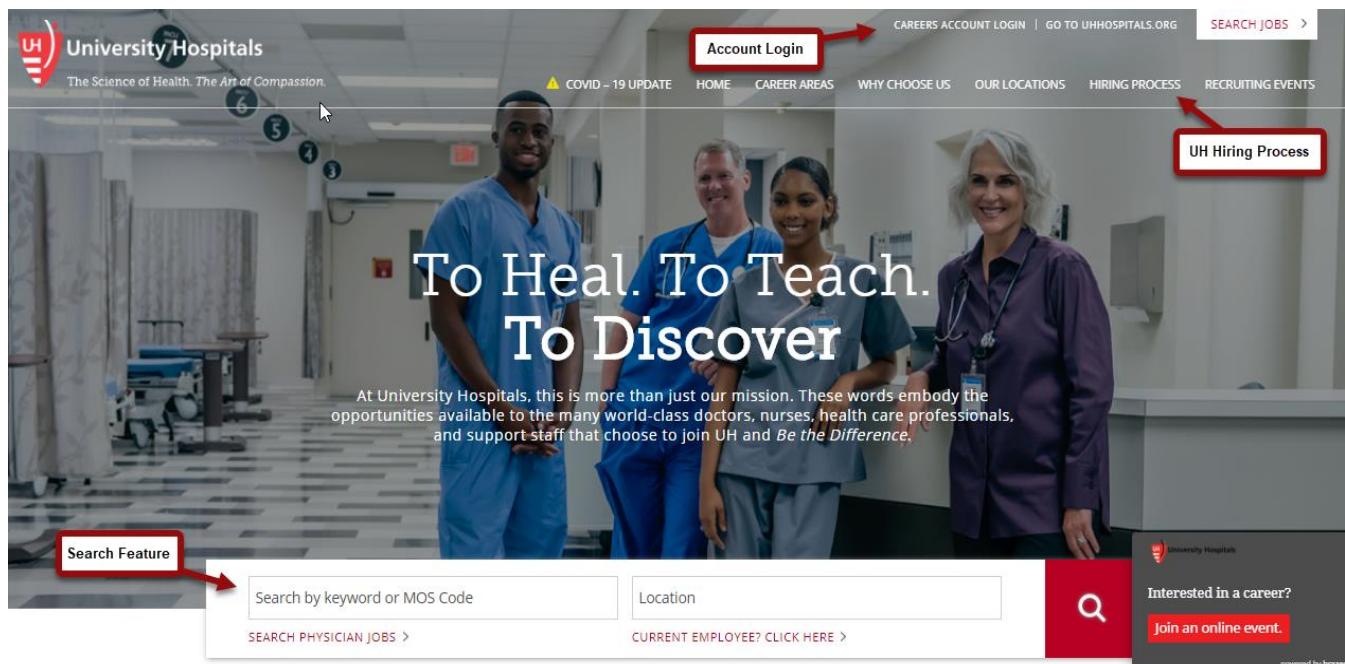




Career Center Job Aid

The Career Center allows candidates to search for and apply for jobs posted at UH. This job aid assists you in using the Career Center to search, apply, review, match, and share jobs. To access the Career Center [Click here](https://careers.uhhospitals.org) (or type careers.uhhospitals.org into your browser).

From the [Career Center Home Page](#), you have the option of logging in, reviewing important hiring information, exploring our Career Areas, etc. We will cover these items in more depth throughout the job aid.




Review the table for additional information on the Career Center Home Page.

Item	Description
Links to additional information	The Home Page provides links to additional information in several places on the page. Included are links to benefits, the hiring process, Career Center Frequently Asked Questions (FAQs), UH locations, contact information, etc.
UH Hiring Requirements Information	The links in this section are to policies such as the Annual Seasonal Influenza Vaccinations .

