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**Last Updated: 9/9/16**

We thank you for your interest in job opportunities. Please use these materials to find information to guide you through the application experience.

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# Taleo – External Applicant

## Forgot Username

*Note: You have the ability to select 'forgot your user name?' on the login screen. Please follow the instructions and provide the necessary information. Your user name will then be displayed on the page.*

(1) Click, '**Forgot your user name?**'

Welcome. You are not signed in.

### Login

To access your account, please identify your create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)

[Forgot your password?](#)

(2) Enter your **Email Address**

Welcome. You are not signed in.

### Forgotten User Name

Please enter your email address below. If you have never provided your email address, leave the field empty and click "Validate".

Email Address

# Taleo – External Applicant

(3) The following screen will appear – you will need to provide additional information to validate.

Welcome. You are not signed in.

**The action cannot be completed.**  
The system cannot find a unique match. Please provide more information and Validate again or call our customer support hotline at careers@partners.org.

**Forgotten User Name**

For the system to identify your unique candidate record and retrieve your user name, you must provide some personal information. Fill in the fields below, then click "Validate" to verify if the information matches a unique candidate record. Note that email addresses usually produce the best results.

First Name

Last Name

Middle Name

Street Address

Email Address

Phone Number

(4) Your user name will now display

Welcome. You are not signed in.

**Username Retrieval Confirmation**

You can go back to the login screen to access the application or use the forgot password feature if you don't remember your password.

User Name

[Back to login page](#)   [Forgot your password?](#)

# Taleo – External Applicant

## Forgot Password

*Note: You have the ability to select 'forgot your password?' on the login screen. Please follow the instructions and provide the necessary information. You will then receive an email with how to reset your password.*

(1) Click, 'Forgot your password?'

Welcome. You are not signed in.

### Login

To access your account, please identify your create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)

[Forgot your password?](#) 

(2) Enter your **User Name** and **Email Address**. Select 'OK'

Welcome. You are not signed in.

### Forgot Your Password?

Please enter your user name and email address below, click OK, then follow the instructions. If you don't have an email address, please contact your system administrator for assistance at [careers@partners.org](mailto:careers@partners.org).


*Mandatory fields are marked with an asterisk.*

\*User Name

\*Email Address

(3) This message will be displayed on the screen

Welcome. You are not signed in.

 Job Search

## An email has been sent to you

A message has been sent to you containing instructions on how to change your password. Please check your inbox.

[Back to login page](#)

(4) An email will be sent with instructions to reset your password. Follow the link provided.

---

## Forgot Your Password?

Human Resources [hr-stgpartners@invalidemail.com]

Sent: Tue 7/28/2015 8:23 AM

To:

 Message |  this\_message\_in\_html.html (1 KB)

Dear Kendra,

We have received your password change request. This email contains the information that you need to change your password.

Access Code: M4FP\_wi#z


Click this link to [enter your new password](#).

Please do not reply to this message. This is a Taleo system generated message and replies to this message are undeliverable.

# Taleo – External Applicant

(5) Enter your **User Name** and **Access Code**. Click, '**Login**'.

Welcome. You are not signed in.

 Job Search

## Forgot Password

You received an email in regards to a forgotten password. Please enter the login information as provided in the email.

*Mandatory fields are marked with an asterisk.*


\*User Name

\*Access Code

Login

(6) You will then be asked to again enter your Access Code, create a new password and confirm your new password. Click, '**OK**'.

Kendra Copithorne, you are signed in. | [My Account Options](#)

 Job Search

My Jobpage

## Change Password

This page allows you to change your password.

*Mandatory fields are marked with an asterisk.*

User Name  
kcopithorne

\*Access Code

\*New Password

\*Confirm New Password

OK

Sign Out

(7) You will now be logged into your account.

# Taleo – External Applicant

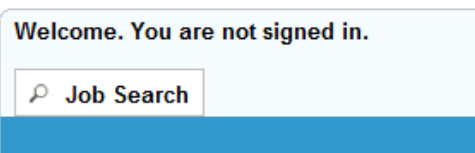
## General Profile Creation

*Note: You may search for jobs without registering or creating a login account. However, a registration and a login account are required before you can apply to a job or create an applicant profile.*

### Why create a profile?

- Profile data is used as default information when you apply to a job- thereby reducing the amount of information you need to enter.
- Profile data can be used to search more efficiently for jobs
- Recruiters may use profile data to search for candidates who match certain criteria for positions.

(1) Before you can create a general profile, a login must be created, and a new account set up. To do so, you should click '**New User**' on the **Sign In** page. Once the necessary steps to create an account have been completed, you will be able to access your account and set up your profile.



