



Internal Application Instructions

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

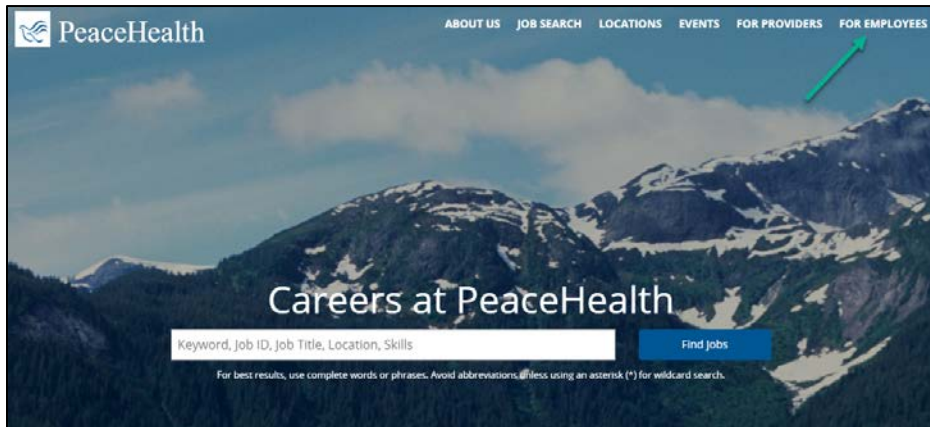
For questions regarding the application process, please contact recruitment@peacehealth.org.
Please note this email does not accept resumes or applications.

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.

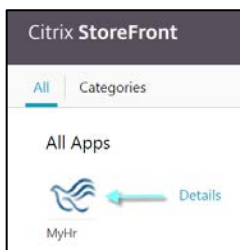


If you are using an external (non-PeaceHealth) device, such as a personal computer or phone, you need to login to the PeaceHealth network using Multi-Factor Authentication (MFA). This involves logging in with your 3x3 and password, and then entering a code that is sent via text message or email.

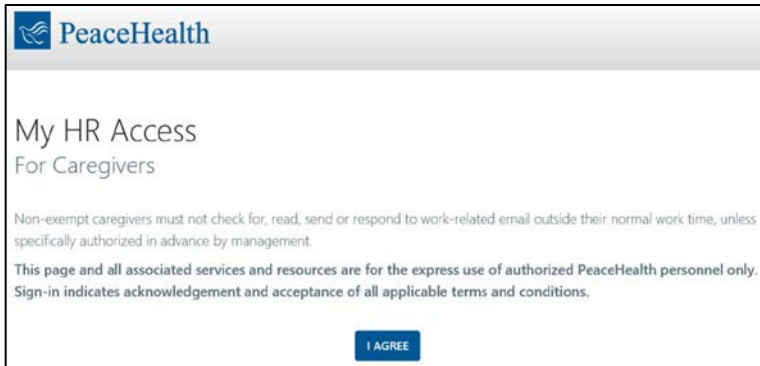
Select Internal Applicant Link to be directed to the sign on page.

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

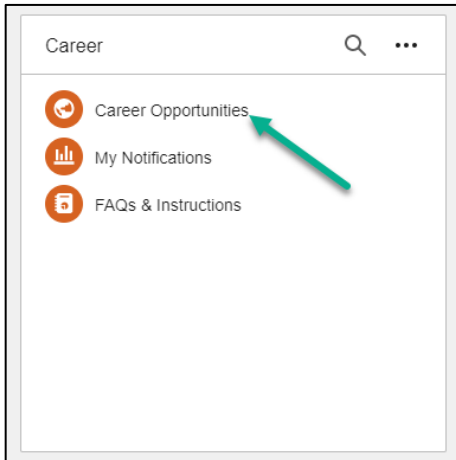
Select My HR.



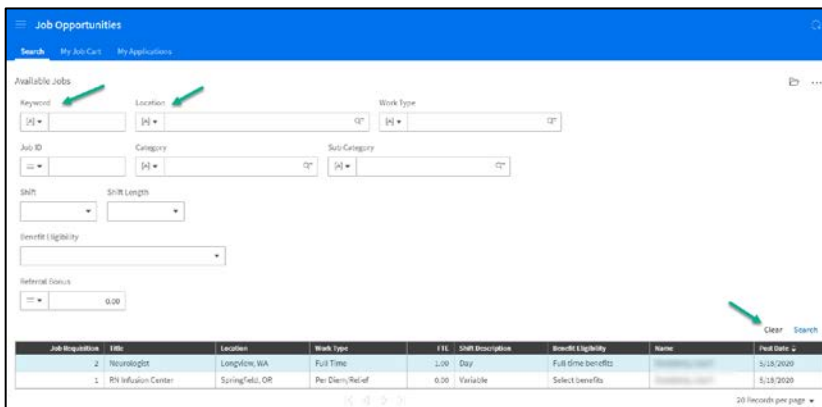
Read the statement and select I Agree when ready to proceed.



From 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.

