

## Overview

**Overview**

To apply for a job as an external candidate, candidates log into PeopleSoft with a username and password. Information on job openings, applications, and resumes are accessed through the Careers Home page. Candidates may search available job openings without creating a username and password.

**Procedure**

Follow the steps below to Apply for a Job.

Step	Action
1	<p>To apply for a job as an external candidate, you will need to access Partners Healthcare main site at:</p> <p><a href="http://www.partners.org">http://www.partners.org</a> - from the main page you can click on</p> <ul style="list-style-type: none"> <li>- Careers and access the appropriate affiliate; or</li> <li>- Click on the appropriate affiliate</li> </ul> <p>And continue to search for jobs.</p>
2	<p>If this is the first time logging into PeopleSoft, you must register by creating a <b>User Name</b> and <b>Password</b>. You will not be able to apply for a position without registering. To create a user profile and <b>Login</b> information, click either links: <a href="#">click here to Register</a>, or <a href="#">Register Now</a>.</p> <p>Enter information in the following fields:</p> <ul style="list-style-type: none"> <li>• <b>*User Name</b>- enter your email address. If you do not have an email address enter a username</li> <li>• <b>*Password</b>- enter a password of at least 6 characters- alpha, numeric or a combination</li> <li>• <b>*Confirm Password</b>- re-enter password</li> </ul> <p>If already registered, enter the <b>User Name</b> and <b>Password</b> in the <b>Login</b> box and click <b>Login</b> and skip to <b>Step 4</b>.</p> <p><i>* Notes- denotes a required field.</i></p>

## Apply for a Job - External Candidate

	<p>Please create a user name and logon if you have not already done so. If you have forgotten your logon or password, please click the help link. An email will be sent to the email that you have provided us.</p> <p style="text-align: right;"><a href="#">Click here to Register.</a></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>Basic Job Search</b></p> <p>Keywords: <input type="text"/></p> <p>Posted: Last Month <input type="button" value="v"/></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a> <a href="#">Search Tips</a></p> </div> <div style="width: 45%;"> <p><b>Login</b></p> <p>*User Name: <input type="text"/></p> <p>*Password: <input type="text"/></p> <p><input type="button" value="Login"/> <a href="#">Login Help</a> <a href="#">Register Now</a></p> </div> </div>
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## Apply for a Job, Continued

Procedure (continued)

Step	Action
3	When complete, click the <input type="button" value="Register"/> button.
	<p><b>Register</b></p> <p>Enter your new user name and password.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Enter Registration Information</b></p> <p>*User Name <input type="text" value="JonStewart@hotmail.com"/></p> <p>*Password <input type="password" value="*****"/></p> <p><b>Confirm Password</b> <input type="password" value="*****"/></p> <p><input type="button" value="Register"/> <a href="#">Return to Previous Page</a></p> </div>

4	<p>The <b>Careers Home</b> page will have a <b>Basic</b> and <b>Advanced Job Search</b> option along with <b>Search Tips</b> in the <b>Basic Job Search</b> box.</p> <p>To see detailed documentation on <b>Job Search</b>, click here: <b>INSERT LINK</b></p> <p>To see information on the <b>Career Tools</b>, click here: <b>INSERT LINK</b></p> <p>The <b>Latest Job Postings</b> will be listed by date. To sort the postings, click on any of the column headings and it will sort based on that column. Example: click on <b>Location</b> to sort by location of job. To revert back to the default, click on <b>Date</b> until the most current date appears at the top.</p> <p>One application can be submitted for multiple jobs. When you have determined the jobs of interest, use the checkbox next the job(s) <input checked="" type="checkbox"/> and click the <b>Apply Now</b> button.</p>
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## Apply for a Job, Continued

Procedure (continued)

Step	Action
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## Apply for a Job - External Candidate

Careers Home [Job Search](#) [My Saved Jobs](#) [My Saved Searches](#) [My Career Tools](#) [Logout](#)

Click on any of these hyper links to access your Job Search, Saved Jobs, Saved Searches, Career Tools or to Log Out.

Careers Home  
Welcome

**Basic Job Search**

Keywords:

Posted: Last Month

[Search](#) [Advanced Search](#) [Search Tips](#)

**My Career Tools**

[0 Applications](#)

[0 Attachments](#)

[0 Saved Resumes](#)

[My Profile](#)

My Career Tools will show you how many applications you have, what you've included as attachments, which resumes you have stored and information about your profile.

Notifications

You do not have any notifications.

**Latest Job Postings**

Date	Job Title	Job ID	Location	Department	Shift	Hours/Week
<input type="checkbox"/>	09/12/2007 HUMAN RESOURCES ASSISTANT I	373	test2 PHS	IS-Net Serv &Tele-Tech East	Day	40.00
<input checked="" type="checkbox"/>	09/11/2007 Senior Financial Analyst (32.00 Hours)	372	Brookline	Brookside Medical	Day	32.00
<input checked="" type="checkbox"/>	09/10/2007 Senior Financial Analyst	358	Brookline	Brookside Medical	Day	32.00
<input type="checkbox"/>	09/10/2007 BILLING MANAGER	362	Salem	Puritan Med Center	Day	20.00
<input type="checkbox"/>	09/10/2007 SUPERVISOR, ENVIRON. SERVICES	359	Brookline	Brookside Medical	Night	40.00

[Select All](#) [Deselect All](#) [Save Jobs](#) [Apply Now](#)

5 If this is the first time applying to a job through PeopleSoft, the **Apply Now/ Choose Resume** page will offer (3) **Resume Options**:

- *Copy and paste resume text*- if chosen, proceed to **Step 6**
- *Upload a new resume*- if chosen, proceed to **Step 8**
- *Apply without using a resume*- if chosen, proceed to **Step 12**

**Note-** as an applicant, the **My Profile** page will capture personal demographic information. If the **Resume Options** of *Copy and paste a resume text*, or *Apply without a resume* are chosen, the **My Profile** page will open and needs to be completed. See **Step 14** to complete the **My Profile** page. If the **Resume Option** of *Upload a new resume* is chosen, demographic information will be defaulted into the **My Profile** page from the resume. Changes, updates or additions can be made to the profile by clicking on the my profile link.