### Login

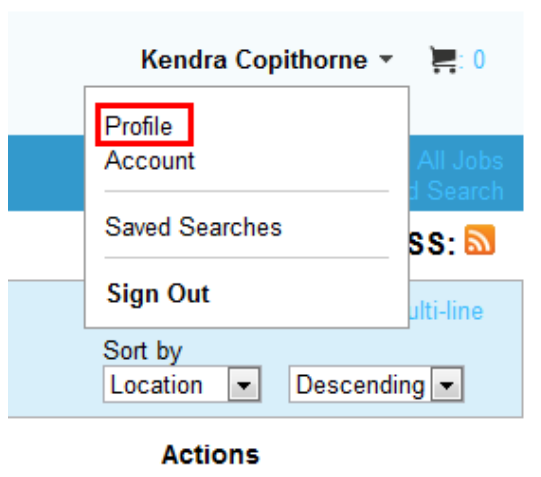
To access your account, please identify yourself or create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name  
  
 \*Password  
  
[Forgot your user name?](#)  
[Forgot your password?](#)

# Taleo – External Applicant

- (2) You will be required to indicate agreement with the **Privacy Agreement**, presented prior to proceeding. Click, '**I Accept**'.
- (3) To access the **Applicant Profile** page, select the dropdown link next to your user name, located towards the top of the page and click '**Profile**'.





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*Note: A flow chart is displayed at the top of each screen which indicates your progress. At any time during the Profile data entry, you may 'Save as Draft'.*

(4) Resume Upload- Add a resume using the following three options:

- I. Upload a resume from LinkedIn
- II. Upload a resume from a file
- III. Complete the resume data using manual entry


*Note: Any resume uploaded will be used to pre-populate information into the remaining fields of the profile where applicable.*

**Resume Upload**

**Profile Upload**

You can submit personal and professional information by uploading a resume or by uploading a profile through a third-party service. The system will automatically extract the relevant information from the profile or the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.  
If you do not upload a profile or a resume, you will need to fill out the online submission manually.

**Upload data from**



---

**Or upload a resume**

Select the resume file to upload

Note: Once the process is completed, please verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

Paste the resume

No thanks, I will fill out the online submission manually

# Taleo – External Applicant

- (5) Personal Information- Complete the remaining mandatory fields within the Personal Information page. Mandatory fields will be marked with a red asterisk.

You will also be asked to indicate how you heard about the job opportunities available within our organization.

Mandatory fields are marked with an asterisk.\*

### Source Tracking

Please indicate how you heard about the job opportunities available within our organization.

\*Source Type

Job Board

\*Job Board

Select One...

### Personal Information

Please enter all relevant personal information in the fields below.

\*First Name Middle Name \*Last Name

\*Street Address (line 1)

Address (line 2)

\*City \*Zip/Postal Code

\*Place of Residence  
Country  
United States  
State/Province  
Massachusetts  
Region  
Not Specified

### Nearest Major Metropolitan Area

\*Primary Number  
Not Specified

Home Phone Number Work Phone Number Cellular Number

\*Email Address

- (6) Preferences- The Preferences page allows you to identify your personal preferences in three categories including:

- I. **Job Field**
- II. **Location**
- III. **Organization**

# Taleo – External Applicant

*Note: Preferences are used by Taleo to automatically identify jobs that are of interest to you, and notifications can be turned on so you receive a communication when a posting meets your preferences. Preferences are constantly updating based on the criteria of the jobs you apply to – be sure to periodically check preferences to be sure you are receiving emails based on your current interests.*

- I. To set a **Job Field** preference, click the '**Job Family**' drop-down list, select a value, and click '**Add to List**'. Once all preferences have been added click '**Save and Continue**'.

- II. To set a **Location** preference, select a value for all three drop-down lists, including:
  - a) **State/Province**
  - b) **City**
  - c) **Work Location**

As a selection is made another drop down will appear to drill down to the work location. Once all location preferences have been added, click '**Save and Continue**'.

# Taleo – External Applicant

- III. To set an **Organization** preference, click the '**Organization**' drop-down list, select a value and click '**Add to List**'. Once all organization references have been added, click '**Save and Continue**'.

**Preferences**

**Employment Preferences**

Please specify the work preferences such as the job field, the location, and the organization. Select the options that better correspond to the professional interests.

**Organization**

Company  
 Select one...

**Organization Preferences**

Page 3 out of 3

- (7) Basic Profile Information- On the Basic Profile Information page, fill out the additional preferences and attributes about desired jobs.

**Basic Profile**

**Basic Profile Information**

Indicate your employment preferences, conditions and interests in the fields below. Please note that advance notice and minimum annual salary are not used in the logic to determine which job opportunities will be emailed to you.

