



Internal Application Instructions

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

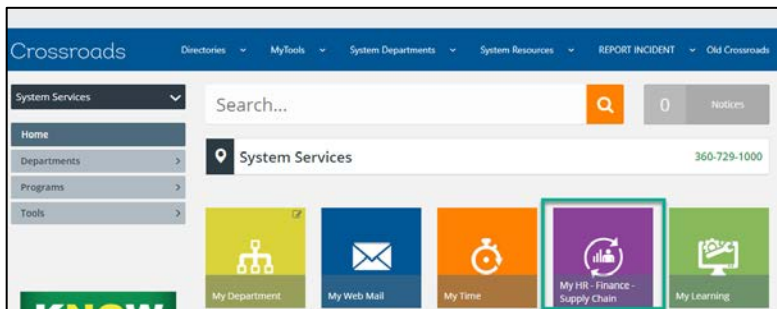
For questions regarding the application process, please contact recruitment@peacehealth.org.
Please note this email does not accept resumes or applications.

Logging In

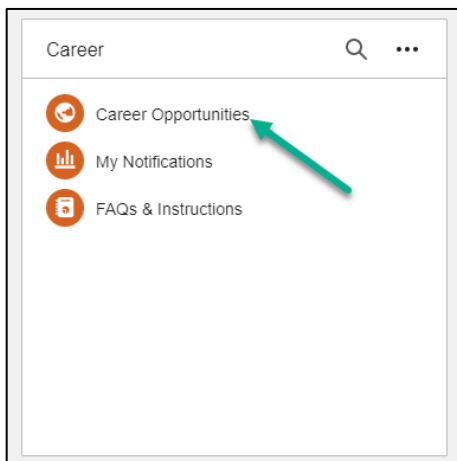
For use when applying to positions from work

While logged on to a PeaceHealth device, navigate to Crossroads.

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.

Job ID	Title	Location	Work Type	FTE	Shift Description	Benefit Eligibility	Home	Post Date
2	Neurologist	Longview, WA	Full Time	1.00	Day	Full-time benefits		5/18/2020
1	RN Infection Center	Springfield, OR	Per Diem/Relief	0.00	Variable	Select benefits		5/18/2020

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: Longview, WA

Shift Length: 12 Hours

Shift Description: Day

Benefit Eligibility: 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 south 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

Save ...

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**.

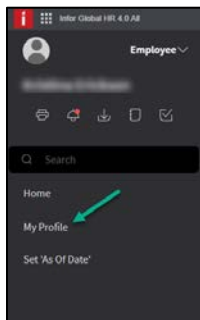
Read the statements on the **Acknowledgment** tab and click **I Agree**. Click **Next**.

Click **Submit Application**.

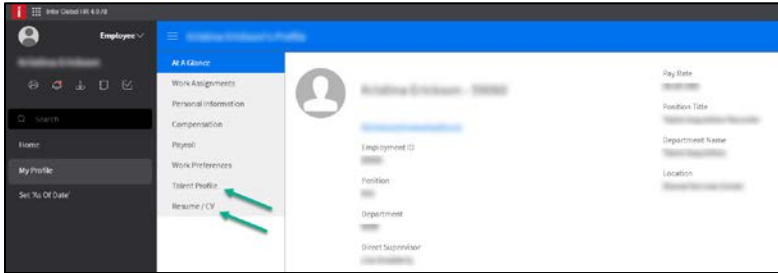
After submitting your application, you can view a list of all your applications or return to the **Job Search** page.

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.

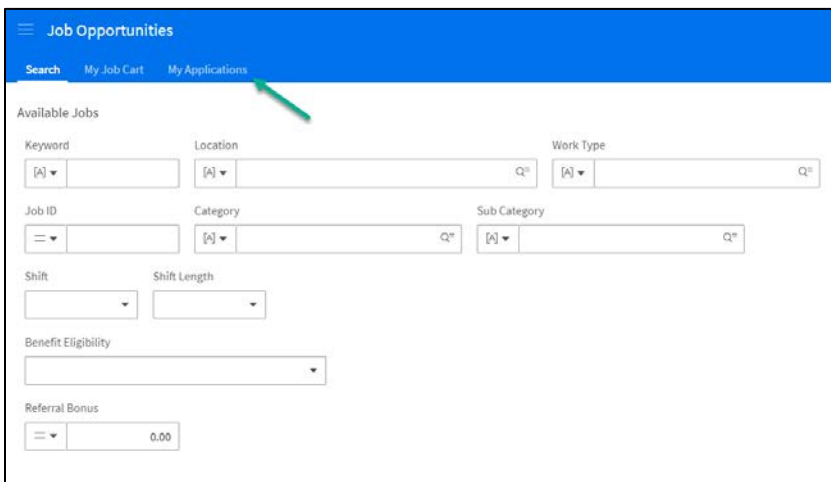


To update your Talent Profile or Resume, select either of these tabs from the left-hand menu.