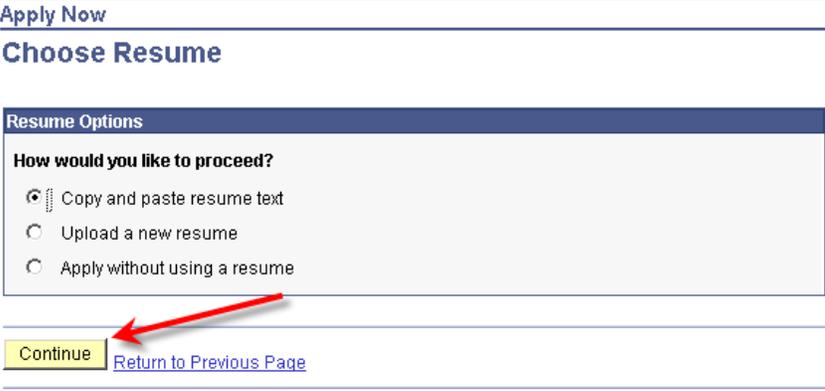
If a previous application to a job has been made through PeopleSoft, an additional **Resume Option** is available:

- *Use an existing resume*- if chosen, proceed to **Step 13**

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Apply for a Job, Continued

Procedure (continued)

Step	Action
6	If choosing the <b>Resume Option</b> of <i>copy and paste resume text</i> , check the radio button and click  .
	
7	Enter information in the following fields: <ul style="list-style-type: none"> <li>• <b>Title</b>- enter a title for the resume</li> <li>• <b>Language</b>- allow default of English</li> <li>• <b>Resume</b>- copy and paste your resume and cover letter, if applicable, as one document</li> </ul> <p><i>Note:</i> To check the spelling of the document, click on the  icon.</p> When complete, click  .

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Apply for a Job, Continued

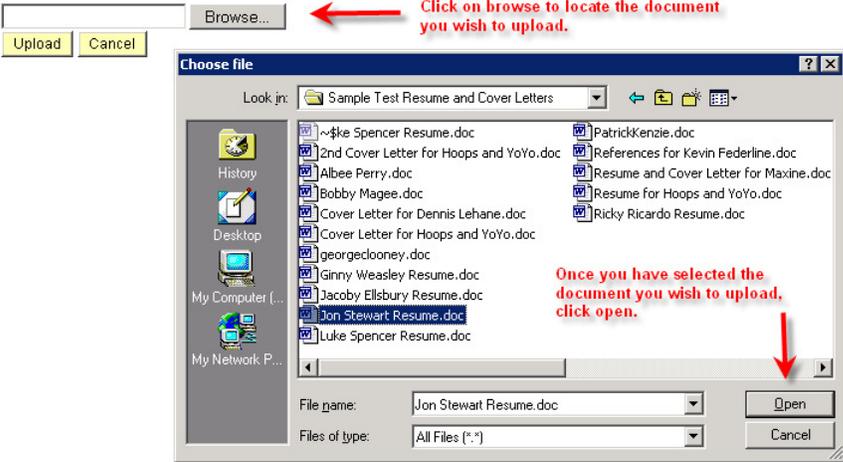
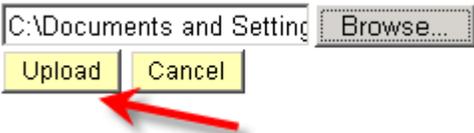
Procedure (continued)

Step	Action
	<p><a href="#">Apply Now</a></p> <p><b>Enter Resume Text</b></p> <div data-bbox="464 541 1295 1167"> <p><b>Resume Text</b></p> <p><b>Title:</b> Jon Stewart Resume and Cover Letter</p> <p><b>Language:</b> English <span style="float: right;">Spell Check</span></p> <p><b>Resume:</b> Jon Stewart 123 Daily Show Street Hollywood, MA 01890 617726-2043 tmead1@partners.org</p> <p>July 23, 2007</p> <p>To whom it may concern,</p> <p>As a registered nurse with a BSN and a diverse acute care background, I am most interested in expanding my career and transitioning into a related field outside of the acute care setting. I enjoy working as part of a team, but am perfectly comfortable working independently as well. During my last few years as an ambulatory day care medical and surgical nurse, I have had increasing responsibility to assess patients as to their level of function, educational needs, criteria for discharge and post discharge plans of care. This of course involved ancillary services and physicians both inside and outside of the hospital. Also of primary concern was the inclusion of family and significant others in the process</p> </div> <p></p> <p><input type="button" value="Continue"/> <input type="button" value="Close"/> <a href="#">Return to Previous Page</a></p>
8	<p>If you choose the <b>Resume Option</b> of <i>Upload a new resume</i>, check the radio button and click <input type="button" value="Continue"/>.</p>
	<p><a href="#">Apply Now</a></p> <p><b>Choose Resume</b></p> <div data-bbox="464 1455 1295 1646"> <p><b>Resume Options</b></p> <p><b>How would you like to proceed?</b></p> <p><input type="radio"/> Copy and paste resume text</p> <p><input checked="" type="radio"/> Upload a new resume</p> <p><input type="radio"/> Apply without using a resume</p> </div> <p></p> <p><input type="button" value="Continue"/> <a href="#">Return to Previous Page</a></p>
9	<p>Click on the <input type="button" value="Browse..."/> button to locate the resume document to upload. Once the document is selected, click the <input type="button" value="Open"/> button.</p>