<p><b>Employee Status</b></p> <p><input type="checkbox"/> Regular</p> <p><input type="checkbox"/> Temporary</p> <p><input type="checkbox"/> Limited Term / Per Diem</p> <p><input type="checkbox"/> Contractual / Per Visit</p>	<p><b>Schedule</b></p> <p><input type="checkbox"/> Full-time</p> <p><input type="checkbox"/> Part-time</p> <p><input type="checkbox"/> Per Diem</p>
<p><b>Shift</b></p> <p><input type="checkbox"/> Day Job</p> <p><input type="checkbox"/> Evening Job</p> <p><input type="checkbox"/> Night Job</p> <p><input type="checkbox"/> Rotating</p>	<p><b>Advance Notice</b></p> <div style="border: 1px solid #ccc; padding: 2px;">           Not Specified         </div>

**Minimum Annual Salary**

Enter either Annual Salary or Hourly Rate  
( \$\$, \$\$\$, \$\$\$.\$\$ or \$\$\$.\$\$ -- No Text )

**Job Posting Notification**

You may be contacted if a recruiter searches the database for candidates with information that matches what you have indicated on your profile.

Please select if you would like to receive emails from recruiters based on your profile.

**Job Posting Notifications** may be enabled if desired. To enable notifications, select the “**Please select if...**” checkbox. These notifications are emailed to you notifying you of a position that matches information in your profile.

*Note: Salary and Advance Notice fields do not factor into the auto matching of jobs and sending of email notifications.*

# Taleo – External Applicant

(8) File Attachment- On the File Attachment page, you can attach documents to your profile. Files could include Cover Letters, Certifications, and References. To add a file, click the **'Browse'** button to search for files and then click **'Attach'**. Once finished, click **'Save and Continue'**.

*Note: If a resume was attached in Step 1, it will appear in the search box automatically.*

**File Attachments**

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Comments about the file

(9) Review and Submit – On the Summary page, review each section of the profile to ensure the information is accurate. If any section requires updating, click the **'Edit'** link in the associated section header. Once all entries have been reviewed, click **'Submit'**, to complete your Applicant Profile creation process.

Submit
Save as Draft
Quit

**Review and Submit**

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information
Edit

The information entered into the Applicant Profile will pre-populate each time you apply for a position, streamlining your application process and taking less time to apply. However, the information populated can be edited on each specific job submission.

*Note: You will not be given the option to upload or attach a new resume after the first time you apply to a position. If you need to update information you will need to do so manually and under the attachments section you may upload your most current resume.*

# Taleo – External Applicant

## Job Specific Application

*Note: You may search for jobs without registering or creating a login account. However, a registration and a login account are required before you can apply to a job or create an applicant profile.*

Before you can apply for a position, a login must be created, and a new account set up. It is also recommended that you set up a **General Profile** as well.

- (1) From the external career site click '**Sign In**'.

Welcome. You are not signed in. [Sign In](#)

Job Search My Jobpage

Keyword Job Number Job Field

[View All Jobs](#)  
[Advanced Search](#)

- (2) Either enter your login information and select '**Login**' or select '**New User**' to create an account.

Welcome. You are not signed in.

## Login

To access your account, please identify you create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)

[Forgot your password?](#)

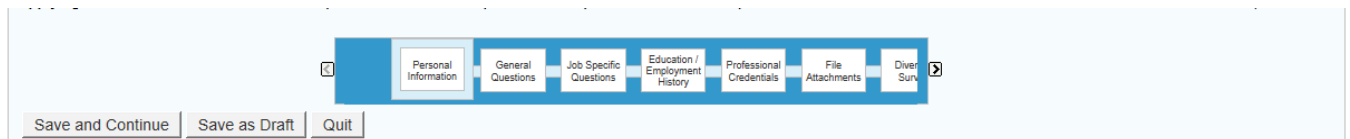
Once you have logged in you are able to apply to positions.

# Taleo – External Applicant

(3) To apply for a desired job, click the ‘Apply’ button located to the next of the listing on the **Job Search** page.

Job Title	Recruiting Department	Location	Actions
<a href="#">NURSE, STAFF</a>		NH-Bedford-MGH Bedford	<a href="#">Apply</a>
<a href="#">FINANCIAL ANALYST (306)</a>		NH-Bedford-MGH Bedford	<a href="#">Apply</a>
<a href="#">ADULT GI TECHNICIAN ryals</a>		MA-Walpole-NWH Walpole	<a href="#">Apply</a>
<a href="#">3RD CLASS ENGINEER - ryals</a>		MA-Walpole-NWH Walpole	<a href="#">Apply</a>
<a href="#">SOCIAL WORKER, MSW</a>	NSMC Case Management	MA-Swampscott-NSMC Swampscott	<a href="#">Apply</a>
<a href="#">ELECTRICIAN</a>	MGH Transportation Services	MA-Stoneham-MGH Stoneham	<a href="#">Apply</a>
<a href="#">ELECTRICIAN - CH</a>	MGH Admitting & Registration	MA-Stoneham-MGH Stoneham	<a href="#">Apply</a>

*Note: The application process contains a series of steps. For each posting, there will be a flowchart displayed at the top of the screen indicating the steps. You may click ‘Save as Draft’ to save your application at any point prior to submitting.*



(4) On the **Personal Information** page, fill in any necessary information based on the required fields (marked with a red asterisk). Once all information has been reviewed, click ‘**Save and Continue**’.