Explore Our Career Areas

<p>NURSING</p> <p>Nursing careers at UH provide endless opportunities to impact the lives of others, every day.</p> <p>LEARN MORE ></p>	<p>HOME CARE SERVICES</p> <p>Deliver compassionate, patient-focused support directly to those in need throughout the communities we serve.</p> <p>LEARN MORE ></p>	<p>ADVANCED PRACTICE</p> <p>Masters-prepared, board-certified, licensed practitioners working with physicians to provide vital patient care.</p> <p>LEARN MORE ></p>	<p>ALLIED HEALTH</p> <p>Our Laboratory, Rehabilitation, and Social Work professionals work with our clinical teams to provide exceptional care to those that need it most.</p> <p>LEARN MORE ></p>
<p>CLINICAL CARE SUPPORT</p> <p>Complement the efforts of our other teams in physician's offices, community, medical centers, and more.</p> <p>LEARN MORE ></p>	<p>OPERATIONS</p> <p>From Maintenance and Nutrition Services to Security and Patient Transporters, each role at University Hospitals plays a part in making a difference.</p> <p>LEARN MORE ></p>	<p>ADMINISTRATIVE & PROFESSIONAL SERVICES</p> <p>Contribute to our team of skilled professionals who keep UH practices operating efficiently and effectively.</p> <p>LEARN MORE ></p>	<p>LEADERSHIP</p> <p>Leaders are the differentiators at University Hospitals. At UH, leadership is about our promise to Inspire. Innovate. Achieve.</p> <p>LEARN MORE ></p>

You can begin your job search by typing in the **Search** field using a keyword or MOS Code.

<input type="text" value="Search by keyword or MOS Code"/>	<input type="text" value="Location"/>	
SEARCH PHYSICIAN JOBS >	CURRENT EMPLOYEE? CLICK HERE >	

NOTE: Employees and Physicians should use the appropriate link

Job Search Tab

After logging in, the system defaults to the **Job Search** tab and displays job postings with the most current jobs at the top of the page.

Search UH Jobs

Keyword/Position # or MOS Code

Administrative Support

Advanced Practice Provider

Dietary / Food Services

Executive

Physician Specialty

Facility

Status

Shift

☒ Distance
 ☐ Commute

Select a Location

within

25 Miles

Today

7 days

30 days

Any

SEARCH JOBS >

CURRENT EMPLOYEE? CLICK HERE >

Job Search Results

View accessibility alternative text.

954 Live Results | Show Map+

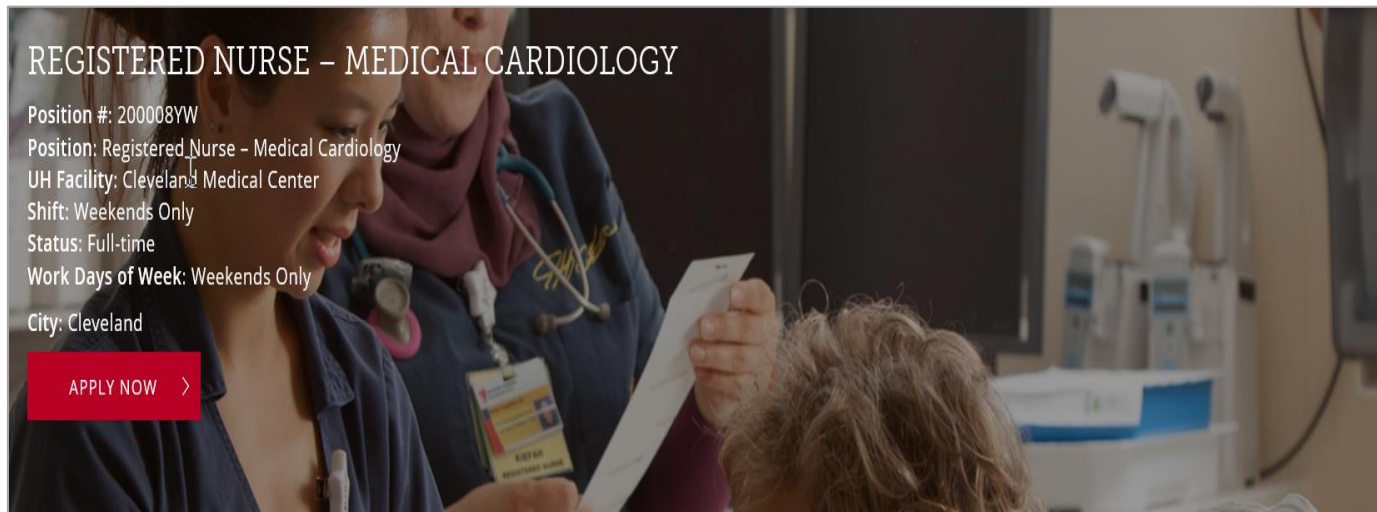
Position #	Position Title	UH Facility	Work Status	Shift	Location
20000ATO	PRN Utilization Management Assistant	University Hospitals	Per Diem	PRN	Cleveland, OH
200009TM	Respiratory Care Assistant (Respiratory Student) - PRN	Cleveland Medical Center	Per Diem	Variable	Cleveland, OH
20000B6Z	State Tested Nursing Assistant/Secretary, Full Time Days	Geneva Medical Center	Full-time	Days	Geneva, OH
20000BL5	Environmental Service Worker - Cleveland Medical Center - Part Time - Day Shift	University Hospitals	Part-time	Days	Cleveland, OH
20000AYD	ED Utilization Management Nurse - Nights	University Hospitals	Full-time	Nights and Weekends	Cleveland, OH
20000B92	Customer Service Tech, Part-time 16 hrs/week Nights-UH SJMC Equipment Management	St. John Medical Center	Part-time	Nights and Weekends	Westlake, OH
20000BC8	Physician-Pediatrics-UHMG-86568	Cleveland Medical Center	Full-time	Variable	Cleveland, OH
20000BLV	Physician-Radiology-UHMG-86520	Cleveland Medical Center	Full-time	Variable	Cleveland, OH
20000B24	Med Tech (MT/MLT) - Ashland	Cleveland Medical Center	Full-time	Rotating	Ashland, OH