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Apply for a Job, Continued

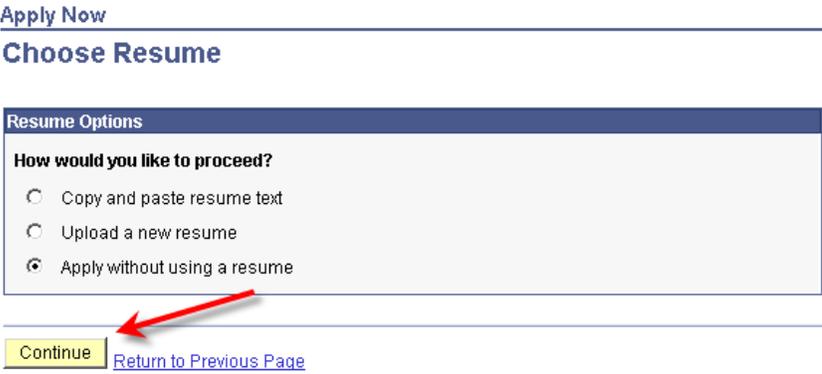
Procedure (continued)

Step	Action
	
10	<p>Click the <b>Upload</b> button.</p> 
	<p><b>Apply Now</b></p> <p><b>Enter Resume Text</b></p> 
11	<p>The document name will default into the <b>Resume Title</b> field. Click <b>Continue</b>.</p> <p><i>Note- The <b>My Profile</b> page will populate with information from the resume. The information can be reviewed, changed or updated. When changes are complete click <b>Save</b> to continue with the application and skip to <b>Step15</b>.</i></p>

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Apply for a Job, Continued

Procedure (continued)

Step	Action
12	<p>To choose the <b>Resume Option</b> of <i>Apply without a resume</i>, check the radio button and click <b>Continue</b>.</p> <p>If this is the first time making an application in PeopleSoft, the <b>My Profile</b> page will open. See <b>Step 14</b> to complete the <b>My Profile</b> page. If prior applications have been made, skip to <b>Step 15</b>.</p>
	
13	<p>To use the <b>Resume Option</b> of <i>Use an existing resume</i>, check the radio button and choose a resume that has previously been entered from the drop down list. Click <b>Continue</b>. Skip to <b>Step 15</b>.</p>
	

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Apply for a Job, Continued

Procedure (continued)

Step	Action
14	<p>To complete the <b>My Profile</b> page, enter information in the following boxes:</p> <ul style="list-style-type: none"> <li>• <b>Member Information-</b> <ul style="list-style-type: none"> <li>○ <b>User Name-</b> defaults email address</li> <li>○ <b>Password-</b>click this link to <a href="#">Change Password</a></li> <li>○ <b>Preferred Method of contact-</b> choose from Email, Mail, No Specified or Phone</li> </ul> </li> <li>• <b>Name</b> <ul style="list-style-type: none"> <li>○ <b>Name Format-</b> required before name detail is captured, choose from drop down</li> <li>○ <b>Name Prefix-</b> choose from Doctor, Miss, Mister, Mrs, Ms</li> <li>○ <b>*First Name-</b> enter first name</li> <li>○ <b>Middle Name-</b> if applicable, enter middle name</li> <li>○ <b>*Last Name-</b> enter last name</li> <li>○ <b>Name Suffix-</b>if applicable, choose from II, III, IV, Junior or Senior</li> </ul> </li> <li>• <b>Address</b> <ul style="list-style-type: none"> <li>○ <b>Country-</b> choose from drop down list for proper formatting of the Address fields</li> <li>○ <b>Address 1-4-</b> enter the address in one or more of the address fields as it applies</li> <li>○ <b>City-</b> enter city</li> <li>○ <b>Postal-</b> enter Zip Code</li> <li>○ <b>County-</b> enter county if known</li> </ul> </li> <li>• <b>Email Addresses</b> <ul style="list-style-type: none"> <li>○ <b>Primary Email Type-</b> choose from Business, Campus, Dormitory, Home or Other</li> <li>○ <b>Email Address-</b> enter complete email address</li> </ul> </li> <li>• <b>Phone</b> <ul style="list-style-type: none"> <li>○ <b>Primary Phone Type-</b> choose from Campus, Cellular, Dormitory, Fax, Home, Main, Other, Pager 1, Pager 2 or Telex</li> <li>○ <b>Phone Number-</b> enter at least 9 digits</li> <li>○ <b>Extension-</b> enter extension, if applicable</li> </ul> </li> </ul> <p>Use the <a href="#">Remove</a> link to remove an email address or phone number.            Use the <a href="#">+ Add Another Email Address</a> link to add an email address or phone number.</p> <p>When information is complete, click <span style="background-color: yellow; border: 1px solid black; padding: 2px;">Save</span>.</p>

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Apply for a Job, Continued

Procedure (continued)

