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.

<table>
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<th>Step #</th>
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| Step 1 | From the main OHSU jobs page (www.ohsujobs.com) click:  
**APPLY ONLINE!** |
| 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.  
**Login**  
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: |
| Step 4b | Click: [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: [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: [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: [Next] At the bottom right side of the page. |
| Step 8 | Enter Application Details  - 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: [Next] |
| Step 9 | If your information is correct, click: [Finish] If you need to make changes to your information, click: [Back] Review your information again, and if it is correct, click: [Finish] |
| Step 10 | You should see a confirmation message that you have successfully applied. To apply to more jobs return to Step 5. |