

Accessing Applications

Checking the status of submitted applications, editing, or withdrawing applications.

- 1. Access PeaceHealth's external Career Site.
- 2. Choose Sign In.



- 3. Return user, select Login and enter your username (email address) and password.
 - a. Note: If you forgot your password, select "Forgot password?"



4. Edit any **Profile** information.





5. Add or Edit Employment History, Education, Attachments and Credentials.

Employment History		Education +	
Patient Access Rep	March 2020 - August 2021 (1 year)	Bachelor's Degree Bachelor of Arts in Nursing	
Patient Access Rep	October 2019 - March 2020 (5 months)		
EMR Specialist	November 2015 - October 2019 (3 years)	L	
Teacher Aide	October 2015 - November 2015 (1 month)		
Patient Access Rep	March 2015 - September 2015 (6 months)		
V	D N		
Attachments +	Profile Questions		
Uploaded: 8/2/2023 View	Are you 18 years of age or older? Yes		
	Are you authorized to work in the United States? Yes		
	Will you now or in the future require immigration/employm	ent sponsorship to work in the United States?	
	Do you consent to receiving all text messages during the re- Yes	cruitment process (examples include, but are not limite	
Credentials +			
Adv Cardiac Life Support Adv			

- 6. Select **Applications** to find a list of all the applications you have submitted.
- 7. Find the application you wish to edit or withdraw.

୍ Search	
Jobs	
Home	
Job Search	
Profile	
Applications	
Saved Jobs And Alerts	

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



- 9. To see the application select, **View.**
 - a. **Note:** Your application can only be edited if it has not been reviewed by the recruiter.

Applications			
RN - Employee Health - 58955 Under Review		US:WA:L Applied: 11	ongview. /22/2023
		Withdraw	View
Nurse Manager - Nursing Float Pool - 58919 Under Review		US:WA:V Applied: 11	ancouver /20/2023
		Withdraw	View
Administrative Assistant - Marketing & Communications - 58952 Under Review		US:WA:V Applied: 11	ancouver /20/2023
		Withdraw	View
RN - Rehab Prospective Payment System - 58953 Offer Accepted		US:WA:V Applied: 10	ancouver /26/2023
W	ithdraw	Review offer	View
RN Clinic - Family Practice - 58907 Under Review		US:OR: Applied: 9	Florence /20/2023
		Withdraw	View
Access Data Specialist - Security Parking - 58913 Under Review		US:WA:Be Applied: 9	llingham /20/2023
		Withdraw	View

10. To **Withdraw** an application from a position you no longer wish to be considered for, select **Withdraw**.

Applications			
Talent Acquisition Recruiter - 58980 Under Review		US:WA:Va Applied: 1	ancouver /17/2024
		 Withdraw 	View
RN - Employee Health - 58955 Under Review	US:WA:Longview Applied: 11/22/2023		ongview /22/2023
		Withdraw	View
Nurse Manager - Nursing Float Pool - 58919 Under Review		US:WA:Va Applied: 11	ancouver /20/2023
		Withdraw	View
Administrative Assistant - Marketing & Communications - 58952 Under Review	ng & Communications - 58952 US:WA:Vancouver Applied: 11/20/2023		
		Withdraw	View
RN - Rehab Prospective Payment System - 58953		US:WA:Vancouver Applied: 10/26/2023	
Offer Accepted	Withdraw	Review offer	View

11. For Confirmation you would like to withdraw, select **Ok**.

Confirmation Required		
Are you sure you want to perform the following action: Withdraw?		
Cancel	Ok	