



External Application Instructions

Thank you for your interest in PeaceHealth. The instructions below are intended to assist you in submitting your application for employment with PeaceHealth and will cover the following:

Starting Your Job Search

- Creating and logging into your Candidate Profile
- Uploading your resume/cover letter
- Submitting an application

Managing Your Account

- Logging back into your Candidate Profile
- Resetting your password
- Editing/withdrawing an application

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

Starting Your Job Search

View our available opportunities at <http://jobs.peacehealth.org>. You can search by keyword, requisition ID, or location.

PeaceHealth ABOUT US ▾ JOB CATEGORIES ▾ LOCATIONS ▾ FOR PROVIDERS CURRENT EMPLOYEES

View Profile

Search by Keyword / Req ID # Search by Location

ADVANCED SEARCH OPTIONS SEARCH JOBS Reset

Select Advanced Search Options to filter your search further by Category, Benefit Eligibility, City, Shift, or Shift Length.

Search by Keyword / Req ID # Search by Location

ADVANCED SEARCH OPTIONS SEARCH JOBS Reset

Category All Benefits Eligibility (Employment Type) All Primary Location (City) All

Shift All Shift Length All

When you find a position you would like to apply for, click on the job title to open the job posting.

Home | Allied at PeaceHealth

Search results for "Allied".

Search by Keyword / Req ID # Search by Location [SEARCH JOBS](#)
ADVANCED SEARCH OPTIONS [Reset](#)

Get me alerts every days [Create Alert](#) [Share these Jobs](#) [+](#) [f](#) [t](#) [in](#) [p](#) [g+](#) [s](#)

Results 1 – 3 of 3

Title	Location	Benefits Eligibility (Employment Type)	Shift
CSB Allied/Ancillary Test	Springfield	Benefits Eligibility (Employment Type)	Evening
Medical Assistant - Pediatrics	Springfield, OR, US		Variable
Medical Assistant/LPN - Family Practice	Springfield, OR, US		Day

[Filter](#) [Reset](#)

Once you have selected the job you are interested in, select "Apply Now."

[Back to search results](#)

Search by Keyword / Req ID # Search by Location [SEARCH JOBS](#)
ADVANCED SEARCH OPTIONS [Reset](#)

Get me alerts every days [Create Alert](#) [Share this Job](#) [+](#) [f](#) [t](#) [in](#) [p](#) [g+](#) [s](#)

[Apply now »](#)

CSB Allied/Ancillary Test

Benefits Eligibility (Employment Type): Full-time benefits (32-40 hours per week)
Shift Type: Evening
Shift Length: 8 Hours
Primary Location (City): Springfield
State: OR

You will be directed to the Sign In page. If you have not yet created a Candidate Profile, select **Create an account**.

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

*Email Address:

*Password:

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

Complete the required fields to create your profile. Please note that your email address cannot be updated once saved, as it will be your username for the life of your profile.

Career Opportunities: Create an Account

Already a registered user? [Please sign in](#) Login credentials are case sensitive

*Email Address:

* Retype Email Address:

*Choose Password:

*Retype Password:

*First Name:

*Last Name:

*Country of Residence

*Terms of Use [Read and accept the data privacy statement.](#)

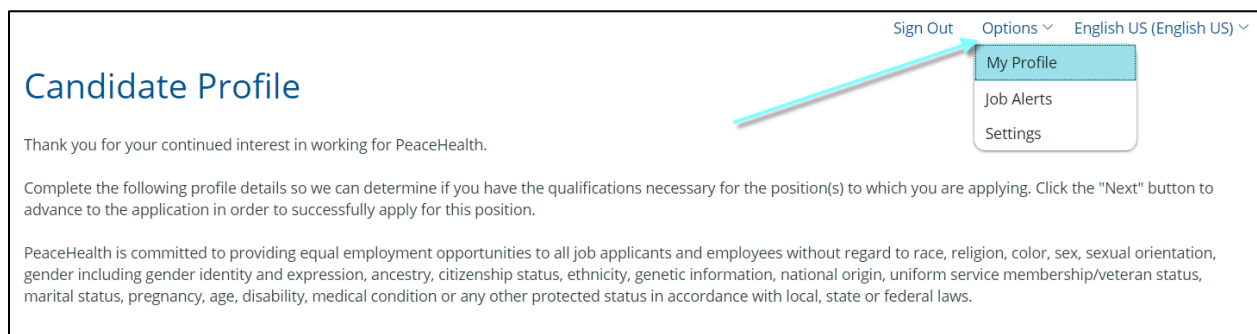
[Create Account](#)

Data and Privacy Statement: Before proceeding with the completion of your profile you will be asked to agree to the Data and Privacy Statement. Agreement is required in order to proceed.

