



OREGON HEALTH & SCIENCE UNIVERSITY

Instructions for Applying Online:

A New Applicant Who is Not an OHSU Employee

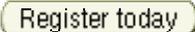
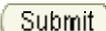
Greetings! Thank you for your interest in working at OHSU, and for taking the time to complete an online application.

The following guide provides a simple, step-by-step process for creating your application and applying to jobs at OHSU.

For additional information regarding your online application, please refer to the "[FAQ's \(Frequently Asked Questions\)](#)" link located on the main OHSU jobs page.

If you receive an error message during the application process, please copy the text of the error message and notify us through the "[Contact Us](#)" link, also located on the main OHSU jobs page. One of our team members will follow up to help with the application process, and to ensure correction of any technical issues.

We wish you the best of luck with your search for a new job.

Step #	Actions
Step 1	From the main OHSU jobs page (www.ohsujobs.com) click: 
Step 2	Under NOT AN OHSU EMPLOYEE Click: I HAVE NEVER USED IRECRUITMENT - CREATE AN ACCOUNT
Step 3	Under Is this your first time to our Job Site? Click: 
Step 4	Enter your: <ul style="list-style-type: none"> ▪ Email address ▪ First and last name ▪ Create a password Please use at least 6 characters in your password. NOTE: The password: <ul style="list-style-type: none"> ▪ Must contain a combination of letters and numbers; ▪ Cannot contain your name or be one you have recently used in this system; ▪ Cannot contain consecutively repeating letters or numbers. (For example "password" or "pa55word" will not be accepted.)
Step 5	Click: 
Step 6	If you have a resume, click "Yes, I have a resume" then click on "Browse" to search for your resume. Once you find the file path for your resume Click OPEN in the Choose File screen,, Click:  If you do not have a resume, click "No, I do not have a resume" then click: 
Step 7	Enter your Personal Information:

	<ul style="list-style-type: none"> ▪ Address (required) ▪ Phone <p>You may also upload additional documents (including additional resumes, cover letters, letters of recommendation, etc.)</p> <p>Click: <input type="button" value="Next"/></p>
Step 8	<p>Enter your Qualifications and Skills</p> <ul style="list-style-type: none"> ▪ Employment history ▪ Skills ▪ Education ▪ Additional Qualifications (Licenses/certifications) <p>Click: <input type="button" value="Next"/></p>
Step 9	<p>Enter three professional references</p> <p>Click: <input type="button" value="Next"/> if you have not uploaded a resume in Step 6 If you uploaded a resume in Step 6 click <input type="button" value="Finish"/></p>
Step 10	<p>If you uploaded a resume in step 6, you will skip this step. If you did not upload a resume in step 6, select a resume format and click: <input type="button" value="Finish"/></p>
Step 11	<p>Click Job Search to search and apply for positions.</p>
Step 12	<p>You may search by date posted, by category, by keyword or by job #. The more constraints you use the fewer results you will see. Once you have entered your search criteria, click: <input type="button" value="Go"/></p>
Step 13	<p>Once you find a position you're interested in, click IRCXXXXX (XXXXX is the specific Job Posting ID number) to review the job duties and required qualifications. Once you are ready to apply to this position, click: <input type="button" value="Apply Now"/></p>
Step 14	<p>If you need to make changes to your information click the Cancel Button, click the Home tab and then the My application link. Note: If you make changes to your application at this point, you will need to return to Step 11.</p> <p>Otherwise if your information is correct, click: <input type="button" value="Next"/> At the bottom right side of the page.</p>
Step 15	<p>Enter Application Details</p> <ul style="list-style-type: none"> ▪ Job Posting Source - How did you hear about us? ▪ Source Name - Enter details about the source if need be ▪ Gender (optional) ▪ Ethnic Origin (optional) ▪ Veteran's status (optional) <p>Review the NOTE and acknowledgement SECTION before clicking: <input type="button" value="Next"/></p>
Step 16	<p>If your information is correct, click: <input type="button" value="Finish"/></p> <p>If you need to make changes to your information, click: <input type="button" value="Back"/></p> <p>Or use the drop down to select the desired page. Then make the appropriate adjustments and click: <input type="button" value="Next"/></p> <p>Review your information again, and if it is correct, click: <input type="button" value="Finish"/></p>

Step 17	You should see a confirmation message that you have successfully applied. To apply to more jobs return to Step 11
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