This page includes the Source Tracking, where you must select from the Source Type drop down and then select how you specifically heard about the job.

*Note: If a General Profile exists, then Taleo will default any available data contained in the profile. This information can always be updated as needed.*

# Taleo – External Applicant

- (5) On the **General Questions** page, please answer the questions asked of all individuals who apply for positions. Once all questions have been answered, click '**Save and Continue**'.

## General Questions

### Questionnaire

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

- \*1. Are you 18 years or older?

Yes  
 No

- \*2. Are you currently or have you been employed by Partners HealthCare System and/or its affiliates?

Yes  
 No

If Yes, please give details.

- \*3. Are you legally authorized to work in the United States? Verification will be required upon hire.

Yes  
 No

- \*4. Will you now or in the future require sponsorship for employment visa status? (e.g. H-1B Visa Status or OPT)

Yes  
 No

- (6) If any **Job Specific Questions** are required, those questions will be presented next. Once all questions have been answered, click '**Save and Continue**'.

## Job Specific Questions

Mandatory fields are marked with an asterisk.\*

### Questionnaire

Please answer the following questions as accurately as possible.

- \*1. Are you a Licensed Registered Nurse in Massachusetts?

No Selection ▼



# Taleo – External Applicant

- (7) On the **Education and Employment History** page, fill in any relevant information regarding previous educational and employment experience. Required fields are marked with a red asterisk. Once all education and employment entries have been entered, click **'Save and Continue'**.

*Note: If you uploaded your resume, or loaded your resume from LinkedIn, the parsing function should populate the Education and Employment History data. Please review the information that was parsed and make any necessary corrections.*

*Note: Most fields including Institution, Program, Employer, and Job function have search lists. However free-form text entries are also accepted. You are also able to add additional entries.*

## Education / Employment History

Mandatory fields are marked with an asterisk.\*

### Education

List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.

#### Education 1

Institution

Select

Program

Select

### Work Experience

List the work experiences below, starting with the most relevant one. You must specify 1 work experience entry.

#### Work Experience 1

Current Job

*Please indicate if this is your current job.*

\*Employer

Select

\*Job Function

Select

If none, type N/A.

If none, type N/A.

# Taleo – External Applicant

- (8) On the **Profession Credentials** page, add any current licenses, certificates or registrations that may be applicable to the role. Once all credentials have been added, click **'Save and Continue'**.

*Note: If a credential is not included in the selection list, it can be entered as free text.*

**Professional Credentials**

Start by entering the most relevant professional credential and continue adding professional credentials until you have entered all that you feel are important to disclose for this job. Do not list expired professional credentials.

**Professional Credential 1**

Professional Credential  [Select](#)

Issuing Organization  Number/ID

Issue Date  Expiration Date

Month  Year  Month  Year

If this professional credential will be received in the future, enter the expected issuing date.

[Remove Professional Credential](#)

- (9) On the **File Attachment** page, add any additional files such as Cover Letter or references. To add a file, click **'Browse'** to search for a file and then select a file. Once a file has been selected click **'Attach'**. When finished, click **'Save and Continue'** to proceed.

*Note: Files may be removed from the application by checking the 'Relevant Files' box, then 'Delete'.*

**File Attachments**

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Comments about the file

# Taleo – External Applicant

(10) You will be presented with self identification questions. You may select the option of not wishing to disclose if you do not want to provide this information.

(11) On the **eSignature** page, acknowledge the information within the statement and sign the application by entering your full name. When finished, click **'Save and Continue'**.

## eSignature

### eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

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.

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, satisfactory Massachusetts and multi-state criminal background checks and satisfactory responses from my educational and/or employment references. I understand and hereby consent to a pre-employment health screening (if applicable) and understand that any offer of employment is contingent upon satisfactory results of that screening.

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.

I understand that 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.

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.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

(12) On the Review and Submit page, review all of the information provided on the application. If updates are necessary, click the **'Edit'** link within the associated section header. Once the application is ready for submission, click **'Submit'**.

**Review and Submit**

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

When an application is submitted, a confirmation message will be displayed, signifying the completion of the application process.

# Taleo – External Applicant

To return to the homepage, click the 'Job Search' link.

The screenshot shows a navigation bar with 'Job Search' and 'My Jobpage' links. Below the bar is a 'Thank You' message with the text: 'Process completed. Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you. We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.' A 'View My Submissions' link is highlighted with a red box.