On the left side of the page, you have options to search by:

- Professional Area (e.g. Nurse, Administrative Support, Medical Assistant, Information Technology)
- Physician Specialty
- Facility
- Status
- Shift
- Location
- Keyword / Position #
- Posting Date

Applying for a Job

To view the job description, click the position then the **Apply Now** link.



REGISTERED NURSE – MEDICAL CARDIOLOGY

Position #: 200008YW
Position: Registered Nurse – Medical Cardiology
UH Facility: Cleveland Medical Center
Shift: Weekends Only
Status: Full-time
Work Days of Week: Weekends Only
City: Cleveland

[APPLY NOW >](#)

ABOUT US

Your Nursing Talent Can Be The Difference.


Our UH health system cares for more than a million patients a year, one patient at a time. You chose a career in nursing because you wanted to help; to improve lives, including your own; and to have real impact. When it comes to choosing the perfect place to share and grow your talents, you deserve to be among those who share your passion and dedication too. That's us.

Join Us and Be the difference in Advancing the Science of Health and the Art of Compassion.

We combine the best of evidence-based nursing with personalized care to provide the best healing experience for those we serve. The result is a different level of patient-focused healthcare and a different caliber of opportunity for our nurses.

Equal Opportunity Employer – minorities/females/veterans/individuals with disabilities/sexual orientation/gender identity.

[SIGN UP FOR JOB ALERTS >](#)
[Share This Job:](#) [f](#) [t](#) [in](#) [e](#)

University Hospitals
Have more questions about this opportunity?
^

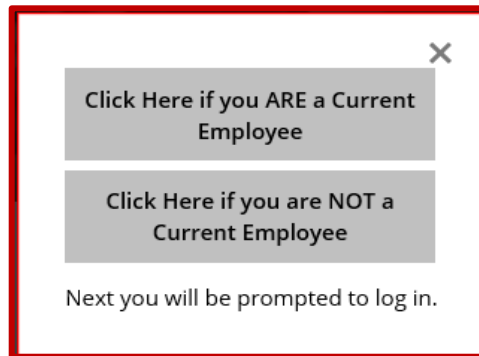
Can also review similar jobs associated with your search.

Similar Jobs

<p>Quality Improvement RN-Transplant</p> <p>Cleveland, OH</p> >	<p>Assistant Nurse Manager-Med/Tele Bedford Medical Center</p> <p>Bedford, OH</p> >
<p>Registered Nurse- Ahuja PACU- Full-Time</p> <p>Beachwood, OH</p> >	<p>Registered Nurse.Parma Emergency Services (Nights)</p> <p>Parma, OH</p> >

