



OREGON HEALTH & SCIENCE UNIVERSITY



Instructions for Applying Online: Current OHSU Employee

Welcome! The following guide provides a simple, step-by-step process for applying to new 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.

Best of luck with your search for a new position.

Step #	
Step 1	From the main OHSU jobs page (www.ohsujobs.com) click: 
Step 2	Under the Heading OHSU EMPLOYEE Click: I HAVE A USER ID AND PASSWORD
Step 3	Enter your Username and Password Note: Your username is your Novell login which is your OHSU email address without the @ohsu.edu Note: Your Oracle password is different than your Novell password.  Select iRecruitment Employee Candidate Responsibility
Step 4	Click on My Application to complete your online application for the first time or to make changes to your application. If you do not need to make changes to your application, click Job Search and proceed to Step 5.
Step 4a	Click on any of the following links to make the appropriate changes to your application: Personal Information Qualifications and Skills References Login Information Note: Please do not change your password under Login Information unless instructed to do so. Please save often by clicking:

	<input type="button" value="Save"/>
Step 4b	Click : <input type="button" value="Job Search"/>
Step 5	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"/>
Step 6	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"/>
Step 7	If you need to make changes to your information click the Home tab and then the My application link. Note: If you make changes at this stage, you will need to return to "Job Search" to find the positions you're interested in again. Otherwise if your information is correct, click <input type="button" value="Next"/> At the bottom right side of the page.
Step 8	Enter Application Details <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) Review the NOTE and acknowledgement SECTION before clicking: <input type="button" value="Next"/>
Step 9	If your information is correct, click: <input type="button" value="Finish"/> If you need to make changes to your information, click: <input type="button" value="Back"/> Review your information again, and if it is correct, click: <input type="button" value="Finish"/>
Step 10	You should see a confirmation message that you have successfully applied. To apply to more jobs return to Step 5.