



OREGON HEALTH & SCIENCE UNIVERSITY

Instructions for Applying Online:

A Returning Applicant Who is Not an OHSU Employee



Welcome Back! Thank you for your continued 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 returning to your application, and for applying to new jobs at OHSU. Experienced users may note that there are a number of ways to apply online at the OHSU jobs site, and this guide outlines only one of them.

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 in your search for a new position.

Step #	
Step 1	From the main OHSU jobs page (www.ohsujobs.com) click: 
Step 2	Under NOT AN OHSU EMPLOYEE click: I HAVE A USER ID AND PASSWORD
Step 3	Applicant and former OHSU Employee Under Already registered on our Job Site? Enter your email address and password, then click: 
Step 4	If you need to make changes to your application, click on My Application and continue with steps 4a and 4b. 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 (XXXXXX 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 Cancel Button, then 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.