Step	Action
	<p data-bbox="456 438 1104 457"> <a href="#">Careers Home</a> <a href="#">Job Search</a> <a href="#">My Saved Jobs</a> <a href="#">My Saved Searches</a> <a href="#">My Career Tools</a> <a href="#">Logout</a> </p> <p data-bbox="456 491 574 520"><b>My Profile</b></p> <p data-bbox="456 539 1104 577">Please provide your name and other contact details in order to continue with the application. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.</p> <p data-bbox="456 621 714 642"> <input type="button" value="Save"/> <a href="#">Return to Previous Page</a> </p> <p data-bbox="456 669 607 690"><b>Member Information</b></p> <p data-bbox="456 705 1104 779">           User Name: jonstewart@hotmail.com            Password: <a href="#">Change Password</a> <b>Click the Change Password link to change your password.</b>            Preferred Method of contact: <input type="text" value="Email"/> <b>Choose your preferred method of contact</b> </p> <p data-bbox="456 808 513 829"><b>Name</b></p> <p data-bbox="456 835 1104 997">           Name Format: <input type="text" value="English"/>            Name Prefix: <input type="text"/>  <b>First Name:</b> <input type="text" value="Jon"/>            Middle Name: <input type="text"/>  <b>Last Name:</b> <input type="text" value="Stewart"/>            Name Suffix: <input type="text"/> <b>Enter your Full Name. Your first and last name is required.</b> </p> <p data-bbox="456 1035 529 1056"><b>Address</b></p> <p data-bbox="456 1062 1104 1251">           Country: <input type="text" value="United States"/> <b>Enter your address.</b>  <b>Address 1:</b> <input type="text" value="123 Daily Show Street"/>            Address 2: <input type="text"/>            Address 3: <input type="text"/>  <b>City:</b> <input type="text" value="Hollywood"/> <b>State:</b> <input type="text" value="Massachusetts"/>  <b>Postal:</b> <input type="text" value="02125"/>            County: <input type="text"/> </p> <p data-bbox="456 1289 584 1310"><b>Email Addresses</b></p> <p data-bbox="456 1316 1104 1390">           Primary Email Type: <input type="text" value="Business"/> <b>Enter your email address.</b>  <b>Email Address:</b> <input type="text" value="JonStewart@hotmail.com"/> <a href="#">Remove</a> </p> <p data-bbox="456 1409 1015 1430"> <a href="#">+ Add Another Email Address</a> <b>To add another email address click this link.</b> </p> <p data-bbox="456 1449 516 1470"><b>Phone</b></p> <p data-bbox="456 1476 1104 1549">           Primary Phone Type: <input type="text" value="Business"/> <b>Choose the phone type for your primary phone number.</b>  <b>Phone Number:</b> <input type="text" value="617/123-4567"/> <b>Extension:</b> <input type="text"/> <a href="#">Remove</a>  <b>Enter your phone number.</b> </p> <p data-bbox="456 1568 1023 1589"> <a href="#">+ Add Another Phone Number</a> <b>To add another phone number click this link.</b> </p> <p data-bbox="456 1623 714 1644"> <input type="button" value="Save"/> <a href="#">Return to Previous Page</a> </p> <p data-bbox="633 1663 1055 1684"> <b>Click Save to move on to the next step of the application.</b> </p>

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Apply for a Job, Continued

Procedure (continued)

Step	Action
15	<p>To complete <b>Your Online Resume</b> and application, enter information in the following boxes:</p> <ul style="list-style-type: none"> <li>• <b>Preferences</b>- includes Geographic Preferences</li> <li>• <b>Work Experience</b></li> <li>• <b>Education History</b>- include Primary, Secondary and Post-Secondary education</li> <li>• <b>Licenses and Certificates</b></li> <li>• <b>Languages</b></li> <li>• <b>References</b></li> <li>• <b>Application Questionnaire</b></li> <li>• <b>Referral Information</b></li> </ul>
16	<p>Complete the following fields in the <b>Preferences</b> box:</p> <ul style="list-style-type: none"> <li>• <b>Are you willing to relocate?</b>- check Yes or No</li> <li>• <b>Are you willing to travel?</b>- check Yes or No</li> <li>• <b>If yes, how often?</b>- choose a percentage range from the drop down list</li> <li>• <b>Regular/Temporary</b>- choose either Regular, Temporary or Either</li> <li>• <b>Desired Work Days</b>- check all boxes that apply</li> <li>• <b>Full/Part-time</b>- choose Full-time, Part-time or Either</li> <li>• <b>Desired Shift</b>- choose Any, Day, Evening, Night or Rotating</li> <li>• <b>Minimum Pay</b>- enter dollar value</li> <li>• <b>Per</b>- designate Bi-weekly, Hour, Month, or Year</li> <li>• <b>Currency Code</b>- allow default to USD</li> <li>• <b>Desired Hours Per Week</b>- enter number up to 40</li> </ul> <p>Complete the following fields in the <b>Geographic Preference</b> box:</p> <ul style="list-style-type: none"> <li>• <b>First Choice</b>- choose the first choice in location</li> <li>• <b>Second Choice</b>- choose the second choice on location</li> <li>• <b>Comments</b>- enter any comments relating to geographic location</li> </ul>

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Apply for a Job, Continued

Procedure (continued)

Step	Action
	<div style="border: 1px solid black; padding: 5px;"> <p><b>Preferences</b></p> <p>Are you willing to relocate? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Are you willing to travel? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, how often? <input type="text" value="None"/></p> <p>Regular/Temporary: <input type="text" value="Regular"/></p> <p>Desired Work Days: <input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday  <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday</p> <p>Full/Part-Time: <input type="text" value="Full-Time"/></p> <p>Desired Shift: <input type="text" value="Any"/></p> <p>Minimum Pay: <input type="text" value="45000.000000"/> Per: <input type="text" value="Year"/></p> <p>Currency Code: <input type="text" value="USD"/> <input type="text" value="US Dollar"/></p> <p>Desired Hours Per Week: <input type="text" value="40"/></p> <p><b>Geographic Preference</b></p> <p>First Choice: <input type="text" value="Boston- Off Campus"/> Second Choice: <input type="text" value="Jamaica Plain"/></p> <p>Comments: <input type="text" value="Geographic Location is not an issue for me."/></p> </div>
17	<p>Click the <a href="#">+ Add Work Experience</a> link to add work experience.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Work Experience</b></p> <p>You have not added any employment information to your new application.</p> <p><a href="#">+ Add Work Experience</a> <span style="color: red;">← Click here to add work experience.</span></p> </div>

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Apply for a Job, Continued

Procedure (continued)

