OVERVIEW

Use this process to apply for a job as an external candidate.

Prerequisites

None

Menu Path

Use the following menu path to begin this process:

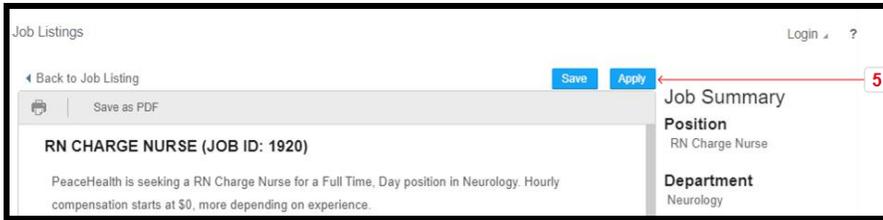https://careers.peacehealth.org

Process

1.   Start the process using the menu path.

2.   Enter a job title in the search field or click **Find Jobs** to view all jobs.

3.   To view a job posting, click the job title.

4.   Review the job description. To apply, click **Apply Now**.

5. You will be routed from the Careers Site to the job posting within the Candidate Portal. Click **Apply**.

6. If you have applied for a PeaceHealth job through this portal before, login with your email address and password. Otherwise, click **Register**.

7. Fill out your account information as prompted.

**8.** Answer at least three of the security questions in case you forget your password.

9. You can either fill in your profile manually, attach a profile via social media, or upload a resume, which will be parsed and automatically populate your profile.
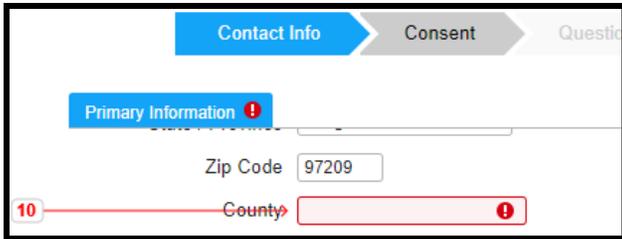
10. After populating data from your resume, any missing information will be indicated by a red exclamation point. Complete these fields before continuing. When you are done, click **Continue**.

11. On the **Consent** tab, read the Data Privacy information and click **I agree**, then click **Continue**.

12. Answer the questions on the **Questions** tab and click **Continue**.

13. Answer the questions on the **Information** tab. Note that these are optional, and if do you do not want to share this information, select **I do not wish to answer**.
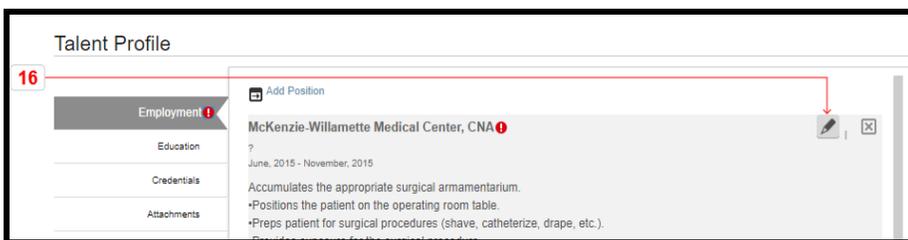

14. On the **Review Profile** page, any missing information will be indicated with a red exclamation point. Click the **pencil** icon to edit this information before you continue.
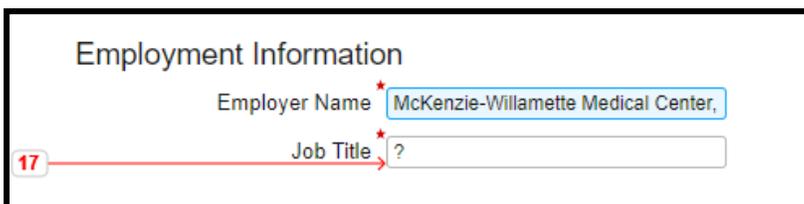
15. Edit the missing information, then click **Save**.

16. Review the Employment, Education, Credentials, and Attachments tabs and make any changes necessary. Click **Continue** when you are done.

17. Read the affirmation statement and answer how you heard about the position.

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18. Click **Submit**.
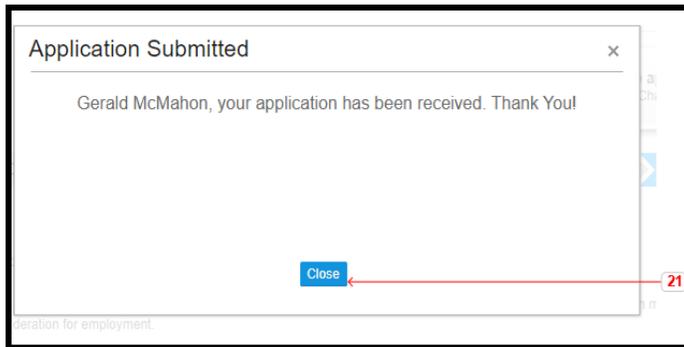
19. Click **Close** to view your applications.

Result

You have successfully applied for a position as an external candidate.

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