*Note: You can only apply to each job once. However, you are able to update your application after you have applied. To make updates please do so by editing the submission.*

*You will no longer be able to access or edit a submission when the position closes.*

(13) To view submitted job applications click **My Jobpage>My Submissions>View/Edit Submissions** or simply click the 'View/Edit Submission' from the **Job Search** Page.

The screenshot shows the 'My Submissions' page navigation bar with 'My Submissions', 'My Job Cart', and 'My Saved Searches' links. Below the bar is the heading 'My Submissions (3 job submissions found)'. The text reads: 'This page displays all relevant details related to your draft and completed submissions. Submissions per page: 25'. A section titled 'Completed Submissions' contains a job entry for 'NURSE, STAFF - Full-time' at 'NH-Bedford-MGH Bedford'. The job details include 'Job Number: NUR030002', 'Job Status: Active (Accepting Job Submissions)', and 'Submission Status: Completed – Updated: Jun 24, 2015'. A 'View/Edit Submission' link is highlighted with a red box.

# Taleo – External Applicant

Job Search | My Jobpage

Keyword  Job Number  Job Field   [View All Jobs](#) [Advanced Search](#)

**Job Openings 1 - 25 of 173** [RSS:](#)

[Multi-line](#)

Sort by

Organization	Job Title	Recruiting Department	Location	Actions
<input type="checkbox"/> Partners HealthCare (65) <input type="checkbox"/> McLean Hospital (33) <input type="checkbox"/> Massachusetts General Hospital (11) <input type="checkbox"/> Brigham & Women's Hospital (9) <input type="checkbox"/> Brigham & Women's Faulkner	<input checked="" type="checkbox"/> NURSE, STAFF		NH-Bedford-MGH Bedford	<a href="#">View/Edit Submission</a>

*Note: You can only apply to one job at a time, but are able to add multiple jobs to your cart to come back and apply to.*

## Job Description

### ADMINISTRATIVE ASST., WEEKLY-test - (3000335) Description

Kendra Copithorne

[View All Jobs](#)  
[Advanced Search](#)

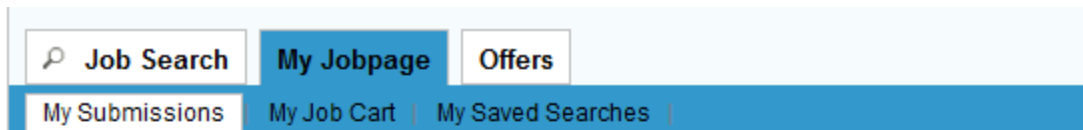
## FAQ #1 – How to find the Job ID# for a Position

1. Log into your Taleo Account
2. Select the 'My Jobpage' tab. It will default to the 'My Submissions' tab.



### My Submissions (10 job submissions found)

3. Find the position you are inquiring about, the 'Job Number' will be listed





### My Submissions (10 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

Submissions per page:

#### Completed Submissions

 **Access Facilitator - NHC TESTING**  - Full-time  
MA-Boston-Boston - 101 Merrimac - PHS  
**Job Number: 3000806**  
Job Status: Active (Accepting Job Submissions)  
Submission Status: Completed – Updated: Jul 29, 2015  
[View Submission](#)

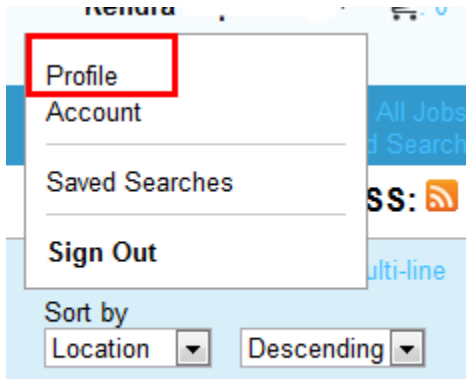
# Taleo – External Applicant

## FAQ #2 – How to View or Edit a Profile or Job Submission

Once you have applied for a position, you do not need to re-apply to make changes. If you need to update personal information or preferences you may do so in your profile. If you need to edit information specific to a job submission you may do so as well.

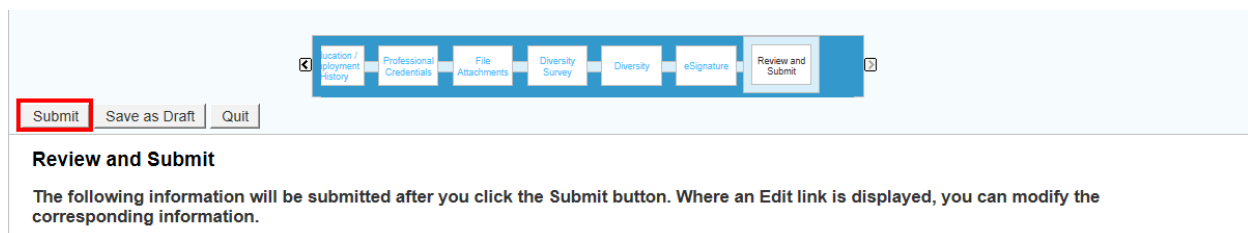
### To Edit or View a Profile:

1. Log into your Taleo Account
2. In the top right hand corner, select the pull down arrow next to your name. (If you do not see your name, you are not logged in)
3. Select **'Profile'**.