Step	Action
18	<p>The <b>Add New Application/Add Employment History</b> page opens. Enter information in the <b>Enter Employment Details</b> box:</p> <ul style="list-style-type: none"> <li>• <b>*Start Date-</b> start date with job</li> <li>• <b>End Date-</b> enter date if no longer employed at this job</li> <li>• <b>*Employer Name-</b> enter name of employer</li> <li>• <b>*Ending Job Title-</b> enter last title held</li> <li>• <b>Telephone-</b> enter telephone number of job</li> <li>• <b>Responsibilities-</b> type in work responsibilities or copy and paste text**</li> </ul> <p><i>*Note- these fields are required.</i></p> <p><i>**Note- to check spelling of text, click the  icon.</i></p> <p>Enter the employer address in the <b>Address</b> box.</p> <ul style="list-style-type: none"> <li>• <b>Country-</b> defaults to United States, change if needed</li> <li>• <b>Address 1-</b> enter street address</li> <li>• <b>Address 2-</b> enter suite, building, unit, etc if needed</li> <li>• <b>Address 3-</b> enter if needed</li> <li>• <b>City-</b> enter city</li> <li>• <b>State-</b> choose state from drop down list</li> <li>• <b>Postal-</b> enter zip code</li> <li>• <b>County-</b> enter county if known</li> </ul> <p>Click <b>Save &amp; Add More</b> to add additional work experience.</p> <p>Click <b>Save &amp; Return</b> when all work experience has been entered.</p> <p>Click <b>Cancel</b> to exit <b>Work Experience</b> without saving.</p>

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Apply for a Job, Continued

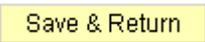
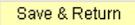
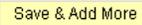
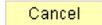
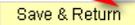
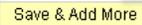
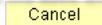
Procedure (continued)

Step	Action
	<p><b>Add New Application</b></p> <p><b>Add Employment History</b></p> <p>Save &amp; Return   Save &amp; Add More   Cancel   <a href="#">Return to Previous Page</a></p> <p><b>Enter Employment Details</b></p> <p>*Start Date: 01/01/1997   End Date: 11/07/2007   <b>Start Date, Employer and Ending Job Title are required fields.</b></p> <p>Employer: Comedy Central</p> <p>Ending Job Title: Host</p> <p>Telephone: 617/123-4567</p> <p>Responsibilities: Host of The Daily Show; Political Satirist</p> <p><b>Address</b></p> <p>Country: United States</p> <p>Address 1: 123 Daily Show Street</p> <p>Address 2:</p> <p>Address 3:</p> <p>City: Hollywood   State: Massachusetts</p> <p>Postal: 02125</p> <p>County:</p> <p>Save &amp; Return   Save &amp; Add More   Cancel   <a href="#">Return to Previous Page</a></p> <p>* Required Field</p>
19	<p>Enter education information in the <b>Education History</b> box. Choose the <b>Highest Education Level</b> from the drop down list.</p> <p><b>Education History</b></p> <p>Highest Education Level: I-Master's Level Degree</p>
20	<p>To add <b>Primary and Secondary Education</b>, click on the <a href="#">+ Add High School History</a> link.</p>
	<p>To add a primary or secondary school, click the Add Primary or Secondary Education History hyperlink below Primary/Secondary School Education. To change information for a school, click the hyperlink under School field. Click on delete icon to remove corresponding Primary/Secondary School Information.</p> <p><b>Primary and Secondary Education</b></p> <p>You have not added any primary or secondary education information to your application.</p> <p><a href="#">+ Add High School History</a>   <b>To add High School History click this link.</b></p>

Continued on next page

Apply for a Job, Continued

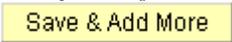
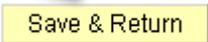
Procedure (continued)