Candidate Profile Home Page

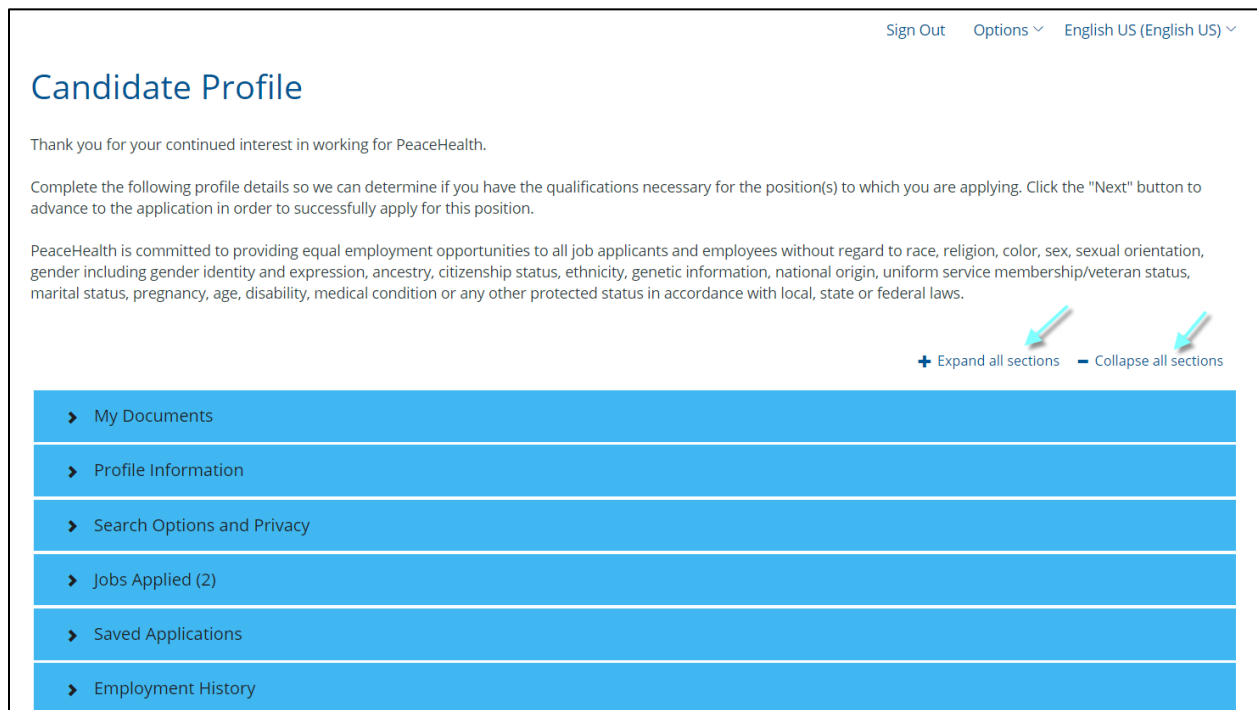
From the “Home” page you have the following options:

- **My Profile:** View/edit your candidate profile, attach a resume, etc. Here you can also check the status of jobs you have already applied for.
- **Job Alerts:** Preview/Create Job Alerts to notify you of job postings that match your job preferences.
- **Settings:** Change your password or delete your profile.



The screenshot shows the top right corner of the Candidate Profile page. It includes links for "Sign Out", "Options", and "English US (English US)". A dropdown menu is open under "Options", listing "My Profile", "Job Alerts", and "Settings". A red arrow points from the "My Profile" option to the "Candidate Profile" heading on the page.