Neurologist

Job Id 2

Location	Shift Length	Shift Description	Benefit Eligibility
Longview, WA	12 Hours	Day	Full-time benefits

FTE: 1.00
Hiring Manager: [REDACTED]

Description

Recently named one of Forbes Magazine's prettiest American cities and a Tree City USA, is Longview Washington, an ideal location on the Columbia River and next to beautiful forests is just 40 miles north of Seattle, and a short drive to the beautiful Pacific coastline and year-round adventures on Mt Hood, Mt Rainier, Mt St Helens and Mt Adams. Here and in the other Lower Columbia communities serve enjoy the familiarity of small town life, the challenge of working in a first class regional medical facility, and the fun of living close to the beach, close to the mountains, and close to the big city attractions.

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 specialty physicians with clinics in the Longview area.

PeaceHealth offers outstanding Benefits! Click here for details

EEO Affirmative Action Employer/Vets/Disabled in accordance with applicable local, state or federal laws.

[Apply Now](#) [Save To Job Cart](#) [View as PDF](#)

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

Application For Neurologist

Profile

Previous Next

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.

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**.

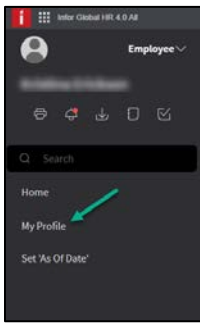
Read the statements on the **Acknowledgment** tab and click **I Agree**. Click **Next**.

Click **Submit Application**.

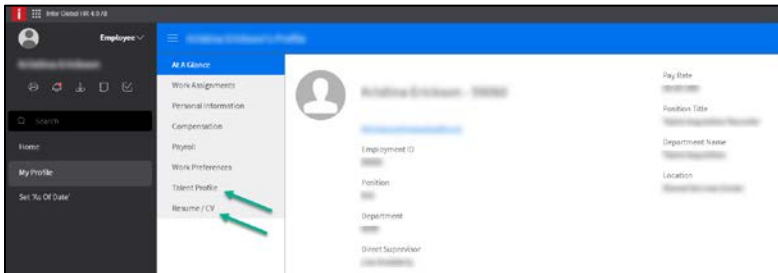
After submitting your application, you can view a list of all your applications or return to the **Job Search** page.

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.

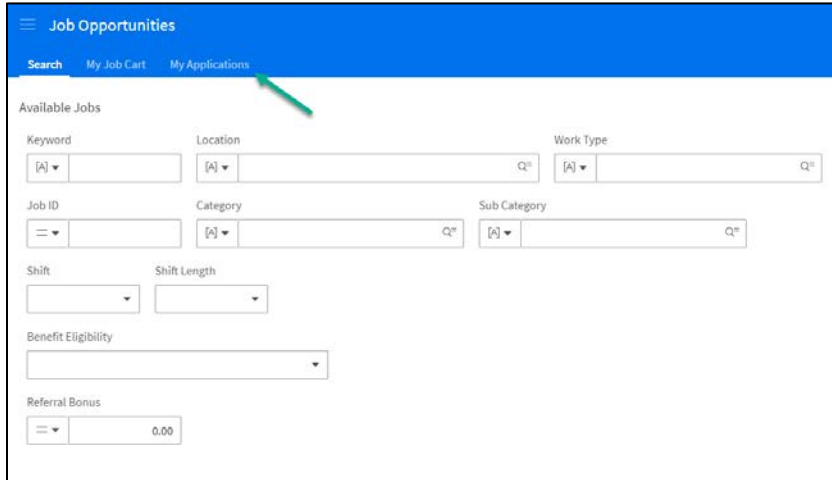


To update your Talent Profile or Resume, select either of these tabs from the left-hand menu.




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.

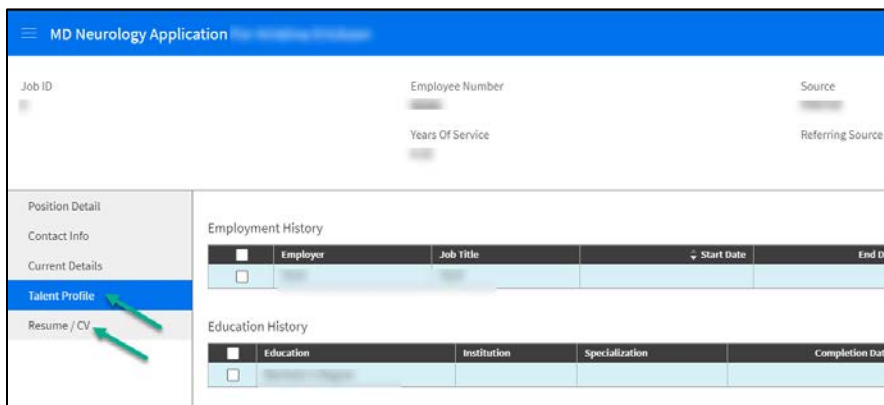


The screenshot shows the 'My Applications' table. A green arrow points to the 'Status' column. The table contains one row of application data.

	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 fields for Job ID, Employee Number, Source, Years Of Service, and Referring Source. Below this are sections for 'Employment History' and 'Education History', each with a table of records.

To withdraw from a position you no longer wish to be considered for, select **Withdraw** from the upper right-hand corner.