Step	Action
21	<p>The <b>Add High School History</b> page will allow entry of the <b>Enter Primary or Secondary Education Details</b> by completing the following fields:</p> <ul style="list-style-type: none"> <li>• <b>Country</b>- choose from drop down list to designate country</li> <li>• <b>State</b>- choose from drop down list to designate state- must designate country prior to state</li> <li>• <b>School Type</b>- choose from drop down list</li> <li>• <b>*School</b>- enter 0008 for <b>High School</b></li> <li>• <b>*Other</b>- will default from school</li> <li>• <b>Level Achieved</b>- choose from drop down</li> <li>• <b>Date Acquired</b>- enter date graduated or use  to find date</li> <li>• <b>Average Grade</b>- choose grade from drop down list</li> <li>• <b>Completed</b>- check the box if completed attendance</li> </ul> <p><i>*Note-a required field, the School code list includes post secondary schools. Code 0008 /High School is recommended for this field in Add High School History.</i></p> <p>Click  to continue with application.</p>
	<p><b>Add New Application</b></p> <hr/> <p><b>Add High School History</b></p> <hr/> <p>    <a href="#">Return to Previous Page</a> </p> <hr/> <p><b>Enter Primary or Secondary Education Details</b></p> <p>           Country: <input type="text" value="United States"/>             State: <input type="text" value="Massachusetts"/>             School Type: <input type="text" value="High School"/>             *School: <input type="text" value="0008"/>  *Other: <input type="text" value="High School"/>             Level Achieved: <input type="text" value="High School Graduate"/>             Date Acquired: <input type="text" value="06/06/2007"/>              Average Grade: <input type="text" value="A"/> <input checked="" type="checkbox"/> <b>Completed</b> </p> <p>    <a href="#">Return to Previous Page</a> </p> <p><b>* Required Field</b></p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
22	To add <b>Post-Secondary Education</b> , click the <a href="#">+ Add College/University History</a> link.
	<p>To add a degree, click the Add Post-Secondary Education History hyperlink below Post-Secondary. To change information for a degree, click the hyperlink under Degree field. Click on delete icon to remove corresponding degree.</p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Post-Secondary Education</b></p> <p>You have not added any education information to your application.</p> <p><a href="#">+ Add College/University History</a></p> </div>
23	<p>Enter information in the following fields in the <b>Add College/ University History</b> page.</p> <ul style="list-style-type: none"> <li>• <b>Country</b>- choose from drop down list to designate country</li> <li>• <b>State</b>- choose from drop down list to designate state- must designate country prior to state</li> <li>• <b>*School</b>- use  and <a href="#">Advanced Lookup</a> to find school</li> <li>• <b>Other</b>- will default from school</li> <li>• <b>*Major</b>- use  and <a href="#">Advanced Lookup</a> to find major</li> <li>• <b>*Degree</b>- use  and <a href="#">Advanced Lookup</a> to find degree</li> <li>• <b>Average Grade</b>- enter average grade received</li> <li>• <b>Graduated</b>- check the box if graduated</li> <li>• <b>Date Issued</b>- enter date or click  to find date</li> <li>• <b>Educator</b>- enter educator information if known</li> </ul> <p><i>* Note- required fields.</i></p> <p>Click  to add additional post-secondary education.</p> <p>Click  when all education has been entered.</p> <p>Click  to exit <b>Add College/ University History</b> without saving.</p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
	<p><b>Add New Application</b></p> <hr/> <p><b>Add College/University History</b></p> <hr/> <p> <input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add More"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> <hr/> <p><b>Enter Post-Secondary Education Details</b></p> <p>           Country: <input type="text" value="United States"/>             State: <input type="text" value="Massachusetts"/>             *School: <input type="text" value="Salem State College"/> <input type="button" value="Q"/>               Other: <input type="text" value="Salem State College"/>             *Major: <input type="text" value="Finance"/> <input type="button" value="Q"/>               Other: <input type="text" value="Finance"/>             *Degree: <input type="text" value="Bachelor of Business Admin"/>               Other: <input type="text" value="B.Sc"/>             Average Grade: <input type="text" value="A"/>   <input checked="" type="checkbox"/> <b>Graduated</b>             Date Issued: <input type="text" value="01/01/1995"/> <input type="button" value="Q"/>             Educator: <input type="text"/> </p> <hr/> <p style="color: red; text-align: center;">  <b>When you have completed entering your Post-Secondary Education click the save and return button to complete your application.</b> </p> <hr/> <p> <input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add More"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> <hr/> <p>* Required Field</p>
24	<p>To enter any <b>Licenses and Certificates</b> click the <a href="#">+ Add Licenses and Certificates</a> link.</p> <p>If you have any licenses or certificates you wish to tell us about, enter them here.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Licenses and Certificates</b></p> <p>You have not added any licenses or certificates to your application.</p> <p><a href="#">+ Add Licenses and Certificates</a>  <span style="color: red;">Click this link to add your License and/or Certificate.</span></p> </div>
25	<p>Enter information in the <b>License or Certificate Details</b> box. Complete the following fields:</p> <ul style="list-style-type: none"> <li>• <b>*License/Certificate-</b> choose from drop down list</li> <li>• <b>Issued By-</b> enter agency or organization of issue</li> <li>• <b>License/Certificate Number-</b> enter number if applicable</li> <li>• <b>Date Issued-</b> enter date or click <input type="button" value="Q"/> to find date</li> </ul> <p><i>* Note- required fields.</i></p> <p>Click <input type="button" value="Save &amp; Add More"/> to add additional license/certificate details.</p> <p>Click <input type="button" value="Save &amp; Return"/> when all license/certificates details have been entered.</p> <p>Click <input type="button" value="Cancel"/> to exit <b>Add License or Certificates</b> without saving.</p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
