

University Hospitals

Career Center Help Tips

◆ Want to Search for Job Openings?

Visit www.UHhospitals.org/jobs and choose the “**External Applicants**” button. This link prompts the job search page to open.

Choose information for at least one field and click “**GO**” to search for the available jobs that meet your search criteria.

- Click on the **Advanced Search** button to search by facility, shift and employment status as well.

◆ Want to Apply for a Position?

You **must register** with an *email address* and *create a password* (instructions below). Remember this – you will need it next time you log into the Career Center.

UH Career Center Registration - *You must register in order to apply for a position*

- Click on the “**Register Today**” button
- Register with your complete email address and create a Career Center password.

NOTE: If you have previously registered on our site, log in with your email address and password.

- ✧ *If you forgot your password*, click on the “forget your password” link on the Career Center home page. An email with your new password will be sent to you within 24 hours.

Building your on-line Profile/Resume

- Once you register, you will be prompted to either upload a resume (follow on screen instructions) *or* build your qualifications profile (“I do not have a resume” option) which requires you to enter your information.

NOTE: If you have previously registered on our site and you need to make changes to your information, once logged in, click “**My Account**”. You can change your information under this section, including uploading a resume or other documents, education, work history, etc.

“Other Information” under My Account (*Optional*)

- **Work Preferences:**
 - ✧ Select the appropriate information in the fields pertaining to your work preferences. *This information may be used to send new job notifications to you via your email address.*
 - ✧ Selecting more fields will narrow your search results.
- **Logon Information:**
 - ✧ This section allows for you to change your password.

Applying for Positions

- After viewing the position information, click **Apply Now** button for the job that you would like to apply for.

◆ **How do I know the status of my expression of interest?** Log into the UH Career Center and on your home page, view the jobs you applied for and the corresponding status of your application. (**HINT:** Click on full list button for a complete listing). You will also receive email notifications (as long as a valid email address has been provided).

◆ **Having trouble accessing our Career Center site? Using Internet Explorer 5.5 or higher (web browser) is highly recommended.** As an FYI...If you are accessing from a work or other location, spyware, firewall or pop-up blockers may be preventing you from accessing our Career Site. You might also have virus protection software installed that is blocking our site.