screenshot shows the 'My Applications' table. A green arrow points to the 'Status' column for the 'Neurologist' position, which is 'Under Review'. The table has columns for Application Date, Posting Position, Location, Status, Offer, and Action.

	Application Date	Posting Position	Location	Status	Offer	Action
<input type="checkbox"/>	5/19/2020	Neurologist	US:WA:Longview	Under Review		

You can update application details by double clicking on the position and accessing the tabs on the left.

Note: Your application can only be edited if it has not been reviewed by the recruiter.



The screenshot shows the 'MD Neurology Application' details page. On the left, there is a navigation menu with tabs: 'Position Detail', 'Contact Info', 'Current Details', 'Talent Profile', and 'Resume / CV'. The 'Talent Profile' and 'Resume / CV' tabs are highlighted with green arrows. The main content area shows 'Employment History' and 'Education History' tables.

To withdraw from a position you no longer wish to be considered for, select

Withdraw from the upper right-hand corner.

The screenshot shows a web application interface for 'MD Neurology Application For'. At the top right, there are navigation buttons: 'Acknowledgment', 'Review Application', and a dropdown menu. The dropdown menu is open, showing options: 'Previous', 'Next', 'Refresh', 'Withdraw' (highlighted with a green arrow), 'Options', and 'Drill Around*'. Below the navigation, there is a table with columns: 'Job ID', 'Employee Number', 'Source', 'Years Of Service', and 'Referring Source'. The main content area is titled 'Position Detail' and includes sections for 'Contact Info', 'Current Details', 'Talent Profile', and 'Resume / CV'. The 'Description' section contains text about the position and the organization, including 'PeaceHealth's community of health care professionals in southwest Washington includes St. John Medical Center, a 193-bed acute-care hospital and Level III Trauma Center, and PeaceHealth Medical Group, a group of primary care and specialty physicians with clinics in the Longview area.' At the bottom, it states 'EEO Affirmative Action Employer/Vets/Disabled in accordance with applicable local, state or federal laws.'