	<p><a href="#">Add New Application</a></p> <hr/> <p><b>Add License or Certificates</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>License or Certificate Details</b></p> <p>*<b>License/Certificate</b> <input type="text" value="Lic. Mental Health Worker"/></p> <p><b>Issued By:</b> <input type="text" value="Boston University"/></p> <p><b>License/Certification Number:</b> <input type="text" value="1234567"/></p> <p><b>Date Issued:</b> <input type="text" value="11/08/2006"/> </p> </div> <p style="text-align: right;"> <input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add More"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> <p><small>* Required Field</small></p>
26	<p>To add <b>Languages</b> that are spoken, read or written to the application, click the  <a href="#">Add Languages</a> link.</p>
	<p>Use this page to list your languages.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Languages</b></p> <p>You have not added any languages to your application.</p> <p> <a href="#">Add Languages</a></p> </div>
27	<p>In the <b>Enter Language Details</b> box, complete the following fields:</p> <ul style="list-style-type: none"> <li>• <b>*Language-</b> choose from the drop down list</li> <li>• <b>Speaking Proficiency-</b> choose from Low, Moderate or High</li> <li>• <b>Reading Proficiency-</b> choose from Low, Moderate or High</li> <li>• <b>Writing Proficiency-</b> choose from Low, Moderate or High</li> </ul> <p><i>* Note- required fields.</i></p> <p>Click <input type="button" value="Save &amp; Add More"/> to add additional languages.</p> <p>Click <input type="button" value="Save &amp; Return"/> when all languages have been entered.</p> <p>Click <input type="button" value="Cancel"/> to exit <b>Add Language</b> without saving.</p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
	<p><b>Add New Application</b></p> <hr/> <p><b>Add Language</b></p> <div data-bbox="461 552 1295 741" style="border: 1px solid black; padding: 5px;"> <p><b>Enter Language Details</b></p> <p>*<b>Language:</b> <input type="text" value="Spanish"/></p> <p><b>Speaking Proficiency:</b> <input type="text" value="High"/></p> <p><b>Reading Proficiency:</b> <input type="text" value="High"/></p> <p><b>Writing Proficiency:</b> <input type="text" value="Moderate"/></p> </div> <p style="text-align: right;"> <input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add More"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> <hr/> <p>* Required Field</p>
28	<p>To add <b>References</b> to your application, click the <a href="#">+ Add Reference</a> link.</p>
	<p>Enter your references here</p> <div data-bbox="454 1016 1300 1125" style="border: 1px solid black; padding: 5px;"> <p><b>References</b></p> <p>You have not added any references to your application.</p> <p><a href="#">+ Add Reference</a>  <b>Click this link to add any references.</b></p> </div>
29	<p>From the <b>Add Reference</b> page, enter information in the <b>Enter Reference Details</b> box in the following fields:</p> <ul style="list-style-type: none"> <li>• <b>*Reference Type-</b> choose from Both, Personal or Professional</li> <li>• <b>*Reference Name-</b> enter full name</li> <li>• <b>*Title-</b> enter title of reference</li> <li>• <b>Employer-</b> enter employer of reference</li> <li>• <b>Telephone-</b> enter telephone number of reference</li> </ul> <p>In the <b>Address</b> box, enter address detail for the reference, if known.</p> <p><i>* Note- required fields.</i></p> <p>Click <input type="button" value="Save &amp; Add More"/> to add additional references.</p> <p>Click <input type="button" value="Save &amp; Return"/> when all references have been entered.</p> <p>Click <input type="button" value="Cancel"/> to exit <b>Add Reference</b> without saving.</p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
	<p><a href="#">Add New Application</a></p> <p><b>Add Reference</b></p> <hr/> <p> <input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add More"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> <hr/> <p><b>Enter Reference Details</b></p> <p>*Reference Type: Professional</p> <p>*Reference Name: Bob Boss</p> <p>*Title: Manager</p> <p>Employer: Partners HealthCare</p> <p>Telephone: 617/123-4567</p> <hr/> <p><b>Address</b></p> <p>Country: United States</p> <p>Address 1: 123 Partners Way</p> <p>Address 2:</p> <p>Address 3:</p> <p>City: Boston State: Massachusetts</p> <p>Postal: 02114</p> <p>County:</p> <hr/> <p> <input type="button" value="Save &amp; Return"/> <input type="button" value="Save &amp; Add More"/> <input type="button" value="Cancel"/> <a href="#">Return to Previous Page</a> </p> <p>* Required Field</p>
30	<p>All questions on the <b>Application Questionnaire</b> are required and must be completed prior to submitting application. Complete the following questions:</p> <ul style="list-style-type: none"> <li>• <b>*Are you 18 years or older?</b>- Yes or No</li> <li>• <b>*Have you been employed by a Partners Affiliate in the past? If yes, select the most recent affiliate you worked for. Please include experience in job history/resume.-</b> enter No or choose applicable affiliates from the list</li> <li>• <b>*Are you legally authorized to work in the United States? Verification will be required upon hire.-</b> Yes or No</li> <li>• <b>*Will you now or in the future require sponsorship for employment visa status?-</b> Yes or No</li> <li>• <b>*Are you interested in temporary opportunities?-</b> Yes or No</li> </ul>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #000080;"> <p><b>Application Questionnaire</b></p> <p><b>*Are you 18 years or older?</b></p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> Yes</p> <p><b>*Have you been employed by a Partners Affiliate in the past? Is yes select the most recent affiliate you worked for. Please include experience in job history/resume.</b></p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> Partners Corporate</p> <p><input type="radio"/> Massachusetts General Hospital</p> <p><input type="radio"/> Brigham and Women's Hospital</p> <p><input type="radio"/> North Shore Medical Center</p> <p><input type="radio"/> Spaulding Rehabilitation Hospital Network</p> <p><input type="radio"/> Partners Home Care</p> <p><input type="radio"/> Partners Community Healthcare</p> <p><input type="radio"/> Faulkner Hospital</p> <p><input type="radio"/> McLean Hospital</p> <p><input type="radio"/> Newton Wellesley Hospital</p> <p><input type="radio"/> Rehabilitation Hospital of the Cape and Islands</p> <p><input type="radio"/> Shaughnessy-Kaplan Rehabilitation Hospital</p> <p><b>*Are you legally authorized to work in the United States? Verification will be required upon hire.</b></p> <p><input type="radio"/> No</p> <p><input checked="" type="radio"/> Yes</p> <p><b>*Will you now or in the future require sponsorship for employment visa status?</b></p> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes</p> <p><b>*Are you interested in temporary opportunities?</b></p> <p><input checked="" type="radio"/> No</p> <p><input type="radio"/> Yes</p> </div>