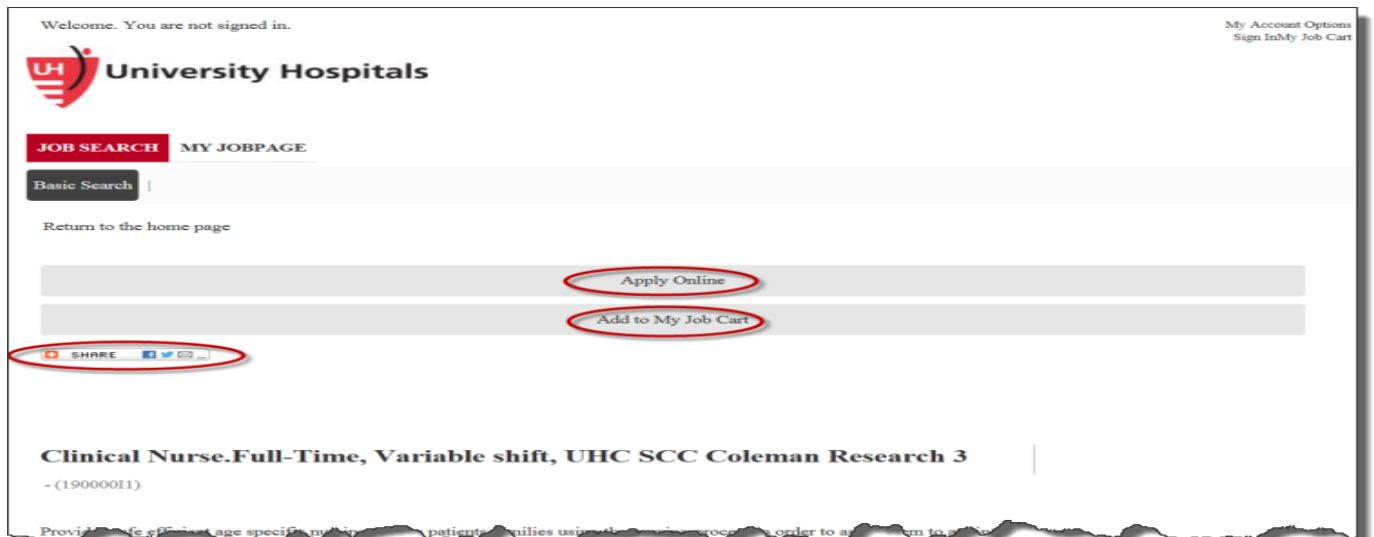
[SEE ALL JOBS >](#)


Confirm that you are not a current employee, select **Click Here if you are NOT a Current Employee**.



To apply for a job, select **Apply Online** or **Add to My Job Cart** to move a position to your job cart to review or apply at a later time.

From the drop-down menu under **Share** you can share the job on social media such as LinkedIn, Twitter, Facebook, etc.



 **Job Search**

Printable Format

Privacy Statement

EMPLOYMENT APPLICATION – PRIVACY STATEMENT

In submitting your University Hospitals employment application, you are agreeing to your personal information being used as outlined in the following statement. If you do not want your information to be used as follows, please do not submit your information.

Types of Information Collected

This Privacy Statement covers any employment application information you submit to University Hospitals, such as:

- Name, address, email address, telephone number, or other contact information;
- Your resume or CV, cover letter, previous and/or relevant work experience, education, transcripts, or other information you provide in support of an application and/or the

Review the **Privacy Statement**.

- Click **I Accept** to continue.
- Click **I Decline** to refresh and remain on the page. You will not be able to continue if you select this option.

You will be presented with the **Login Page**.

Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.



Mandatory fields are marked with an asterisk.

