

# How to Search and Apply for a Presbyterian Job Online

For a better browsing experience, we recommend using Internet Explorer 11 or Google Chrome.



Visit [www.phs.org/careers](http://www.phs.org/careers) and select *Physician/Advance Practice Clinicians* or *All Opportunities*.

## To search the job listings,

Select *View all open jobs* or enter one or more of the following criteria and click **Search**.

- **Job ID:**  
If you know the ID number of the job you are interested in, type it in this field.
- **Keyword:**  
Type in a keyword related to the job you're looking for. The system will search for that keyword and for words that are similar to the keyword you entered.
- **Category:**  
Select a job category you are interested in from the drop-down menu.
- **Location Name:**  
This will display the location address.
- **Position Type:**  
Select a work type (for example, full time or part time) from the drop-down menu.
- **Position Location:**  
Select a geographic, facility, or departmental location from the drop-down menu.

## To view details for a specific job, click on the job title.

**Important:** To apply for a job, we prefer that you complete a talent profile account; however, it is not required to submit your application. Your résumé must be uploaded to your profile and is required to submit your application. The preferred format for your résumé is PDF or Word (the following are accepted: .doc, .docx, .htm, .html, .odt, .pdf, .rtf, .tif, .tiff, .txt). The system will not let you upload anything else, and it will inform you of it.

## Dashboard (status updates):

Displays all jobs you have applied for and your application status(es).

## On any job listings page,

- Click **Login**
  - Already have a talent profile account? Enter your username (email address) and password.
    - Do not remember your password? Click **Forgot password** to reset, or if you linked your profile to Facebook, Google+, LinkedIn or Microsoft, enter your credentials for that. After seven failed attempts, you will be locked out of the system for 30 minutes.
    - Need to update your phone number or address? Go to **Update your profile** on your dashboard. You can also upload a new résumé here.
  - Don't have a talent profile account? Click **Apply for this job online**. You will be asked for your email address, and then to upload a résumé to your profile. The preferred format for your résumé is PDF or Word (the following are accepted: .doc, .docx, .htm, .html, .odt, .pdf, .rtf, .tif, .tiff, .txt). This takes a few seconds as the system will upload the information from your résumé. Complete the following steps:
    - Create a login and password
    - Enter your information (first and last name and email will autofill from résumé)
    - Phones (1) (Phone number will autofill from résumé). More numbers can be added by clicking **Add More** (Phone Numbers).
    - Addresses (1) (Address will autofill from résumé.)
    - How did you hear about us  
Select from the drop-down menu how you heard about Presbyterian
    - Education (1) (will autofill from résumé; if multiple educations are listed, they will appear here also). Select highest level of education from the degree drop-down menu. More education can be added by clicking the **Add More** (Education).
    - Driver's License Number (not required)
    - License/Certification (not required)
    - Preferences (time zone; not required)
- Click **Submit** and you are now taken to the job application.

See reverse side for more information.

## To submit your job application,

Click on the job title for which you'd like to apply. Click the **Apply for this Job** button. Answer any acknowledgement and application questions to continue. (Note: a résumé must be uploaded to submit an application.)

## To view a list of the jobs you've applied to,

Login to your account and your dashboard with the jobs will appear.

## To manage your profile,

Login to your talent profile account and use the top navigation pane to manage your profile.

- **View current job opportunities:**  
Allows you to look for open jobs.
- **Update your profile:**  
View/update your profile and allows you to change your password.
- **Dashboard (status updates):**  
Displays all jobs you have applied for and your application status(es).
- **Manage your email subscriptions:**  
Allows you to unsubscribe from mass email communications.

## To withdraw an application,

- Login to your talent profile account. Your application(s) will appear.
- Select the position you would like to withdraw from and click on **Withdraw**.
- You will be required to leave a note as to why you are withdrawing your application before clicking "Confirm Withdraw."

## To send a position to a friend,

- Complete a job search.
- Open the job ID.
- Click **Email this job to a friend**.
- Fill out all needed information.
- Click **Email your Friend**.

**For current employees, you will need to log in with your phs.org email address within the system to apply.**

We are an equal opportunity employer/affirmative action employer and all qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, national origin, sexual orientation, gender identity, marital status, disability, protected veteran status, or any other characteristic protected by law. We are a drug-free and tobacco-free employer with smoke-free campuses. We are committed to providing reasonable accommodations to individuals with disabilities in the employment application process. If you need an accommodation due to disability to use our online system to apply with PHS, email at ADAapply@phs.org.

