



## HOW TO APPLY ONLINE

1. **Welcome to HealthONE Jobs!** First, become part of our Talent Community by clicking on the orange “Join Now” button in the upper right hand corner. Then search our jobs. Once you’ve chosen a job, follow the apply instructions below. Don’t see a job that interests you today? [Subscribe](#) to our Talent Community for future job notifications and HealthONE recruiting events if you haven’t already. (Note: Your Talent Community email user name and password are separate from your application user name and password.)
2. To complete an online application click the **Apply Online** button.
3. You will receive a **Candidate Consent Agreement**. Please read this statement and select **I Agree** to continue with the application process. If you do not agree with the statement and select **I Decline** you will be returned to the job search page, ending the application process.
4. **New applicants:** In order to complete this application process, you will need to create a user name and password. (Remember: Your email user name & password for the Talent Community are separate from your application user name & password.) Click the **Registration** link in the **New User** box located on the login page. You will be prompted to identify a user name, password, security question and e-mail address. If you do not have an e-mail address please enter your information in the following format: FirstNameLastName@invalidemail.com. Once all information has been provided click the **Login** button.
5. **Returning Applicant:** If you are a returning applicant, enter your **User Name** and **Password** in the **Returning User** box and click the **Login** button. (Remember: Your email user name & password for the Talent Community are separate from your application user name & password.)
6. **Applicant Information:** Required Fields are identified with a red asterisk (\*). Complete all required fields as thoroughly as possible and click the **Save and Continue** button to proceed.
7. **How did you hear about the job:** Tell us how you heard about the job by selecting a **Source** and clicking the **Select** button. Choose a **Specific Source** in the second drop down list provided. You will need to click the **Save and Continue** button at the bottom of each page to continue with the application process.
8. **Attachments:** You may attach a maximum of five (5) documents. Please note attachments cannot be deleted. If you elect to upload a resume, we recommend selecting a generic file name. When completing future applications you will have the option to upload a current version of the documents included on your profile. Click the **Save and Continue** button to proceed to the next page.
9. **Confirmation:** After you have submitted your application, you should see “Thank you for applying.”
10. **Log Out:** Click the **Exit** link in the upper right hand corner!
11. If you are having difficulty or have forgotten your Applicant or Talent Community login user name and/or password contact [recruiter@healthonecares.com](mailto:recruiter@healthonecares.com). We will try to respond by the next business day.
12. **Application Status:** To check your application status [Click here](#). Sign into your account, click on the “My Jobpage” tab. The status of your application will appear beneath each of your job submissions.

**Thank you for taking the time to apply with us today! Now that you’re part of our HealthONE Talent Community, we’ll be able to stay in touch.**