*User Name

*Password

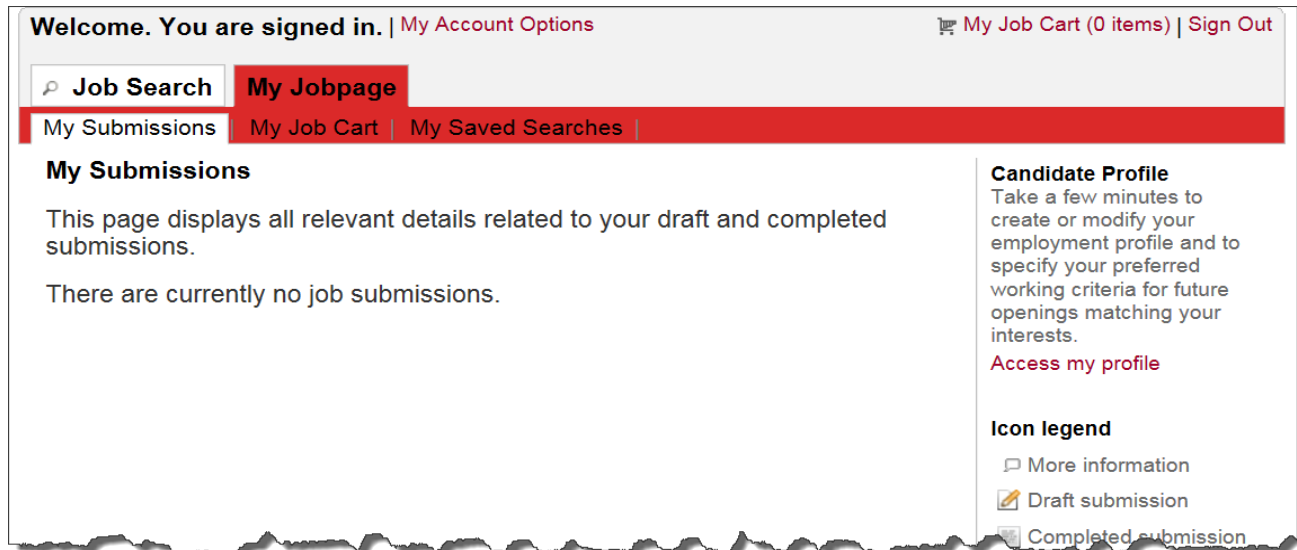
[Forgot your user name?](#)
[Forgot your password?](#)

or Sign in with:

My Jobpage Tab

On the **My Jobpage Tab**, you will see links to view your account options, submissions, job cart, saved searches, and referrals.



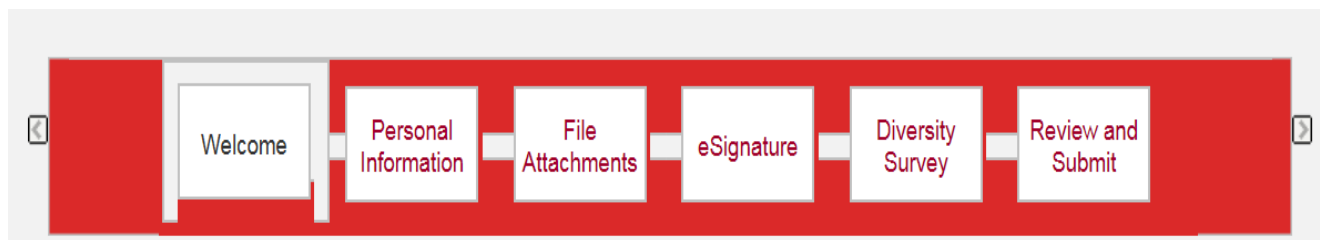
Any searches you perform can be saved by clicking the Save this Search button. You can then view your saved searches on the **My Jobpage** tab.

To refresh this page, click the **View All Jobs** link on the **Job Search** tab. All jobs display with the most current jobs at the top of the page.

Tab:	Displays:
My Account Options (top of page)	Under your Account Options, you can update: <ul style="list-style-type: none"> • Personal Information: Primary Number, Cell Number, Home Phone and/or Work Number • Login Information: Password • Correspondence: Indicate if you want an email when you submit your resume for a position.
My Submissions	This page displays all relevant details related to your draft and completed submissions.
My Job Cart	This page presents all jobs that you have added to the job cart. Note: When you view job openings, you can add them to your cart to review and/or apply at a later date/time.
My Saved Searches	This page displays all the job searches you have previously saved.

Job Submission

At the top of the page you'll see tabs that walk you through each page you'll need to complete. As you complete them, the left side of the page will show the sections you've completed.



 The system displays **Pre-Qualifying Questions**.

Welcome

Thank you for your interest in employment at University Hospitals. The total time to complete your application should be approximately 5 minutes. To make the process easier, please have the following information available:

- Your resume
- Your personal information
- Your education background
- Your work experience and if applicable, licensure and certification

As a registered user, you can return at any time to update your profile and application.

Thank You!

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. All UH health care personnel who will be entering any patient or clinical care area at a UH hospital or ambulatory site at any point during the influenza season must receive a seasonal influenza vaccination. If hired, the vaccination will be administered to applicable newly hired employees by our Employee Health Department at no charge. Please indicate if you acknowledge this requirement. *

☐ Yes, I acknowledge.

☐ No.

2. Are you at least 18 years old? If you are under 18 years old, you may have to provide a work permit prior to working. *

☐ Yes

☐ No

3. Are you legally authorized to work in the United States? By law, all persons are required to provide documentation establishing identity and employment authorization upon hire. *

☐ Yes

☐ No

Upload your resume by clicking **Upload Resume**.

Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in 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 resume, you will need to fill out the online submission manually.

- ☐ I do not want to upload a resume.
- ☒ I want to upload a resume.

Select the resume file to upload

Browse...

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.


Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

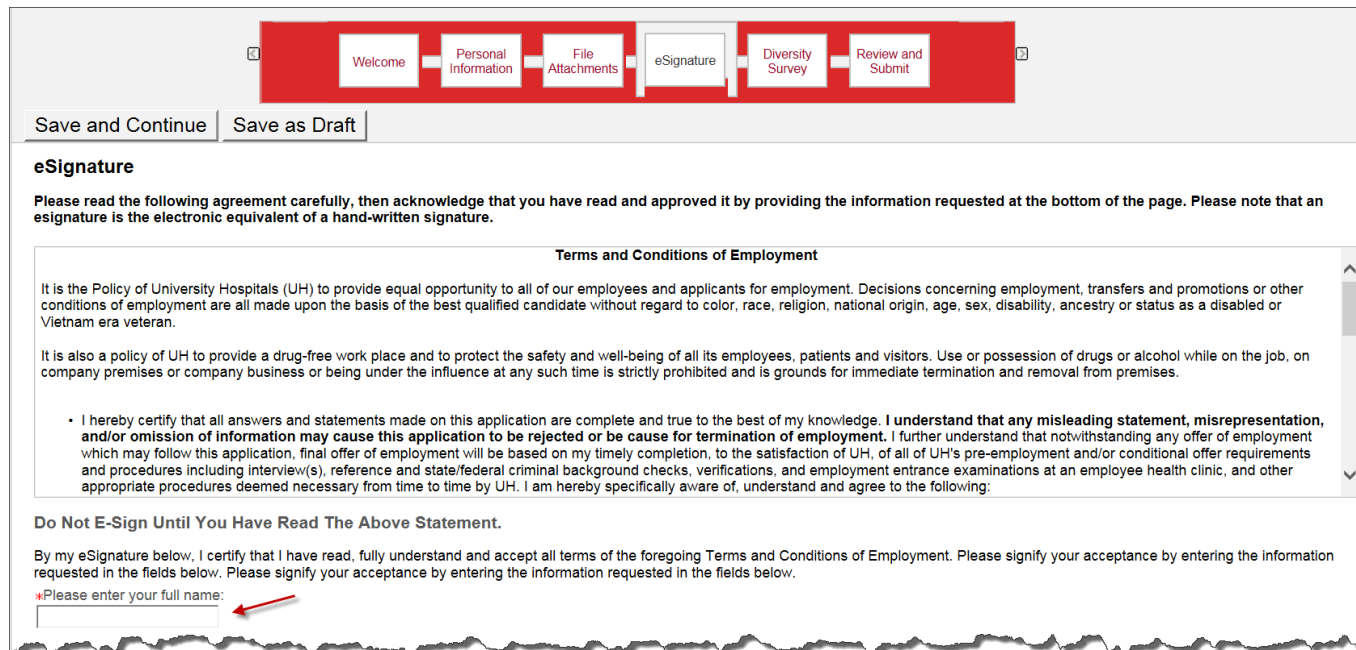
Tip ► If you do not have a resume, you can use the Resume Builder Tool to create one.

Uploading your resume will populate some of the information in the Personal Information section.

- Complete the **Personal Information** section with any information that did not populate from your uploaded resume.
- Add any applicable licenses or certifications.
- Choose your next action:
 - Continue >** to save your changes.
 - Cancel** to disregard your changes.

