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)


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 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.
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.

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

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.

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.

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