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 (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.
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.

On the right side of the page, you have options to search by:
- Professional Area (e.g. Nurse, Administrative Support, Medical Assistant, Information Technology)
- Shift
- Facility
- City
- Status
- Keyword / Position #
- Posting Date
Applying for a Job

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

Next, confirm that you are not an employee by selecting 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.
Review the **Privacy Statement**.

a. Click **I Accept** to continue.

b. 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**.
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 click 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.

<table>
<thead>
<tr>
<th>Tab:</th>
<th>Displays:</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Account Options (top of page)</td>
<td>Under your Account Options, you can update:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Personal Information</strong>: Primary Number, Cell Number, Home Phone and/or Work Number</td>
</tr>
<tr>
<td></td>
<td>• <strong>Login Information</strong>: Password</td>
</tr>
<tr>
<td></td>
<td>• <strong>Correspondence</strong>: Indicate if you want an email when you submit your resume for a position.</td>
</tr>
<tr>
<td>My Submissions</td>
<td>This page displays all relevant details related to your draft and completed submissions.</td>
</tr>
<tr>
<td>My Job Cart</td>
<td>This page presents all jobs that you have added to the job cart.</td>
</tr>
<tr>
<td></td>
<td><strong>Note</strong>: When you view job openings, you can add them to your cart to review and/or apply at a later date/time.</td>
</tr>
<tr>
<td>My Saved Searches</td>
<td>This page displays all the job searches you have saved previously.</td>
</tr>
</tbody>
</table>
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 direct-care providers are required to obtain an Annual Seasonal Influenza Vaccination (or wear a mask during flu season). If hired between October through March, the vaccination will be administered to applicable newly hired employees by our Employee Health Department at no charge (unless you opt to wear a mask). 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**.

**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.

1. Complete the **Personal Information** section with any information that did not populate from your uploaded resume.
2. Add any applicable licenses or certifications.
3. Choose your next action:
   a. **Continue** > to save your changes.
   b. **Cancel** to disregard your changes.
      - The **Confirmation** screen displays your information.
4. Review the information on the screen and choose your next action:
   a. **Edit** to return to the previous screen and make updates.
   b. **Submit >>** to apply for the job.
   c. **Cancel** to disregard your changes.
5. 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 Thank You! page appears after submitting your application.

Thank You

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.

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.
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.