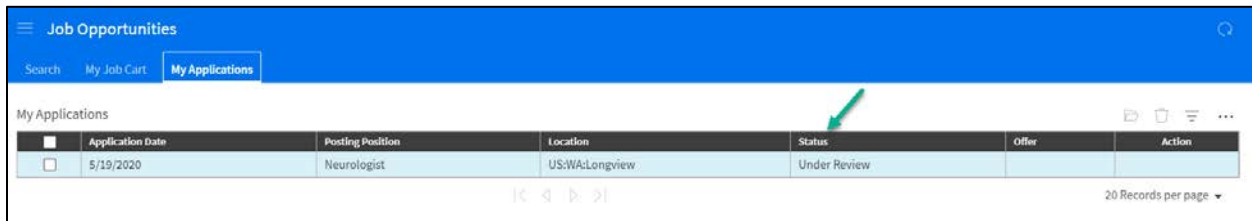


Application Status

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



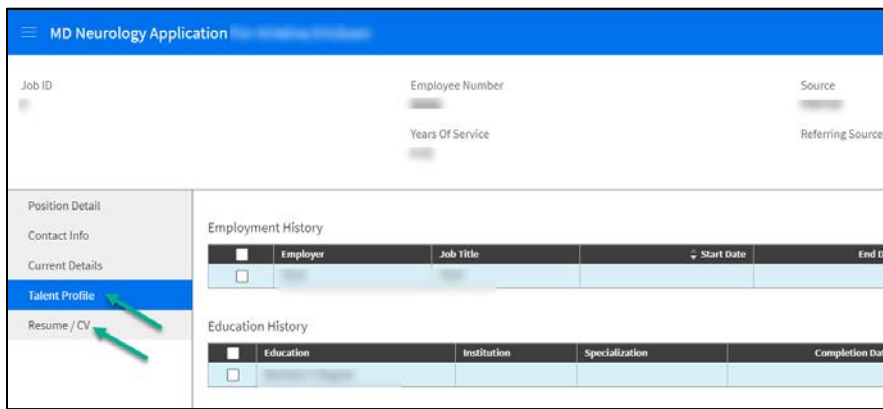
The **status** of your application is visible under the title of the position.



Application Date	Posting Position	Location	Status	Offer	Action
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.



MD Neurology Application

Job ID: [redacted] Employee Number: [redacted] Source: [redacted]
Years Of Service: [redacted] Referring Source: [redacted]

Position Detail | Contact Info | Current Details | **Talent Profile** | Resume / CV

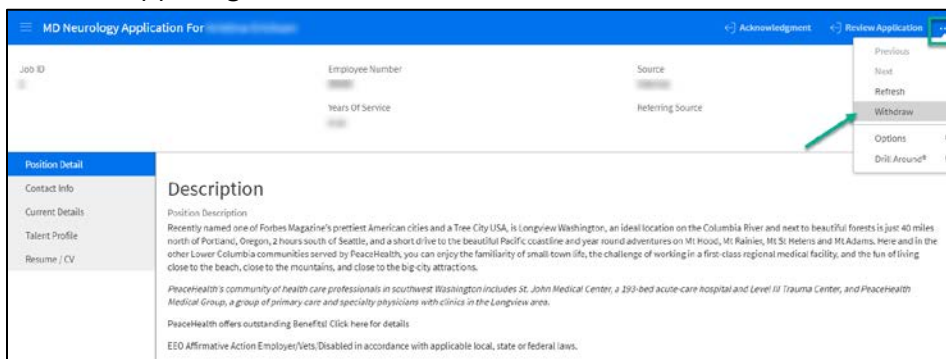
Employment History

Employer	Job Title	Start Date	End Date
[redacted]	[redacted]	[redacted]	[redacted]

Education History

Education	Institution	Specialization	Completion Date
[redacted]	[redacted]	[redacted]	[redacted]

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



MD Neurology Application For [redacted]

Job ID: [redacted] Employee Number: [redacted] Source: [redacted]
Years Of Service: [redacted] Referring Source: [redacted]

Position Detail | Contact Info | Current Details | Talent Profile | Resume / CV

Description

Position Description
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Review Application

- Previous
- Next
- Refresh
- Withdraw**
- Options
- Drill Around