Building your Candidate Profile

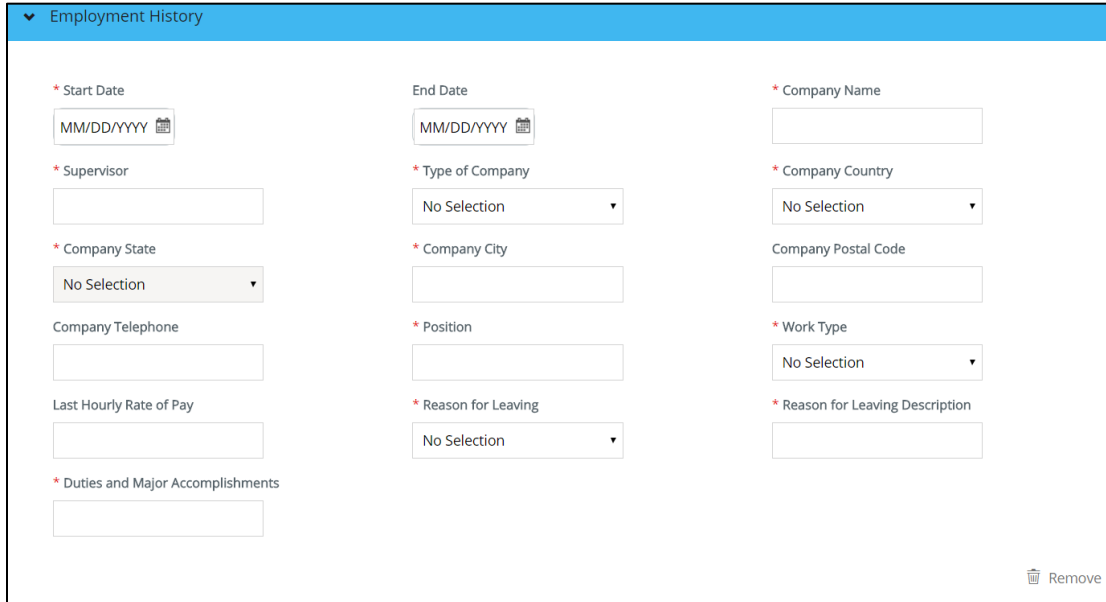
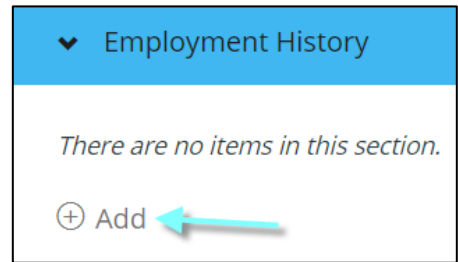


The screenshot shows the main content area of the Candidate Profile page. It includes the same top navigation as the previous screenshot. Below the introductory text, there are two expand/collapse buttons: "+ Expand all sections" and "- Collapse all sections". Below these buttons is a list of profile sections, each with a right-pointing chevron icon:

- My Documents
- Profile Information
- Search Options and Privacy
- Jobs Applied (2)
- Saved Applications
- Employment History

It is recommended you complete all applicable sections of your Candidate Profile, including Employment History, Certifications/Licensure, Education, etc.

While completing the various sections of your candidate profile you must fill out ALL required fields. If one required field is not complete, you will not be able to save your information. You can delete the entry by selecting the trash can in the bottom right hand corner of each section.

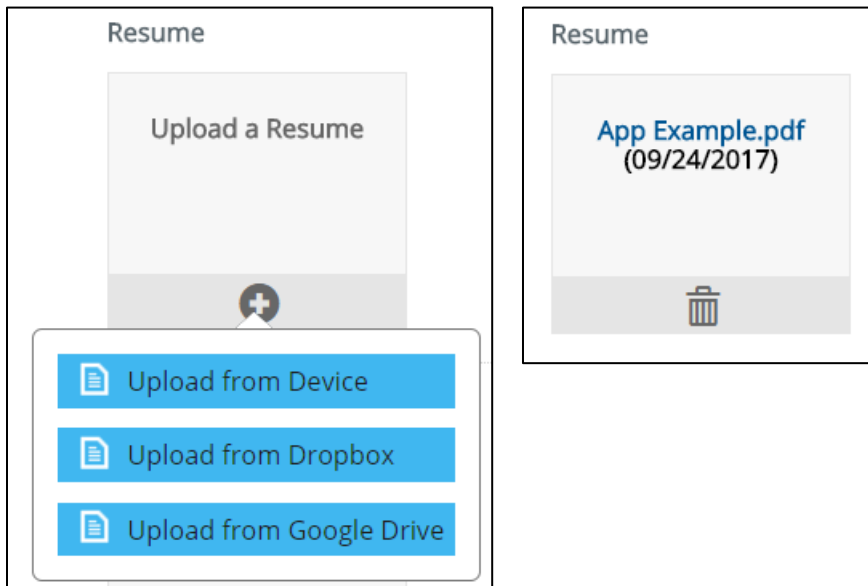


Attaching a Resume/Cover Letter

It is highly recommended you attach an updated resume and cover letter to your application. You may upload your documents and any applicable certifications/licensure under the My Documents section.