### Actions

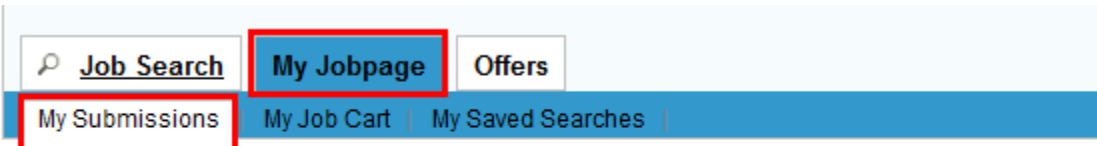
4. If you have completed the profile, you will be brought to the summary page. You have the option to **'Edit'** each sub section, the **'Edit'** option is located next to the following sub sections:
  - a. Personal Information
  - b. Preferences
  - c. Basic Profile
  - d. File Attachments



# Taleo – External Applicant

## To Edit or View a Job Submission:

1. Log into your Taleo Account
2. Select the **'My Jobpage'** tab. It will default to the **'My Submissions'** tab.



### My Submissions (10 job submissions found)

This page displays all relevant details related to your draft and completed submissions.

3. Select **'View/Edit Submission'**. (If you do not have this option, that means the position is no longer accepting applications for the job – you will only have the ability to view what you previously submitted)

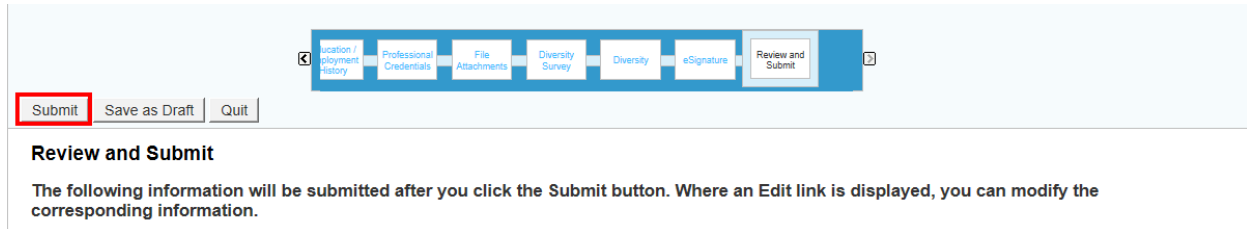
 **NURSE, STAFF**  - Full-time  
 NH-Bedford-MGH Bedford  
 Job Number: NUR030002  
 Job Status: Active (Accepting Job Submissions)  
 Submission Status: Completed – Updated: Jul 9, 2015  
[View/Edit Submission](#) | [Withdraw](#)

 **ACCESS FACILITATOR - TEST**  - Full-time  
 MA-Boston-Boston - 101 Merrimac - PHS  
 Job Number: 3000504  
 Job Status: Inactive (No Longer Accepting Job Submissions)  
 Submission Status: Completed – Updated: Jul 1, 2015  
[View Submission](#) ←



# Taleo – External Applicant

4. You will be brought to the summary page. You have the option to **'Edit'** each sub section, the **'Edit'** option is located next to the following sub sections:
  - a. Personal Information
  - b. General Questions
  - c. Job Specific Questions
  - d. Education/Employment History
  - e. Professional Credentials
  - f. File Attachments
  - g. Diversity Survey (You may not see this sub section depending on the job you applied for)
  - h. Diversity



5. You also have the option to **'Withdraw'** from your position. You should only withdraw your submission if you no longer want to be considered for that specific job, otherwise Edit the information you would like to change/update.

## FAQ #3 – How to access your internal Taleo Profile to search/apply for positions as an External applicant upon leaving employment

*Once you terminate employment, you will no longer be able to apply as an internal candidate. To ensure that you have access to your application history and are able to use the same account you used (or could have used) as an internal candidate, please update your email address in your internal candidate account prior to your termination. You can do this by logging into PeopleSoft, clicking on the Taleo link and then the Employee Job Search link. Once in Taleo please update your email address with your personal email. After you terminate employment, you can visit the career site and log in using your former employee ID as your logon. You can then request a new password using the 'Forgot Password' functionality and follow the instruction in the email that will be sent to you. If you have any issues, you can email [careers@partners.org](mailto:careers@partners.org).*

### Steps you will need to complete to search and apply for jobs:

- Log into your account here: <http://www.partners.org/careers/system-job-search.aspx>
  - From here you are able to access your 'My Account' options to update personal information such as password and email address. You will not be able to edit your username.
  - From here you are also able to search and apply to all open positions across all Partners HealthCare Affiliates.