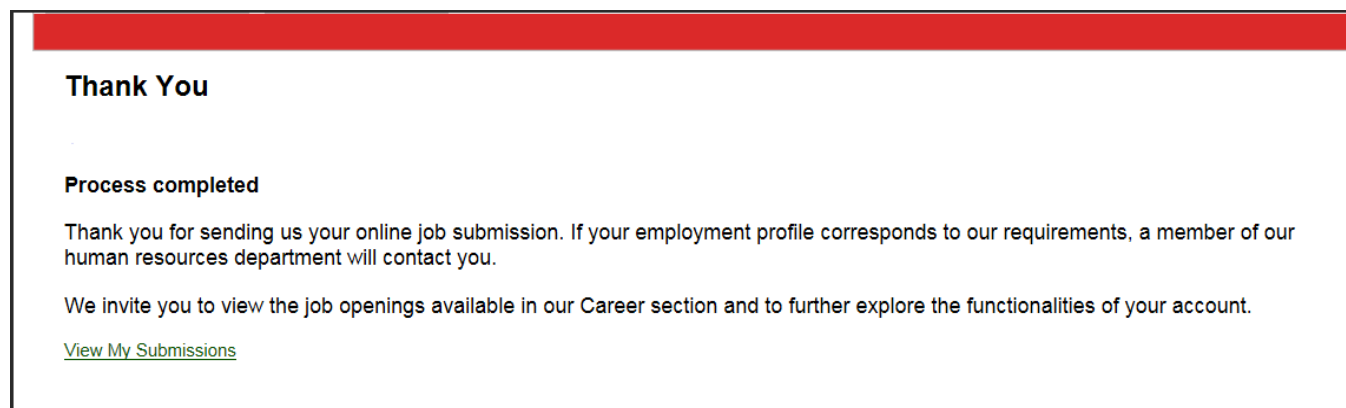
 The **Confirmation** screen displays your information.
- Review the information on the screen and choose your next action:
 - Edit** to return to the previous screen and make updates.
 - Submit >>** to apply for the job.
 - Cancel** to disregard your changes.
- Continue working through the sections.

Note ► On the eSignature page, be sure to sign the page using your **full name**. If you do not enter your full name correctly, you will not be able submit your application.



The screenshot shows the eSignature page of an online application system. At the top, a red navigation bar contains buttons for 'Welcome', 'Personal Information', 'File Attachments', 'eSignature' (which is highlighted), 'Diversity Survey', and 'Review and Submit'. Below the navigation bar are two buttons: 'Save and Continue' and 'Save as Draft'. The main heading is 'eSignature'. Below this, a paragraph instructs the user to read the agreement carefully and acknowledge it by providing the requested information. A section titled 'Terms and Conditions of Employment' is displayed, containing text about University Hospitals (UH) policy and a certification statement. Below the terms, a warning states 'Do Not E-Sign Until You Have Read The Above Statement.' and a note says 'By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing Terms and Conditions of Employment.' At the bottom, there is a red asterisk followed by the text 'Please enter your full name:' and an empty text input field. A red arrow points to this input field.

 The **Thank You!** page appears after submitting your application

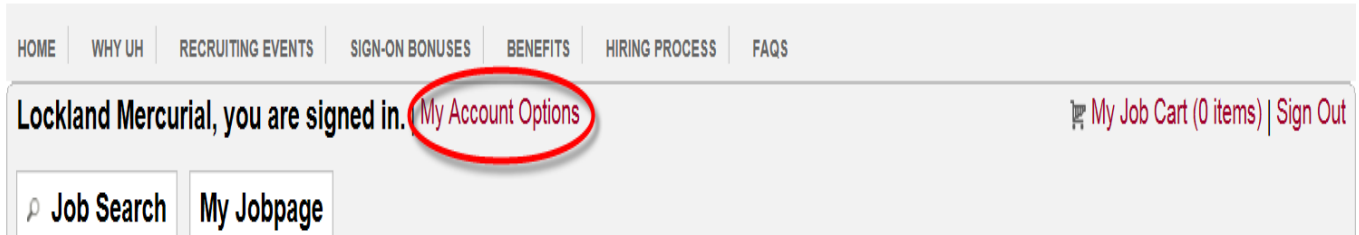


The screenshot shows the 'Thank You' page. It has a red header bar. The main heading is 'Thank You'. Below it, the text reads 'Process completed'. A paragraph follows: 'Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you.' Another paragraph says: 'We invite you to view the job openings available in our Career section and to further explore the functionalities of your account.' At the bottom, there is a green underlined link that says 'View My Submissions'.

If your account is setup with the option, you will receive an email confirmation from the system that your application was submitted.

Tip ► You can set up your profile to receive email notifications whenever a job matches your profile.

Click the **My Account Options** link to access your Profile page.



 The system displays **My Account Editor – Correspondence** box.

Check the appropriate box.

My Account Editor - Correspondence

This page allows you to modify or update your email notification options.

☐ Send me an email notification whenever a new position matching my profile is posted (job posting notification).

☐ Send me an email acknowledgment when you receive my job submission.