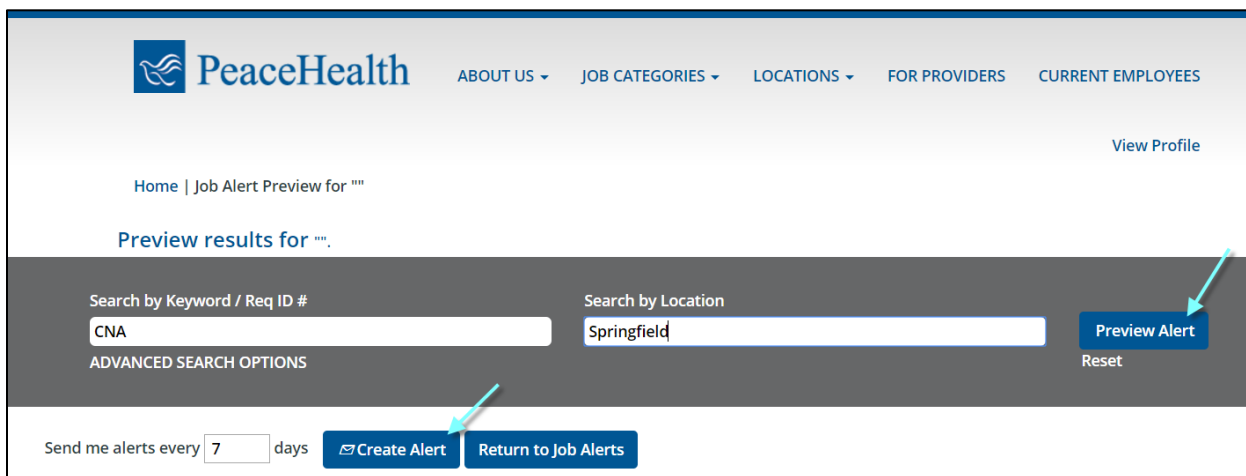
You can upload your resume from your device, Dropbox, or Google Drive.



Creating Job Alerts

You can create **Job Alerts**, which save your job preference using keywords and location. You can also select how often you would like to receive these email notifications which will be sent when positions you might be interested in applying for are posted.

1. From any job search page, select **Preview Alert** to preview your alert and if you'd like to save it, select **Create Alert**.

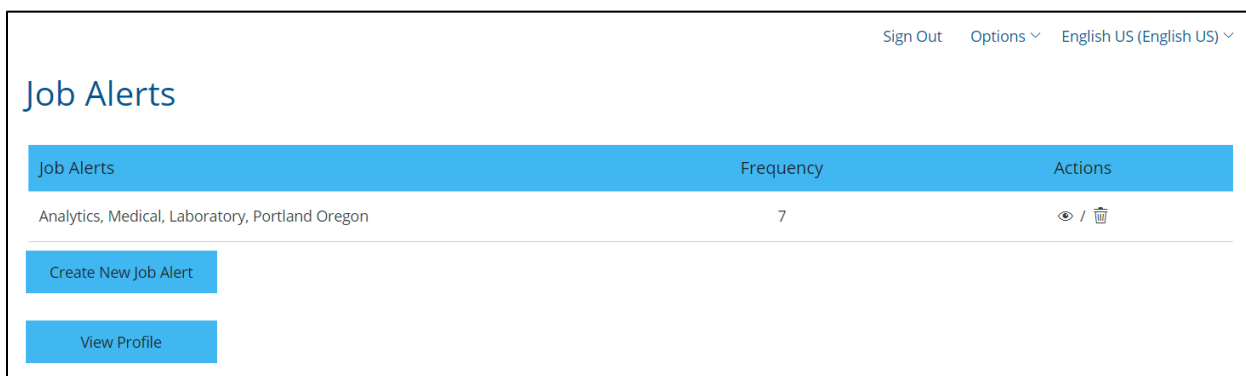


The screenshot shows the PeaceHealth website's job search interface. At the top, there is a navigation bar with the PeaceHealth logo and links for 'ABOUT US', 'JOB CATEGORIES', 'LOCATIONS', 'FOR PROVIDERS', and 'CURRENT EMPLOYEES'. Below this, there is a breadcrumb trail 'Home | Job Alert Preview for ""' and a 'View Profile' link. The main search area has two input fields: 'Search by Keyword / Req ID #' with the value 'CNA' and 'Search by Location' with the value 'Springfield'. To the right of these fields is a 'Preview Alert' button. Below the search fields, there is a section for 'ADVANCED SEARCH OPTIONS' and a 'Send me alerts every 7 days' setting. At the bottom of this section, there are two buttons: 'Create Alert' and 'Return to Job Alerts'. A red arrow points to the 'Preview Alert' button, and another red arrow points to the 'Create Alert' button.