# Taleo – External Applicant

## FAQ #4 – How to filter by Organization, Location, Job Field, Job Schedule, Job Shift, or Employee Status

1. On the Career Site you are able to filter jobs by the criteria along the left hand side of the page.

The screenshot shows the Taleo job search interface. On the left, there are filter sections for Organization, Location, and Job Field. The main area displays a list of job openings with columns for Job Title, Recruiting Department, Location, and Actions.

**Organization**

- Massachusetts General Hospital (MGH) (889)
- Brigham & Women's Hospital (BWH) (553)
- Partners HealthCare(PHS) (226)
- North Shore Medical Center (NSMC) (226)
- Newton-Wellesley Hospital(NWH) (179)

**Location**

- State/Province: Massachusetts (2625)
- City: Boston (1463), Salem (192)
- Work Location: MGH Main Campus (577), Boston - BWH Main Campus (388)

**Job Field**

- Nursing (424)
- Admin/Clerical/Cust Service (354)
- Research (265)
- Social Services/Mental Health (181)
- IT/Health IT/Informatics (169)

Job Title	Recruiting Department	Location	Actions
Billing Rep I - Located in Bedford NH - 3rd Party experience preferred!	MGH Professional Billing Office	NH-Bedford-MGH Bedford	Apply
MANAGER, BILLING/AR REC (CREDIT RESOLUTION) Bedford, NH	MGH Professional Billing Office	NH-Bedford-MGH Bedford	Apply
EMERGENCY/COMMUNITY HOSPITAL PSYCHIATRIC CLINICIAN - Sturdy Memorial/BI Deaconess Plymouth	MCL Emergency Room Contracts	MA-Winchester-MCL Winchester	Apply
MEDICAL ASSISTANT(BS/BA PREFD)/PER DIEM/DAYS-BWH SURGERY (WEYMOUTH)	BWH Surgery	MA-Weymouth-BWH Weymouth - BWH Surgical Associates	Apply
SRH- Occupational Therapist, Spaulding West Roxbury, SNF	SRH Spaulding West Roxbury	MA-West Roxbury-SRH West Roxbury	Apply
ACADEMIC PROGRAM DIRECTOR, IHP	Brigham & Women's Hospital	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
CASE MANAGER	SWR Case Mngt	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
Environmental Services Aide	SWR Env Services	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
NURSE MANAGER (RN)	SWR Nursing	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR Nursing Assistant (p/t, eves)	SWR Nursing	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR Receptionist	SWR Reception	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR RN SUPERVISOR (eves)	SWR Nursing	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR ADMINISTRATIVE COORDINATOR	SWR Administration	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR DIRECTOR OF SOCIAL SERVICES	SWR Social Services	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR Nursing Assistant (p/t, nights)	SWR Nursing	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR Registered Nurse (nights)	SWR Nursing	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply
SWR Unif Secretary	SWR Nursing	MA-West Roxbury-Spaulding West	Acclv

# Taleo – External Applicant


2. Select the check box next to the criteria to narrow down the list of available jobs. The criteria selected will populate above the list of jobs.

Welcome. If you are a returning or new applicant, please explore opportunities, create and/or modify your profile and apply to open positions. Click the [Sign in link to get started](#)

[Job Search](#) | [My Jobpage](#)

Keyword  Job Number  Search all organizations (type institution name)  [Sign in](#)






[View All Jobs](#) [Advanced Search](#)

**Job Openings 1 - 25 of 68** RSS: 

Organization: Partners HealthCare(PHS) ● Charlestown ● ← [Clear](#)

Company:  Partners HealthCare(PHS) (68) [See all organizations](#)

Location:  Charlestown (68)

Job Title	Recruiting Department	Location	Actions
Financial Analyst II (Contract Reporting & Analytics)	PHS Finance	MA-Charlestown-PHS Schraffts Center	Apply 
Senior Analyst, Payer Strategy & Contracting	PHS Finance	MA-Charlestown-PHS Schraffts Center	Apply 
Hyperion Planning Corporate Team Leader 1	PHS Information Systems	MA-Charlestown-PHS Schraffts Center	Apply 
HR Staffing Specialist	PHS Human Resources	MA-Charlestown-PHS Schraffts Center	Apply 
Senior Fundraising Development Officer	PHS Development	MA-Charlestown-PHS Schraffts Center	Apply 

3. You are able to remove the criteria selected by un-checking the check box, or by clicking the ‘x’ next to the criteria populated above the list of jobs. The full list of available jobs will then be available.
4. If the criteria you are looking for is unavailable, select the ‘Show more...’ or ‘See all’ links.