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Apply for a Job, Continued

Procedure (continued)

Step	Action
31	<p>Complete the following fields in the <b>Referral Information</b> box:</p> <ul style="list-style-type: none"> <li>• <b>How did you find out about the job?</b>- choose from the drop down list</li> <li>• <b>SubSource</b>- choose from the drop down box once the <b>How</b> question chosen</li> </ul> <p><b>Specific Referral Source</b>:-enter information, if known</p>
	
32	<p>If the application is complete, click the <b>Submit</b> button.</p> <p>If the application is not complete, click the <b>Save as Draft</b> button. The application can be completed at another time as a draft.</p> <p>To close the application without saving, click the <b>Close Application</b> button.</p>
	
33	<p>When you click submit you are brought to the final page of the application. The application process is not complete until this page has been filled out. You will find the following sections:</p> <ul style="list-style-type: none"> <li>• Felony and Misdemeanor</li> <li>• Affirmative Action</li> <li>• Terms and Agreements</li> </ul>

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Apply for a Job, Continued

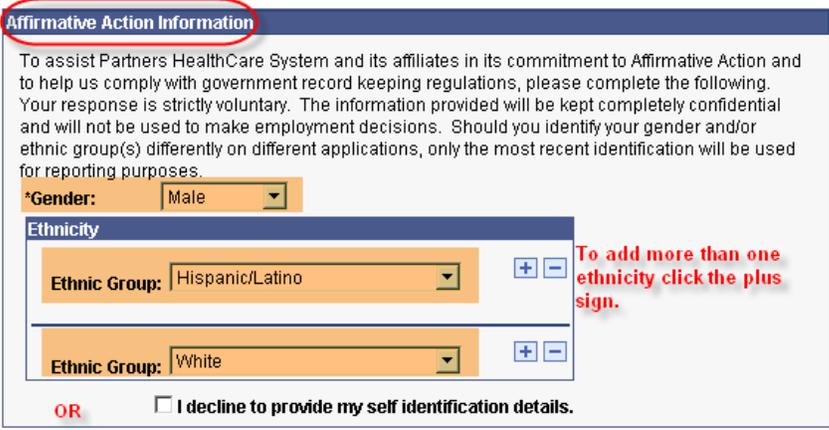
Procedure (continued)

Step	Action
34	<p>To complete the Felony and Misdemeanor section, read and answer both questions:</p> <p><b>If your answer is yes, you will need to provide the date and details of the conviction(s).</b></p> <p><b>Please read and respond to the following:</b></p> <p>You may answer "no" to the following two questions if your criminal record consists only of one or more of the following:                      (1) a sealed record on file with the Commissioner of Probation;                      (2) cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution;                      (3) a first conviction for drunkenness, simple assault, speeding, minor traffic offenses, disturbance of the peace, or affray; or                      (4) any conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five or more years prior to the date of this application, unless you have been convicted of any other offense within the past five years.</p> <p><b>Have you ever been convicted (whether after a trial or plea) of a felony?</b>    <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, please give the date and details of the conviction (s).</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p><b>Have you ever been convicted (whether after a trial or plea) of a misdemeanor as limited by item 4 above?</b>    <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>If yes, please give the date and details of the conviction (s).</p> <div style="border: 1px solid gray; height: 30px; width: 100%;"></div> <p>The fact that you may have a record of conviction will not necessarily bar you from employment.</p> <p>It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.</p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action
35	<p>To complete the Affirmative Action section, read the text and complete the following fields:</p> <ul style="list-style-type: none"> <li>• <b>*Gender</b>- choose from, Female, Male or Unknown</li> <li>• <b>Ethnic Group</b>- choose from the drop down list</li> </ul> <p><i>Note- To list more than one ethnicity, click the   to add an ethnicity.</i></p> <p>*- denotes a required field</p> <p>If you decline to provide self identification details for <b>Ethnic Group</b>, click the <b>I decline to provide self identification details</b> checkbox.</p>
	
36	<p>Read the text in the <b>Terms and Agreements</b> box. Enter either:</p> <ul style="list-style-type: none"> <li>• <b>I agree to these terms</b></li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• <b>I do not agree to these terms</b></li> </ul> <p>To complete the application process, click the  button.</p> <p>Click the  button to exit the application process without saving.</p>

Continued on next page

Apply for a Job, Continued

Procedure (continued)

Step	Action								
	<div data-bbox="467 485 1274 955"> <p><b>Terms and Agreements</b></p> <p>The information supplied on this application and/or attached resume is true and complete to the best of my knowledge. I understand and agree that any false information or material omissions of fact may disqualify me from further consideration for employment, or may be considered justification for dismissal if I am hired.</p> <p>I understand that any offer of employment is contingent upon my ability to comply with United States Citizenship and Immigration Services requirements concerning my identity and right to work in the United States, medical acceptability, background checks and satisfactory responses from my educational and/or employment references.</p> <p>I hereby authorize release to Partners HealthCare System or any of its affiliates any or all reference information with respect to my academic and/or employment records including final evaluations and recommendations for future employment.</p> <p>In the event that I am employed by Partners HealthCare System or any of its affiliates, I agree to comply with all applicable rules, regulations, directives, policies and procedures. I understand that unless otherwise specified, employment is 'at will' and may be terminated by me or the affiliate at any time.</p> <p><input checked="" type="radio"/> I agree to these terms    <input type="radio"/> I do not agree to these terms</p> </div> <div data-bbox="479 955 1104 1039"> <p><b>When you have finished this page click the Submit button to submit your application.</b></p> <p><input type="button" value="Submit"/>    <input type="button" value="Cancel"/>    <a href="#">Return to Previous Page</a></p> </div>								
37	<p>The application has been successfully submitted.</p>								
	<div data-bbox="467 1094 1274 1476"> <p><a href="#">Careers Home</a>   <a href="#">Job Search</a>   <a href="#">My Saved Jobs</a>   <a href="#">My Saved Searches</a>   <a href="#">My Career Tools</a>   <a href="#">Logout</a></p> <p><b>My Applications</b></p> <p><input checked="" type="checkbox"/> You have successfully submitted your job application.</p> <div data-bbox="467 1270 1295 1375"> <p><b>My Applications</b></p> <p>Display applications from: <input type="text"/> <input type="button" value="Refresh"/></p> <p>« First   Previous   Next   Last »</p> </div> <table border="1"> <thead> <tr> <th>Application</th> <th>Application Status</th> <th>Application Date</th> <th>Job Opening Status</th> </tr> </thead> <tbody> <tr> <td> <a href="#">CLINICAL DIETICIAN SPECIALIST</a></td> <td>Applied</td> <td>08/03/2007 11:57AM</td> <td>Open</td> </tr> </tbody> </table> </div>	Application	Application Status	Application Date	Job Opening Status	<a href="#">CLINICAL DIETICIAN SPECIALIST</a>	Applied	08/03/2007 11:57AM	Open
Application	Application Status	Application Date	Job Opening Status						
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