2. From your Candidate Profile, select **Job Alerts** under **Options**. You can create and save your preferred job search under **Create New Job Alert**.



The screenshot shows the PeaceHealth Candidate Profile page. At the top right, there are links for 'Sign Out', 'Options', and 'English US (English US)'. Below these links is a dropdown menu with three options: 'My Profile', 'Job Alerts', and 'Settings'. The 'Job Alerts' option is highlighted with a red box and a red arrow pointing to it. Below the dropdown menu, there is a message: 'Thank you for your continued interest in working for PeaceHealth.'



The screenshot shows the PeaceHealth Job Alerts page. At the top right, there are links for 'Sign Out', 'Options', and 'English US (English US)'. Below these links is the heading 'Job Alerts'. There is a table with the following data:

Job Alerts	Frequency	Actions
Analytics, Medical, Laboratory, Portland Oregon	7	👁️ / 🗑️

Below the table, there are two buttons: 'Create New Job Alert' and 'View Profile'.

Managing Your Candidate Profile

Resetting Password


If you have an account already and do not remember the password, you can reset your password by selecting “Forgot your password?” from the login screen, or by this link: [Password Reset Link](#).

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case sensitive.

*Email Address:

*Password:

[Sign In](#) [Forgot your password?](#) 

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

Enter the email address you used to set up your account and select “Submit”.

Career Opportunities: Password Help

Please identify your account, and we will email you a link to reset your password.

Email Address:

[Submit](#) [Cancel](#)

Career Opportunities: Password Help

If an account matches the information you entered, then you will receive an email with instructions on how to reset your password. If you do not receive an email then no matching account was found for the information you provided. Please create a new account.

In the meantime, please feel free to continue searching for career opportunities at our company.

[Back to Careers Home](#)

You will receive the following email shortly. Please be sure to check your spam/junk email inbox if you don't receive this email right away. The email will be from system@successfactors.com.

PeaceHealth Careers <system@successfactors.com>
to me ▾
Hello
Please click on the URL below to change your password:
[Click Here](#)
Sincerely,
The PeaceHealth Recruitment Team

Enter a new password and select "Submit."

Career Opportunities: Password Reset

Please enter your new password below.

New Password:

- Password must be at least 6 characters long.
- Password must not be longer than 20 characters.
- Password must not contain space or unicode characters.

Retype New Password:

Career Opportunities: Password Reset

Your password has been updated successfully.

Please try and login again.

Checking Status of Submitted Applications or Editing or Withdrawing Applications

Once logged in to your candidate profile, select Jobs Applied.

Candidate Profile

Thank you for your continued interest in working for PeaceHealth.

Complete the following profile details so we can determine if you have the qualifications necessary for the position(s) to which you are applying. Click the "Next" button to advance to the application in order to successfully apply for this position.

PeaceHealth is committed to providing equal employment opportunities to all job applicants and employees without regard to race, religion, color, sex, sexual orientation, gender including gender identity and expression, ancestry, citizenship status, ethnicity, genetic information, national origin, uniform service membership/veteran status, marital status, pregnancy, age, disability, medical condition or any other protected status in accordance with local, state or federal laws.

+ Expand all sections - Collapse all sections

- ▶ My Documents
- ▶ Profile Information
- ▶ Search Options and Privacy
- ▶ Jobs Applied (2) ←
- ▶ Saved Applications ←

You will find a list of all the applications you have submitted. Find the application you wish to edit/withdraw and select it.

You can update your application by selecting **Update** or withdraw your application by selecting **Withdraw Application**.

▼ Jobs Applied (2)

CSB Allied/Ancillary Test 📍 Oregon (US-OR), UNITED STATES Under Review 08/22/2017	Patient Access Rep (297) 📍 Oregon (US-OR), UNITED STATES Under Review 03/02/2017
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* Are you at least 18 years of age?

Yes
 No

* Are you authorized to work in the US?

Yes
 No

[View Profile](#) [Update](#) [Withdraw Application](#)

If the position has closed, you will be unable to edit your application.