Show More:

[link to get started](#)

[Job Search](#) | [My Jobpage](#)

Keyword  Job Number  Search all organizations (type institution name)  [Sign in](#)

[View All Jobs](#) [Advanced Search](#)









**Job Openings 1 - 25 of 2632** RSS: 

Organization:  Massachusetts General Hospital (MGH) (889)

Company:  Brigham & Women's Hospital (BWH) (553)

Location:  North Shore Medical Center (NSMC) (226)

Work Location:  Spaulding Hospital-Boston & Cambridge(SRN,SRH,SHC) (129)

Job Title	Recruiting Department	Location	Actions
Billing Rep I - Located in Bedford NH - 3rd Party experience preferred!	MGH Professional Billing Office	NH-Bedford-MGH Bedford	Apply 
MANAGER, BILLING/AR REC (CREDIT RESOLUTION) Bedford, NH	MGH Professional Billing Office	NH-Bedford-MGH Bedford	Apply 
EMERGENCY/COMMUNITY HOSPITAL PSYCHIATRIC CLINICIAN - Sturdy Memorial/BI Deaconess Plymouth	MCL Emergency Room Contracts	MA-Winchester-MCL Winchester	Apply 
MEDICAL ASSISTANT(BS/BA PREFD)PER DIEM/DAYS-BWH SURGERY (WEYMOUTH)	BWH Surgery	MA-Weymouth-BWH Weymouth - BWH Surgical Associates	Apply 
SRH- Occupational Therapist, Spaulding West Roxbury, SNF	SRH Spaulding West Roxbury	MA-West Roxbury-SRH West Roxbury	Apply 
ACADEMIC PROGRAM DIRECTOR, IHP	Brigham & Women's Hospital	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply 
CASE MANAGER	SWR Case Mngt	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply 
Environmental Services Aide	SWR Env Services	MA-West Roxbury-Spaulding West Roxbury (SWR)	Apply 

# Taleo – External Applicant

See All:

Welcome. If you are a returning or new applicant, please explore opportunities, create and/or modify your profile and apply to open positions. Click the Sign in link to get started.

Job Search | My Jobpage

Keyword  Job Number  Search all organizations (type institution name)  [Sign in](#)

[View All Jobs](#) [Advanced Search](#)

**Job Openings 1 - 25 of 2637** [RSS:](#)

**Organization**

**Company**

- Massachusetts General Hospital (MGH) (888)
- Brigham & Women's Hospital (BWH) (552)
- North Shore Medical Center (NSMC) (227)
- Partners HealthCare(PHS) (224)
- Newton-Wellesley Hospital(NWH) (180)

[Show more...](#)  
[See all organizations](#)

**Location**

State/Province

- Massachusetts (2630)

City

- Boston (1466)
- Salem (193)

**Work Location**

- MGH Main Campus (578)
- Boston - BWH Main Campus (389)

[Show more...](#)  
[See all locations](#)

**Job Field**

**Job Family**

- Nursing (427)
- Admin/Clerical/Cust Service (354)
- Research (266)
- Social Services/Mental Health

Showing all organizations. Select up to 20 items to add them to your job search.

Filter records:

**Company**

- Brigham & Women's Faulkner Hospital(BWFH)
- Brigham & Women's Hospital(BWH)
- Brigham & Women's Physician Organization(BWPO)
- Cooley Dickinson Hospital (CDH)
- Cooley Dickinson Medical Group (CDP)
- Cooley Dickinson VNA & Hospice (CDV)
- Martha's Vineyard Hospital (MVH)
- Mass General Physicians Organization(MGPO)
- Massachusetts General Hospital(MGH)
- McLean Hospital(MCL)

Multi-line

Sort by

Job Title	Company	Location	Actions
Billing Rep I -		ord-MGH Bedford	Apply
EMERGENCY		hester-MCL Winchester	Apply
MEDICAL		mouth-BWH Weymouth - BWH Associates	Apply
SRH- Occupat		Roxbury-SRH West Roxbury	Apply
12 HOUR SHI		Roxbury-Spauding West (SWR)	Apply
CASE MANAG		Roxbury-Spauding West (SWR)	Apply
Environmental		Roxbury-Spauding West (SWR)	Apply
NURSE MANA		Roxbury-Spauding West (SWR)	Apply
SWR Nursing		Roxbury-Spauding West (SWR)	Apply
SWR Recepti		Roxbury-Spauding West (SWR)	Apply
SWR RN SUP		Roxbury-Spauding West (SWR)	Apply
SWR ADMINIS		Roxbury (SWR)	Apply
SWR DIRECTOR OF SOCIAL SERVICES	SWR Social Services	MA-West Roxbury-Spauding West Roxbury (SWR)	Apply
SWR Nursing Assistant (p/t, nights)	SWR Nursing	MA-West Roxbury-Spauding West Roxbury (SWR)	Apply